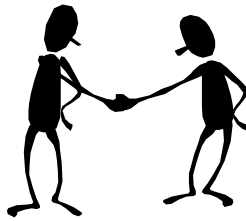


Carroll County Public Schools

Volunteer Program Handbook

2009-2010

Making a Difference Together



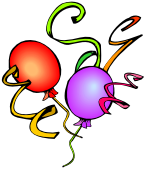
Linking Resources



to

*Build, Strengthen, and Maintain
Meaningful Partnerships*

- *Students*
- *Parents/Guardians and Families*
- *School System Employees*
- *Business Partners*
- *Community Members*



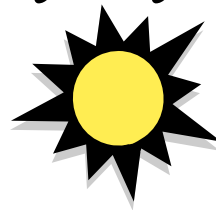
“A volunteer is a person who believes that people can make a difference-and is willing to prove it.”

Anonymous

“Volunteers don’t necessarily have the time, but they have the heart.” Anonymous



“Great opportunities to help others seldom come, but small ones surround us every day.”



Sally Koch

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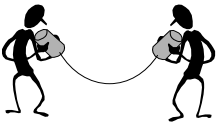


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Volunteer Program Standards

Volunteer Program Standards are guidelines that support the following common goals of Carroll County Public Schools and volunteers:

- Enrich the learning experience of all students
- Foster and encourage countywide support for the education of all students
- Establish and maintain open and ongoing, two-way, meaningful communication



Essentials of Effective Communication:

- Acknowledgement of each person's worth
- Mutual respect and trust
- Acceptance of diversity
- Cooperative and friendly attitude



Volunteer Program Terms and Definitions - Appendix A

Maryland State Law



The provisions outlined in the law apply to registered Level I and Level II volunteers, who have properly logged/signed in and out, and followed other procedures as outlined by school personnel.

Section 6-106. Volunteer aides.

(a) *Use of volunteer aides.* – Each county board may use volunteer aides in school activities in its county.

(b) *Volunteer aides to assist regular employees.* – A volunteer aide may not be used to supplant educational personnel but shall be used to assist regular employees in their assignments.

(c) *Guidelines.* – Each county superintendent shall establish guidelines for the use of volunteer aides in the school system of his county.

(d) *Agents for the purpose of liability insurance and workers' compensation.* – A volunteer aide is considered an agent of the county board for the limited purposes of:

- (1) Comprehensive liability insurance coverage under section 4-105 of the Education Article; and
- (2) Workers' compensation coverage under the Maryland Workers' Compensation Act. (An. Code 1957, art. 77, section 112A; 1978, ch. 22, section 2; 1991, ch. 21, section 3; ch. 329; 1996, ch. 10, section 16.)



Volunteer Levels



Level I Volunteers

Description – Activity takes place under direct supervision of a Carroll County Public Schools staff member and/or involves no solitary student contact. Activity takes place with a large group of students (twenty or more) at one time for a short period of time.

Examples include, but are not limited to: guest speakers/presenters/readers, event ticket collectors, and concession stand operators.

Requirement Checklist:

- **Annually register** by completing a Volunteer Information Form (only one per school year).
- **Log/Sign in** when you arrive to volunteer so your service will be credited to the location, and **Log/Sign out** before leaving.
- **Wear specific volunteer identification** and return any reusable identification prior to leaving.

Volunteer Levels (Cont.)

Level II Volunteers

Description - Activity takes place under direct or limited supervision of a Carroll County Public Schools staff member or there is unsupervised time with students.

Examples include, but are not limited to: classroom helpers, tutors, chaperones, and mentors.

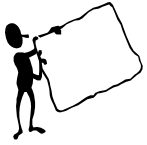
Requirement Checklist:

- **Attend required annual volunteer training at least seven (7) school days prior to volunteering to allow time for the screening process and data entry.** *School days are defined as days when schools are open for students.* Additional school days may be required to complete the screening process.
- **Complete** a Volunteer Information Form (both sides).
- **Log/Sign in** when you arrive to volunteer so your service will be credited to the location, and **Log/Sign out** before leaving to avoid difficulties when volunteering at the same site or at other schools.
- **Wear specific volunteer identification** and return any reusable identification prior to leaving.

Volunteer training obtained during the 2009-2010 school year is valid through September 30, 2010.

