

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** EIB-RA, GDA-RB, IRB-EA  
**Responsible Office:** Pupil and Community Services

### Use of Volunteer Services

#### I. PURPOSE

To establish procedures for developing and establishing a volunteer program and outline responsibilities of the staff and the volunteers

#### II. BACKGROUND

- A. Volunteers are persons who are willing to donate their time and energies to assist principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers should receive orientation, training, and supervision from school personnel to ensure effective use of their services.
1. At the principal's request, trained and supervised volunteers may assist in the following areas:
    - a) Instructional Service Areas: as a classroom aide, tutor, mentor or guest speaker in reading, math, art, science, social studies, music, drama, foreign language (including ESOL), computer career education, and other curriculum-related activities, and as a media center aide
    - b) Support Service Areas: as an aide assisting with cafeteria, health, clerical, attendance, room parent/chaperone, advisory committee, booster club, newsletter and other duties
  2. Volunteers may also serve in any other ways that the principal deems appropriate.
  3. Volunteers may be recruited from many different populations including parents, business people, community members, retired senior citizens, high school, Montgomery College, and college and university students.

- B. The central office coordinator of volunteer services designs and implements a comprehensive volunteer program for MCPS, working extensively with school staffs and the public. The program reflects MCPS' commitment to participation of individuals with disabilities in accordance with law and MCPS policy.

### III. PROCEDURES

#### A. Sequential Steps in Developing and Establishing a Volunteer Program

1. The need for volunteer services in the school program is determined by the principal, in cooperation with the staff, using *MCPS Volunteer Program Handbook for Staff* and *The Handbook for Teachers* to determine that proposed volunteer services are appropriate.
2. If it is determined that the services of volunteers can be used, the principal designates a staff member to serve as the school liaison to the volunteer program. The principal also appoints one or two members of the community to serve as the school volunteer chairman. The school liaison (staff member) and the school volunteer chairperson(s) will serve as school volunteer coordinators.
3. Members of the staff complete and submit to the principal and the volunteer program coordinators MCPS Form 311-55: *Staff Request for Volunteer Services*.
4. Volunteers are recruited by the principal and/or the school volunteer coordinators. Upon request, the central office coordinator of volunteer services will assist with recruitment.
5. Volunteers are screened and placed cooperatively by the principal and the volunteer coordinators. The final decision concerning selection, placement, and replacement is made by the principal.

#### B. Responsibilities

1. The central office coordinator of volunteer services is responsible for:
  - a) Developing guidelines for school staffs to determine needs for volunteer services

- b) Suggesting methods and assisting schools in recruiting, screening, and placing volunteers
- c) Establishing and conducting training in volunteer program development for staff liaisons and school volunteer chairperson(s)
- d) Providing standards, guidelines, and other volunteer program materials for volunteer coordinators
- e) Serving as a consultant to schools initiating or expanding volunteer programs
- f) Working with the principal to identify contact persons in the school and the community
- g) Preparing reports on the progress of the MCPS School Volunteer Program for the Board of Education
- h) Formulating and recommending methods by which school volunteer programs and volunteers are given recognition

2. The principal is responsible for:

- a) Conducting a staff orientation meeting to familiarize staff with the volunteer program
- b) Assuring that each volunteer completes and submits MCPS Form 311-54: *School Volunteer Registration*
- c) Maintaining a record of the attendance of each volunteer, using MCPS Form 311-56: *Volunteer Sign-in Log*
- d) Supervising the scheduling of the volunteer, determining the role of the volunteer, and assuring that the volunteer has no access to confidential student or personnel information
- e) Assuring that the volunteer is not assigned the responsibility for disciplining students but assists the teacher in maintaining proper behavior of students and reports behavioral problems to the teacher for appropriate action

- f) Providing for the orientation and training of the volunteers assigned to the school in cooperation with the school coordinator
- g) Reporting any accident or injury involving a volunteer (see Regulation EIB-RA: *General Liability Insurance*)
- h) Completing MCPS Form 311-53: *Survey of Volunteer Services* and submitting it to the coordinator of volunteer services yearly
- i) Providing recognition and appreciation to volunteer program participants

3. The teacher is responsible for:

- a) Planning the program with the principal and school coordinator
- b) Completing MCPS Form 311-55: *Staff Request for Volunteer Services*, for the school coordinators
- c) Supervising the work of volunteer(s) assigned to them
- d) Informing the school coordinator and the volunteer of any changes in the program schedule
- e) Assisting with recognition of volunteers

4. The school volunteer coordinators are responsible for:

- a) Assisting with the orientation of staff to the volunteer program
- b) Assisting with recruitment of volunteers
- c) Assisting with the training and orientation of volunteers
- d) Replacing, with the approval of the principal, and rescheduling volunteers as needed
- e) Maintaining school records for the volunteer program and assisting with the completion of MCPS Form 311-53: *Survey of Volunteers*
- f) Assisting with recognition of volunteers

5. The volunteer is responsible for:
  - a) Completing MCPS Form 311-54: *School Volunteer Registration*
  - b) Signing in and out when reporting to or leaving the school
  - c) Notifying the school coordinator or the teacher when an illness or other circumstances prevents the volunteer from reporting to the school
  - d) Respecting confidentiality of school matters
  - e) Carrying out only those duties assigned that have been approved by the principal
  - f) Complying with systemwide and school policies, regulations and rules
  - g) Attending professional meetings or programs as appropriate

C. Evaluating the Program

The principal, school coordinator(s), and staff evaluate the volunteer program, providing an opportunity for the volunteer to submit suggestions and to evaluate the volunteer's role in the program. The principal keeps the associate superintendent for school administration and the associate superintendent for pupil and community services, as appropriate, informed of the progress of the volunteer program in the school. The coordinator of volunteer services compiles information gathered by the principals using MCPS Form 311-53: *Survey of Volunteer Services*. The coordinator of volunteer services prepares reports on MCPS school volunteers as required by the MCPS Board of Education, the Division of Insurance and Retirement, and the Maryland State Department of Education.

**Regulation History:** Formerly Regulation No. 301-7, February 16, 1979, revised December 1986; revised April 5, 1994; revised May 5, 1999.