



ADMINISTRATIVE PROCEDURE

VOLUNTEER SERVICES

4216.6
Procedure No.

August 27, 2018
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.

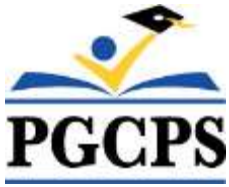
II. **POLICY:**

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 – A person assisting under the direction of a school administrator or teacher to provide a variety of services (e.g., tutoring, mentoring, and/or chaperoning for the students) without financial remuneration from PGCPS and considered to be 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. District Level Volunteer Coordinator – Serves as the coordinator of the volunteer program for the entire school system and assists with the establishment of school volunteer programs.
- E. Site-Based Volunteer Coordinator – Serves as the principal’s site administrator in coordinating program details and providing support to staff members and volunteers. The site-based volunteer coordinator must be a PGCPS employee at the local school or site.



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- F. Staff Member – Directs the work of a volunteer during or throughout a specific volunteer activity.
- G. Business Days - Any day in which PGCPS central offices are open.

IV. PROCEDURES/GUIDELINES:

A. **Volunteer Recruitment:**

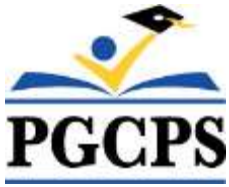
School principals, site administrators, site-based volunteer coordinators, staff members, school-based management teams, parent teacher organizations, and representatives of the business, civic, and religious communities are encouraged to identify current volunteer needs and assist with the recruitment of volunteers.

Volunteer types include:

- Parent, Family or Community Member
- Current or Former Employee
- Partner Support
- Student Community Service

B. **Volunteer Screening:**

1. Background Checks - One-Time Volunteers at a School Event:
 - a. Volunteers do not have to complete a fingerprint background check, CPS clearance check and SafeSchools training requirements if they are volunteering on campus only one time in a school year for an event, such as parents volunteering for career day, book fairs, school dances, etc.
 - b. While volunteering at the school for the event, volunteers must be escorted and under the supervision of a PGCPS employee at all times. Student escorts may not be provided.**
 - c. Volunteers under this section who are exempted from completing the background check and training requirements above must still 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



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property.

- d. If a volunteer wishes to assist with more than one event at a school during the school year, the individual must complete the background check and training requirements below.**

2. Background checks – Individuals Volunteering More Than One Time in a School Year:

- a. As outlined in Administrative Procedure 4215, Criminal History Records Check, all volunteers – including those who serve as field trip chaperones, mentors, interns, tutors, concession stand workers, gate receipt workers, etc. - must undergo a fingerprint background check and child protective services (CPS) clearance at least 15 business days in advance of the volunteer activity, 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.
- 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 known to be a former employee of PGCPS, the school principal or site manager must first communicate with and receive approval from the Human Resources Office that the former employee is eligible to be a volunteer.
- e. The prospective volunteer must complete the required SafeSchools training modules, including the Prince George’s County Child Abuse: Mandatory Reporting. Upon completion of the modules, the prospective volunteer must submit the certificates of completion for each training module completed to the Site-based volunteer coordinator or the principal.
- f. Any parent/guardian who needs assistance covering the cost of a fingerprint background check, and whose child(ren) qualify for



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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 to the Fingerprinting Office.

3. Background checks – Partner Support Volunteer(s)

- a. An individual or group that wants to provide volunteer services at local school or site through affiliation with a partner organization or business must be approved by the Office of Partnerships and Development and is considered a Partner Support volunteer(s).
- b. Fingerprint background checks for all Partner Volunteers must be initiated through the PGCPS Fingerprinting Office and CPS clearances initiated through the Human Resources Employee Services Center.
- c. The Partner volunteer must complete the required SafeSchools training modules, including the Prince George’s County Child Abuse: Mandatory Reporting.
- d. The background check receipts and the certificates of completion for each training module completed by the Partner volunteer must be submitted to the Office of Partnerships and Development for approval of the Partnership. A Partner volunteer is not allowed to volunteer in a school until the Office of Partnerships and Development has approved the Partnership and the school has received the documented approval of the Partnership.

4. Exceptions:

- a. Volunteers do not have to complete a fingerprint background check, CPS clearance check and SafeSchools training requirements if they are volunteering on campus only one time in a school year for an event, as provided under B.1.
- b. Current employees who have undergone a fingerprint background check may attend field trips by providing a copy of their work ID in lieu of completing a new background check. However, school staff must check if the PGCPS Employee



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Directory contains the employee's name and run the employee's name through the Raptor system.

C. Ineligibility

1. As a general guideline, if volunteers have charges, convictions, or concerns that would render them ineligible for employment by PGCPS, they would also not be eligible to serve as a volunteer. 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 investigation with a finding of "indicated" 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.