Volunteer Screening – Appendix B





Volunteer Registration

Volunteer Registration Forms will be provided by the trainer at the conclusion of each training session. **Volunteers are required to provide contact information and send a completed form to each school(s) where they plan to volunteer (except the school where the training was held).**

Additional information – Appendix C



Appropriate Attire



All volunteers, working in schools and/or with students who attend Carroll County Public Schools, are expected to dress in a manner that is appropriate for the setting. **While it is understood that different tasks will have an influence on the type of clothing worn, it is important that all volunteers are aware of the importance of a modest, clean, decent, and appropriate appearance that is not disruptive to the educational process. Volunteers are expected to meet or exceed student dress code standards.** Student dress code standards are outlined in the school system's annual informational calendar.



Orderly Learning Environment

In an effort to support a school environment that is conducive for learning, volunteers shall refrain from bringing a child or children with them to the location where the adult is volunteering. This may include, but is not limited to: infant(s), toddler(s), children of any age, sibling(s) of an enrolled child and an enrolled child who is not in attendance on a given day.



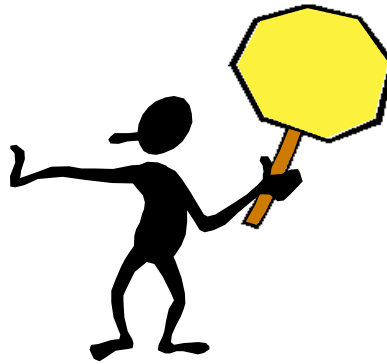
Electronic Communication Devices

The Board of Education limits the use of certain portable wireless devices that, in its opinion, have limited or no educational value or that their use creates learner distraction or learning environment disruptions. **Staff members, volunteers, and visiting adults shall turn off the audible notification on their electronic communication device(s) during the school day when they are supervising students, participating in an activity with students, or visiting a school.** Volunteers shall refrain from using electronic communication devices while volunteering at a school, and/or on a field trip/activity unless an emergency situation arises and an electronic communication device is needed to summon assistance.

Safety

and

Security Issues



Volunteers who willfully disregard policies and procedures of the Carroll County Public School System and/or school-based policies may be asked to:

- **modify their behavior,**
- **select another type of volunteer activity, or**
- **discontinue their volunteer service.**

Confidentiality



The Family Educational Rights and Privacy Act, a federal law, as well as state regulations protect student information. **Carroll County Public Schools require student records to be identified as confidential, and must be treated in accordance with state regulations and federal law.**

Confidentiality refers to the obligation not to disclose or transmit student information to unauthorized parties. All school staff and volunteers must be held accountable to maintain this level of privacy. **Volunteers are required by law to protect the confidentiality of all student information that he/she sees or hears while volunteering.**



School system staff will share confidential student information with volunteers on a need-to-know basis. Volunteers are not allowed access to student records. Volunteers often work in locations where they might hear others sharing confidential student information. If a volunteer feels that a student's right to privacy has been violated, he/she should share the concern(s) with the school administrator.



Child Abuse and Neglect

Child abuse and child neglect are against the law.

Educators, school volunteers, health care workers, law enforcement officers, community members, etc. are required by law to report suspected abuse or neglect. A report must be made if there is “**reason to believe**” that abuse or neglect possibly occurred, and should be made without further investigation, interrogation or other verification of the allegation. **Contact the Carroll County Department of Social Services at (410) 386-3300 to make a report. If the abuse or suspected abuse of a student involves CCPS staff, please notify a school administrator.**

Child Abuse may be caused by a parent, other individual who has permanent or temporary care or custody or responsibility for the supervision of a child, or by a household or family member.

Physical Injury - an injury, not necessarily visible, of a child under circumstances that indicate that the child’s health or welfare is harmed or at substantial risk of being harmed. **Sexual Abuse** - any act(s) involving sexual molestation or exploitation, whether physical injuries are sustained or not. **Mental Injury** - any observable, identifiable and substantial impairment of a child’s mental or psychological ability to function.

Child Neglect is the failure to give proper care and attention to a child, under circumstances that indicate that the child’s health or welfare is harmed or placed at substantial risk of harm.

Mental Injury – definition can be referenced above.

Staff/Student Relations



The relationship between students of any age and an employee in any position within Carroll County Public Schools is to be one of a professional nature at all times.

