

**VOLUNTEERS IN SCHOOLS**

- I.** It is the intent and responsibility of Talbot County Public Schools to establish procedures to encourage and effectively utilize the services of parent and community volunteers in Talbot County Public Schools.
  
- II.** The academic achievement and educational experiences of all students are enhanced by a community invested in their learning. Volunteers who become active in the student learning process assist school personnel to meet the needs of students more effectively, provide students with additional role models, and enrich the educational experience of students as well as their own understanding of Talbot County Public Schools. Volunteers may include parents and other family members, as well as other members in the community interested in the education of children, who are willing to donate their time and energies to support the students of Talbot County. The Superintendent shall develop procedures to be used by all Talbot County Public Schools to encourage and effectively utilize the services of parent and community volunteers.

**-END-**

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- I.** Decisions regarding the selection, placement and replacement of volunteers are at the discretion of the principal. Examples of permissible activities for volunteers include, but are not limited to, assisting students as directed by teachers, chaperoning field trips, and supporting school activities and community engagement events.
- II.** Local school staff members are responsible for the following:
  - A. Ensuring there is a positive environment in their buildings where parents and community members feel welcomed and are treated with respect.
  - B. Familiarizing staff with the requirements of this regulation.
  - C. Informing parents of volunteer opportunities and responsibilities at least annually and providing orientation and training as needed.
- III.** Volunteers are expected to do the following:
  - A. Volunteers are to sign in and sign out of the building using the Visitor Management System (VMS), or as otherwise directed, at the beginning and end of each volunteer activity and wear a volunteer identification name tag at all times. The VMS enables staff to scan a visitor's driver's license or identification card and cross-reference the visitor's information with state and local sex offender registries.
  - B. Volunteers may not access confidential student or personnel records, and should otherwise respect the confidentiality of students.
  - C. Volunteers working with students must be within view of others (e.g., either through a window in a door, a door left open, or in a public space.)
  - D. Volunteers may not discipline students, but should report behavioral problems to the supervising staff member. Volunteers should address any concerns about student or school safety to the principal or other appropriate staff member.
  - E. Volunteers must comply with all Talbot County Board of Education policies and Talbot County Public School regulations.
  - F. The Assistant Superintendent for Administrative and Support Services will provide screening language for partnership agreements with organizations or businesses providing volunteers to Talbot County Public Schools. The language will include the requirement that volunteers' identification information is cross-referenced with state and local sex offender registries.