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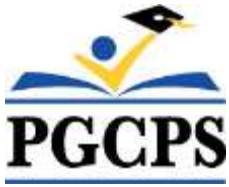
2. In addition to the crimes listed above, an individual may be found ineligible based on a conviction or pending criminal charge for other crime(s), depending on the nature and frequency of the charge(s); the time elapsed since the crime(s) or charge(s); and other factors that may weigh against assigning the individual to volunteer at PGCPS.
3. In the event that PGCPS Human Resources determines there is a pending charge, conviction, or other concern disclosed through a background check or child protective service clearance, the respective office shall immediately notify the Chief of Human Resources of the charge, conviction, or concern.
4. The Chief of Human Resources, or designee, shall notify the school principal to advise the volunteer of their ineligibility to provide volunteer services to PGCPS. Strict confidentiality must be maintained of all information disclosed through any Fingerprint Background Check, or Child Protective Service Clearance.

D. **Orientation and Training**

1. Annual online SafeSchools training and orientation must be completed individually by volunteers 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) by the District Level Volunteer Coordinator.
3. Current employees who want to provide volunteer services at a local school or site will be required to complete orientation training.
4. Site-based volunteer coordinators will participate in scheduled in-service professional development programs conducted by the District Level Volunteer Coordinator and appropriate school system personnel.

E. **Requirements on PGCPS Property**

1. Volunteers – including current and former employees - must sign in and out of the Raptor Visitor Management System 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



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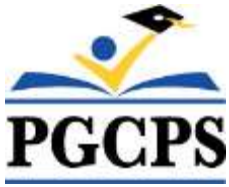
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purposes.

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.
4. Volunteers who work in a school may not:
 - a) Use student restrooms;
 - b) Date, have sexual relationships, or have inappropriate interactions with students, as outlined in Administrative Procedure 4218 and 4219;
 - 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.

F. Staff Responsibilities

1. District Level Volunteer Coordinator – Provides leadership in establishing guidelines for school and systemic volunteer programs; prepares a volunteer handbook; tracks and maintains a database of the number and names of volunteers per school; develops and conducts training for principals, site-based volunteer coordinators, and staff members; provides ongoing recognition of volunteer services throughout the School System; and requests nominations of outstanding volunteers for local, state, and national awards.
2. Principal or Site Administrator – Supervises the site-based volunteer coordinator; establishes and 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, training, Registration Forms, Attendance Forms,



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etc.); and notifies volunteers regarding non-compliance.

3. Site-Based Volunteer Coordinator – Collaborates with principal or site-administrator and staff members to implement an effective and accountable school volunteer program; assists with recruitment, school-site training and orientation; maintains volunteer records; arranges for the recognition of volunteer services at the local school site; and provides leadership for the evaluation of the local volunteer program.
4. 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 and provides appropriate materials; assists with ensuring school volunteers work in designated areas for scheduled event, field trips, or activities.
5. Volunteer – Adheres to Board of Education policies and procedures; participates in pre-service workshops, site-based orientations and planning sessions; adheres to agreed upon schedule and duties; and conforms to school/site rules and regulation.

G. Program Evaluation

1. The site-based volunteer coordinator and staff at each site will assist in evaluating its volunteer program (and where applicable, impact on a school's instructional program), tracking the attendance of volunteers and providing the attendance data to the district level volunteer coordinator on a bi-monthly basis.
2. Program guidelines and ways to effectuate a positive volunteer program should be periodically reviewed by the district level volunteer coordinator, principals, site administrators, site-based volunteer coordinators, 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.



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V. MONITORING AND COMPLIANCE

- A. It shall be the primary responsibility of school principals to ensure that any volunteer working at the school has completed and submitted a receipt documenting completion of the requisite background check requirements and SafeSchools training requirements under this procedure.
- B. Principals shall retain for five (5) years copies of the background check receipts, SafeSchools Certificates of Completion and lists of those individuals eligible to participate in field trips and other activities at their school site.
- C. Principals shall keep a list for the length of the current school year of all individuals volunteering only one time in the school year for an event at their school site.
- D. Principals shall keep a copy of the documentation provided by the Office of Partnerships and Development indicating the Partnership approval and the names of all the approved partner volunteers for five (5) years.
- E. Principals shall designate a staff member at their school site to serve as the Site-Based Volunteer Coordinator and provide requested school volunteer information to the District Level Volunteer Coordinator and appropriate school system personnel.

VI. LEGAL AUTHORITY: Maryland Code, Education Article section 6-113; COMAR 07.02.07 *et seq.*

VII. RELATED POLICY AND PROCEDURES:
Board Policy 0106, Volunteer Services

- Administrative Procedure 4215 – Criminal History Checks;
- Administrative Procedure 4218 – Dating and Sexual Relationships Among Students and Employees, Independent Contractors and Volunteers;
- Administrative Procedure 4219 - Inappropriate Interactions Among Students and Employees, Independent Contractors and Volunteers;
- Administrative Procedure 4221 – Employee and Adult Use or Entrance of Student Restrooms;
- Administrative Procedure 5145 – Reporting Suspected Abuse and Neglect

VIII. 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.



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- IX. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4216.6, dated October 11, 2017.
- X. **EFFECTIVE DATE:** August 27, 2018

Attachment:
Summary Chart of PGCPS Background Check Requirements