Volunteers should regard relationships with students in the same professional manner as school system employees are required.

The following are some examples of inappropriate behavior, directed toward students, which will not be tolerated:

- Child Abuse/Sexual Abuse/Mental Injury
- Sexual harassment
- Personal or intimate references to self or others
- Intimate or inappropriate gifts
- Letters/communications of an intimate or non-professional nature
- Telephone calls regarding non-professional matters
- Meeting a student for non-professional reasons
- Dating and sexual relations
- Condoning or participating with student(s) committing illegal acts or acts in violation of school rules
- Initiating, encouraging or engaging in obscene or pornographic discussions or displays with student(s)

Bullying, Discrimination, Harassment, Hazing, or Hostile Acts



Acts of bullying, discrimination, harassment, hazing, hostile acts, or other forms of intimidation on the part of students, employees, or volunteers will not be tolerated by the school system.

Any student or adult, who has a complaint regarding an act of bullying, discrimination, harassment, hazing, or hostility, at school during school hours or at any school sponsored function by another student, school employee, or volunteer, shall report the matter to a school employee or in the case of sexual harassment, the Title IX Coordinators, Supervisor of Guidance, or Supervisor of Physical Education/Athletics (410-751-3000).

Terms, definitions, and examples relative to these topics are available in the CCPS Student/Parent Handbook.





Tobacco and Drug-Free Schools

The Board of Education strongly endorses the concept of tobacco and drug-free school environments. Volunteers should refrain from bringing tobacco products, alcohol, inhalants, and/or illegal drugs on or within school property, school buses or coach buses, or at or in conjunction with school-related activities.

Think Smart: If a volunteer must have ready access to his/her prescription and/or over-the-counter drug(s), the drug(s) should be placed in a secure location to avoid student access/exposure. A secure location may include, but is not limited to: a closed compartment in a backpack, waist pack, purse, and bag or in a closed cabinet or closet.

Board Policy – Appendix D



Weapons and Firearms

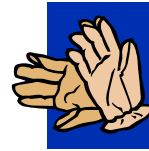


The Annotated Code of Maryland prohibits persons, other than law enforcement officers, in the regular course of their duty, from carrying or possessing any rifle, gun, knife, or deadly weapon of any kind on any public school property. Law enforcement officers may include, but are not limited to: Police, Secret Service, Federal Bureau of Investigation (FBI), Homeland Security, or Central Intelligence Agency (CIA). **Reminder: It is illegal to operate and/or park a vehicle containing weapons, look-alike weapons, firearms, and/or look-alike firearms on school property or at a school-related event.**

Terms and Definitions – Appendix E



Standard Precautions



Blood borne pathogens include the organisms that cause HIV, Hepatitis B and Hepatitis C. The likelihood of exposure to blood borne pathogens in a school is minimal. **If a volunteer renders assistance with a situation, he/she is reminded to put a protective barrier between him/her and the body fluids.** A supply of protective gloves should be available in classrooms and other work areas. Obviously, the best protection from infectious organisms is intact skin.

If a volunteer is exposed to body fluids when in a school, he/she needs to immediately wash the area and report the exposure to the school nurse. The school nurse will direct the volunteer as to specific follow-up procedures.



Illness/Injury Procedures



Any injury to a student, volunteer, and/or staff member should be reported immediately, no matter how minor the incident may seem. Volunteers should share any knowledge of or details regarding any injured or ill student(s) with CCPS staff.

Volunteers should report any injuries incurred while volunteering to the school nurse.

Food Allergies/Sensitivities



Due to serious health implications and in accordance with school system practices, the sharing of food items is prohibited. No food should be brought to school or a school-related event/activity to share with others, unless the school principal has granted approval in advance. **Reference – CCPS Student/Parent Handbook**

Our awareness of food allergies/sensitivities is a necessity. Simply restricting consumption is not enough because any contact with an ‘unsafe’ food, cross-contamination, and hidden trace ingredients can also cause an allergic reaction.

Contact school personnel with any questions and/or concerns. The school nurse is an excellent resource.

Additional Information – Appendix F



There may be an allergic child among those you might assist, chaperone, mentor, etc. Acts of bullying, harassment, teasing, or discrimination, directed at children with food allergies, will not be tolerated.

