



# ADMINISTRATIVE PROCEDURE

## VOLUNTEER SERVICES

4216.6

Procedure No.

February 9, 2017

Date

I. **PURPOSE:** To establish procedures for the recruitment, screening, orientation, utilization, and recognition of volunteers in the Prince George's County Public School System and to establish the process for annual evaluations of the site-based and system-wide volunteer programs.

II. **POLICY:**

As outlined in Board Policy 0106, the Board of Education recognizes the necessity and value of successfully engaging community volunteers to provide time and general support that enriches the educational program in each of our schools and assists with individual student achievement.

The Board of Education directed the Chief Executive Officer to update this Procedure to enhance student protection and improve community involvement by strengthening protocols for the recruitment, screening and utilization of volunteers at our schools.

III. **DEFINITIONS:**

- A. Volunteer – Provides a variety of services (e.g., tutoring, mentoring, and chaperoning for the students) without financial remuneration from the school system and is considered an important member of the school or site team.
- B. Principal – Provides leadership in identifying the volunteer needs and is responsible for the overall direction of a volunteer program in the local school or site.
- C. Site Administrator – Serves as the manager of a school facility other than a school building and provides leadership in identifying the volunteer needs at the site.
- D. Site-Based Volunteer Coordinator – Serves as the principal's site administrator in coordinating program details and providing support to staff members and volunteers.
- E. Staff Member – Directs work of the volunteer in a specific volunteer activity.



# ADMINISTRATIVE PROCEDURE

## VOLUNTEER SERVICES

4216.6

Procedure No.

February 9, 2017

Date

### IV. PROCEDURES/GUIDELINES:

#### A. Recruitment and Screening

1. School principals, site administrators, staff members, school-based management teams, parent teacher organizations, and representatives of the business, civic, and religious communities are encouraged to identify current volunteer needs and assist with the recruitment of volunteers.
2. Background checks
  - a. As outlined in Administrative Procedure 4215, Criminal History Records Check, all volunteers - such as mentors, interns, tutors and chaperones - must undergo a fingerprint background check and child protective services (CPS) clearance at least **14 days** in advance of the volunteer activity, including the day field trip, overnight trip or activity on or off school property, unless the exception below applies.
  - b. Fingerprint background checks must be initiated through the PGCPS Fingerprinting Office before performing duties and CPS clearances initiated through the Human Resources Employee Services Center. The fingerprint background check does not expire provided the parent/guardian provides proof of volunteer activity with a PGCPS school once a year.
  - c. The prospective volunteer must provide a copy of the stamped background check receipt to the school office for record keeping and audit purposes. Each school must maintain a copy of the stamped background check receipts for an approved volunteer.
  - d. If a prospective volunteer is a former employee of PGCPS, the school principal or site manager must first communicate with and receive approval from the Fingerprint Office/Background Unit before approving the volunteer.
  - e. Any parent/guardian who needs assistance covering the cost of a fingerprint background check, and whose child(ren) qualify for free and reduced priced meals, may request a waiver of the background check fee by providing a copy of their eligibility letter from the PGCPS Department of Food and Nutrition Services.



# ADMINISTRATIVE PROCEDURE

## VOLUNTEER SERVICES

4216.6  
Procedure No.

February 9, 2017  
Date

f. **Exceptions:**

- 1) Volunteers do not have to complete a fingerprint background check if they are escorted and under the supervision of a PGCPS employee **at all times** while on campus for a one-time event, such as parents volunteering for career day, book fairs, school dances, etc.
- 2) Those who are exempted from completing the fingerprint background check above, however, must still undergo a commercial background check, and provide a copy of their government issued identification to be scanned into the Raptor Visitor Management System, as required by Administrative Procedure 0500, when visiting school property.

**B. Ineligibility**

1. PGCPS will not knowingly approve or retain any individual to serve as a volunteer if the individual:
  - a) Has been convicted of a crime involving third or fourth degree sexual offense under § 3-307 or § 3-308 of the Criminal Law Article or an offense under the laws of another state that would constitute a violation of § 3-307 or § 3-308 of the Criminal Law Article if committed in Maryland;
  - b) Has been convicted of a crime involving child sexual abuse under § 3-602 of the Criminal Law Article, or an offense under the laws of another state that would constitute child sexual abuse under § 3-602 of the Criminal Law Article if committed in Maryland;
  - c) Has been convicted of a crime involving a crime of violence as defined in § 14-101 of the Criminal Law Article, or an offense under the laws of another state that would be a violation of § 14-101 of the Criminal Law Article if committed in Maryland;
  - d) Has been identified as an alleged abuser or neglector following completion of a Child Protective Services



