

## **VOLUNTEERS IN SCHOOLS**

- 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 Schools 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.