Reminders for Volunteers:

- **Seek help immediately if the child shows signs of an allergic reaction** (hives, swollen lips, coughing, tightness in throat, difficulty breathing, paleness, gut symptoms such as vomiting or cramping pain, loss of consciousness, etc.) **or complains of allergic symptoms** such as, ‘my tongue feels fuzzy.’
- **Respect system practices regarding permissible foods.**
- **Wipe common or public areas and wash hands to minimize risk of cross contamination.**

Emergency Drills and Situations



Fire Drill or Evacuation

All individuals must exit the school building in the event of a fire drill or evacuation. Volunteers need to become familiar with exit routes from various locations within the facility. Once outside, volunteers need to wait until the school building has been cleared for re-entry.

Other Emergency Situations

The school system and schools have devised plans that outline specific procedures that are activated should a crisis occur. **CCPS staff has received training pertinent to emergency situations and will assume responsibility for executing specific plans when needed.**



Frequently Asked Questions



Volunteer Training – *My child’s teacher needed chaperones for an upcoming trip, so I offered to help by chaperoning my child. Do I have to attend volunteer training?*

Response – Yes. All chaperones must attend annual volunteer training. Since chaperones are responsible for the health and safety of the student(s) assigned to his/her group for the duration of the trip/activity, knowledge about the school system is critical. Additional information will help to prepare you for various situations that may arise during the trip/activity.



Confidentiality – *Why would personal/confidential information about a CCPS student be shared with a volunteer?*

Response – Confidential student information is only shared on a need-to-know basis. **Some examples:**

- If a volunteer is tutoring or mentoring students, confidential student information might be shared in order to help the volunteer support the academic success of those students. Information about learning styles would assist the volunteer in meeting student needs.
- If a student, in a group the volunteer is chaperoning, needs to receive prescribed medication during a field trip, the volunteer will need to know the student’s identity and when the medication is needed. Only school system personnel are permitted to carry and distribute medication, so the volunteer will need to locate a staff member at the proper time. (Exceptions will be made for students with permission to administer their own medications and for parents to administer medication to their own child. Reference - CCPS Field Trip Procedures Manual)

Frequently Asked Questions (Cont.)



Staff/Student Relations – Yesterday, I volunteered to assist with an after-school rehearsal. Even though the students were separated in small groups, we were all in the same area of the cafeteria and conversations could be easily heard. During this time, I noticed a volunteer talking exclusively to one student. Even though the volunteer is a friend of mine, I'd consider the comments I overheard to be inappropriate and suggestive. *What should I do if it's repeated at today's rehearsal?*

Response – Relationships between volunteers and students of any age should be of the same professional nature as school system employees are required, so inappropriate interactions are not tolerated. Bring the matter to the attention of a school administrator before today's rehearsal.



Food Allergies/Sensitivities – I enjoy being active and plan to volunteer for lots of school activities. Besides the information about food allergies in the volunteer handbook, is there more I should know before I volunteer?

Response – Due to the increasing number of allergic reactions, information about food allergies is readily available. Prevention is crucial, so it's important to check with school staff and ask questions before a project, activity, trip, etc. takes place. There is no predictable pattern when it comes to the severity of a reaction. At the school level, the nurse is an excellent resource.

Appendix A

Vocabulary Terms and Definitions



Purpose - Carroll County Public Schools' Volunteer Program

- **Volunteer** - A person who offers to the local school or Carroll County Public Schools his/her services without receipt of monetary compensation or student-learning hours. Volunteers include, but are not limited to: classroom helpers, chaperones, tutors/mentors, booster club leaders, PTA/PTO members, and guest speakers.
- **Direct Supervision** – A staff member of Carroll County Public Schools is overseeing or directing the activities of a volunteer at all times and is physically in the same area.
- **Limited Supervision** – A staff member of Carroll County Public Schools is overseeing or directing the activities of a volunteer and is not always physically in the same area, but has easy access to the area.
- **Unsupervised** - A volunteer is in an area where a Carroll County School staff member cannot easily access or where the volunteer can restrict access.
- **Student Contact** - Any activity that brings the volunteer and the student together face to face with or without physical contact.
- **School Day** – A day when schools are open for students.

Appendix B



Volunteer Screening

All efforts should be made to ensure that all volunteers are screened prior to their volunteer service. The screening of volunteers is important because of the vulnerability of school-age children.