# ADMINISTRATIVE PROCEDURE

## VOLUNTEER SERVICES

4216.6  
Procedure No.

February 9, 2017  
Date

investigation with a finding of “indicated” or “unsubstantiated” child abuse or neglect;

- e) Is a former employee who is coded or otherwise flagged as being barred from rehire; or
  - f) Is a current employee who is under investigation and prohibited from having unsupervised access to children.
2. In addition to the crimes listed above, an individual may be found ineligible based on a conviction or pending criminal charge for other crime(s), depending on the nature and frequency of the charge(s); the time elapsed since the crime(s) or charge(s); and other factors that may weigh against assigning the individual to volunteer at PGCPS.

### C. **Orientation and Training**

- 1. Pre-service training workshops for volunteers will be conducted by appropriate school system personnel and must include reporting of suspected child abuse and neglect.
- 2. Specific training shall also be provided for leadership of Parent Teacher Associations (PTAs) and Parent Teacher Organizations (PTOs).
- 4. Site-based volunteer coordinators will participate in scheduled in-service programs conducted by appropriate school system personnel.

### D. **Requirements on PGCPS Property**

- 1. Volunteers must sign in and out each time they enter and exit schools. Schools must maintain a log of volunteers and copy of the volunteer’s photo identification for record keeping and auditing purposes.
- 2. Volunteers must be provided and wear PGCPS identification designating them as volunteers when in schools at all times.
- 3. Volunteers who work with students in a school must, at all times, be in the view of others, may not work behind locked doors, and may not work in a room with a closed door without a window or outside of public view.



# ADMINISTRATIVE PROCEDURE

## VOLUNTEER SERVICES

4216.6  
Procedure No.

February 9, 2017  
Date

4. Volunteers who work in a school may not:
  - a. Use student restrooms;
  - b. Date or have inappropriate relationships with students, as outlined in Administrative Procedure 4218;
  - c. Discipline or threaten to discipline students;
  - d. Access confidential student or personnel records; or
  - e. Transport or allow students to drive their personal vehicle.

### **E. Responsibilities**

1. Principal or Site Administrator – Develops parent and volunteer goals and needs; ensures that each volunteer understands his/her assignment; schedules and establishes objectives for volunteers; maintains records and ensures that each volunteer has completed all required forms (i.e., Background checks, Registration Forms, Attendance Forms, etc.).
2. Site-Based Volunteer Coordinator – Assists with recruitment, pre-service training and orientation; maintains volunteer records; arranges for the recognition of volunteer services; and provides leadership for the evaluation of the local volunteer program.
3. Staff Member – Works directly with the volunteer and is responsible for cooperatively establishing objectives with the principal/site administrator, the site-based volunteer coordinator, and the volunteer coordinates the work of the volunteer in a specific activity; provides appropriate materials; and tracks the volunteer’s hours.
4. Volunteer – Adheres to Board of Education policies and procedures; participates in pre-service workshops and site-based orientations; participates in planning sessions; adheres to agreed upon schedule and duties; conforms to school/site rules and regulations; and respects the confidentiality of student records and school business.

### **F. Program Evaluation**

1. The staff at each site will assist in evaluating its volunteer program (and where applicable, impact on a school’s instructional program) and



# ADMINISTRATIVE PROCEDURE

## VOLUNTEER SERVICES

4216.6  
Procedure No.

February 9, 2017  
Date

tracking the attendance of volunteers for data that is required for the Maryland State Department of Education’s Annual Report, which will be done at the volunteer site.

- 2. Program guidelines and ways to effectuate a positive volunteer program should be periodically reviewed by principals, site administrators, staff members, and when applicable, volunteers. Provisions will be made for volunteers to evaluate the program in which they participated.
- 3. Summaries of the information obtained from the system-wide evaluation of volunteer services will be distributed throughout the school system and to appropriate community groups.

- V. **LEGAL AUTHORITY:** Maryland Code, Education Article section 6-113; COMAR 07.02.07 *et seq.*
- VI. **RELATED POLICY AND PROCEDURES:**  
Board Policy 0106, Volunteer Services  
Administrative Procedure 4215 – Criminal History Checks;  
Administrative Procedure 4218 – Dating and Inappropriate Relationships Among Students and Employees, Independent Contractors and Volunteers;  
Administrative Procedure 5145 – Reporting Suspected Abuse and Neglect
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure is maintained by the Office of Business and Community Partnerships and will be updated as needed.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4216.6, dated August 18, 2016.
- IX. **EFFECTIVE DATE:** February 9, 2017

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11