Purpose of Screening

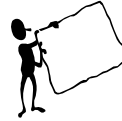
- Identify individuals who may pose an unacceptable risk to students, staff, or the school system
- Assess an individual's potential to inflict physical or emotional harm to students or staff, steal or damage school property, cause a disruption to the learning environment, and/or violate policies regarding student confidentiality

Non-Discrimination

- Carroll County Public Schools does not discriminate on the basis of race, gender identity, religion, national origin, sexual orientation, marital status, or disability in its recruitment, screening, and placement of volunteers.
- The Superintendent, School Administrator, Carroll County Volunteer Program Coordinator or their designee(s) may limit the activities of a volunteer or deny permission for an individual to serve as a volunteer.

Appendix C

Volunteer Registration Form



- Volunteers completing the required training will have the information from their Volunteer Information Form entered in the county volunteer database by an appropriate person at that site. **A volunteer registration form is not required for the school where volunteer training is held.**
- If volunteers intend to donate service at a school(s) or a location(s) other than or in addition to the school/location where they attended training, it is the responsibility of the volunteer to notify the School-Based Volunteer Program Coordinator(s) and ask to be added to the volunteer manifest at that site(s). **Multiple volunteer registration forms may be needed if the volunteer plans to donate service at more than one school/location.**

Appendix D

Tobacco and Drug-Free Schools



Policy: The use, possession, manufacture, distribution, and solicitation of controlled dangerous substances, drug paraphernalia, look-alike drugs, unauthorized legal drugs, prescription drugs, over-the-counter drugs/medications, alcohol, tobacco, or inhalant substances is strictly prohibited on or within school property or leased property, school vehicles, buses or coach buses, or at or in connection with any program or activity sponsored or endorsed by the Carroll County Public School System.

Appendix E

Weapons and Firearms



In accordance with the Board of Education policy:

- A **weapon** is an object or look-alike object intended to cause harm to another or used to cause bodily harm to another.
- A **firearm** is any device that is designed to or may readily be converted to expel a projectile by the action of an explosive or any other destructive device.
- A **look-alike firearm/other gun** shall include any gun other than a firearm, loaded or unloaded, operable or inoperable, that resembles an object or implement intended to cause bodily harm to another, or used in such a way as to cause bodily harm to another.

Appendix F

Food Allergies/Sensitivities



Even small amounts of a food allergen can cause a reaction. Be aware that food allergens can be found in other items such as craft materials, skin products (lotions, make-up, and soap), pet food, birdseed, etc. Also note that just because one brand of a product is fine, the product by another manufacturer may cause an allergic reaction. An allergic reaction is individualized in each person; each person reacts differently.



FAST FACTS:

- 1. The occurrence of food allergies among children is rising.**
- 2. Food allergies can be mild to life threatening.**
- 3. Allergic reactions can happen anywhere at anytime.**
- 4. There is no predictable pattern when it comes to the severity of a reaction.**
- 5. The severity of previous reactions is not an accurate indicator of future reactions.**

A Message from the Superintendent of Carroll County Public Schools

Thank you for your interest in becoming a volunteer in Carroll County Public Schools! As a school system, we want to ensure that every student is able to thrive as a responsible citizen in a changing world by providing rigorous and challenging curriculum in partnership with quality staff, caring families, and supportive community members.

If we are to accomplish this goal, we need your help and support. Parent and community involvement is a significant factor in the success of schools. By becoming a volunteer, you are providing an invaluable contribution to the education of our students.

In your role as a volunteer, you will be called upon to assist teachers and staff with the day-to-day activities involved in providing a balanced education for children. You will be part of an important team striving to ensure that each and every one of our students succeeds. Every employee appreciates your contribution as a school volunteer in our school system – but perhaps most of all by the children who will benefit from your generosity.

On behalf of our students and staff, I would like to thank you for sharing your talents and time with the children in our community.

Sincerely,

*Charles I. Ecker
Superintendent*

Carroll County Public Schools Volunteer Program

Additional Information

Volunteer Training

Comprehensive schedule of training sessions:

- School System's website (www.carrollk12.org)
- E-School News
- School newsletters and bulletins
- Carroll Educational Television - Channel 21
- Local newspapers



CCPS Volunteer Program Coordinator

Jane Farver

410-386-1536

ejfarve@carrollk12.org

