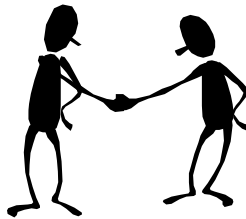


Carroll County Public Schools

Volunteer Program Handbook

2011-2012

Making a Difference Together



Linking Resources



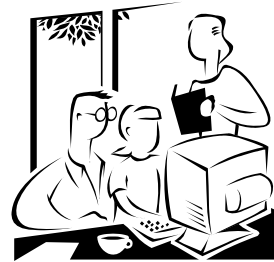
to

*Build, Strengthen, and Maintain
Meaningful Partnerships*

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

Volunteer Tributes

“Doing things for others always pays dividends...” Claude M. Bristol



“Nobody can do everything, but everyone can do something.”

Author Unknown

“I can no other answer make, but thanks, thanks, and thanks.” William Shakespeare



TABLE of CONTENTS



TOPIC	PAGE
Volunteer Program Standards	1
Maryland State Law	2
Volunteer Levels	2-3
Volunteer Registration	4
Appropriate Attire	4
Orderly Learning Environment	5
Electronic Communication Devices	5
Safety and Security Issues	6
Confidentiality	7
Child Abuse and Neglect	8
Bullying, Harassment, Intimidation, Discrimination or Hazing	8
Staff and Student Relations	9
Tobacco and Drug-Free Schools	10
Weapons and Firearms	10
Standard Precautions	11
Illness/Injury Procedures	11
Food Allergies/Sensitivities	12
Emergency Drills and Situations	13
Volunteers as Chaperones	14
Students as Volunteers	15
Appendices	A-I



Volunteer Program Standards

The school system welcomes volunteers and encourages them to support student achievement through their service. During the 2010-2011 school year, registered volunteers donated thousands of service hours to support educational endeavors. The valuable contributions of volunteers are recognized and appreciated by students and staff.

Carroll County Public Schools and Volunteers Common Goals:

- strengthen ties with parents, families, community members, and business partners by fostering a sense of mutual respect and trust
- enrich learning experiences and encourage countywide support for the education of all students by acknowledging each person's worth
- support the essentials of open and ongoing, two-way, meaningful communication through the acceptance of diversity



Program Terms and Definitions Appendix A

Maryland State Law



The provision for liability insurance, outlined in the law, applies 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 Appendix B



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: event ticket collectors, guest speakers/presenters/readers, and concession operators.

Requirement Checklist:

- **Annually register** by completing a Volunteer Information Form (only one form per school year)
- **Log in and out** so your service will be credited to the school or **Record** volunteer service on a log for manual input
- **Wear specific volunteer identification**

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 in** when you arrive to volunteer so your service will be credited to the location, and **Log 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 2011-2012 school year is valid through September 30, 2012.

Volunteer Screening Appendix C





Volunteer Registration

Volunteers are required to provide contact information and deliver or send a completed registration form to each school(s) where they plan to volunteer, except the school where the training was held. **A completed volunteer registration form serves as notification that the individual has attended volunteer training and has made a request to be added to the volunteer manifest at a specific school. This request will be delayed until the volunteer screening process is completed.**

Additional Information Appendix D



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. 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.



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

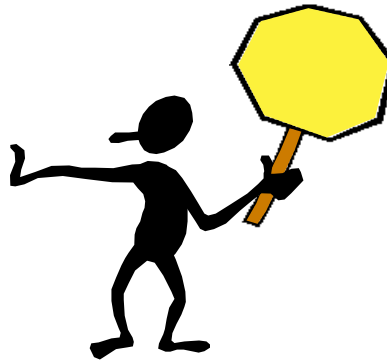


The Board of Education limits the use of certain portable wireless devices that, in its opinion, have limited or no educational value or that their use creates learner distraction or learning environment disruptions. **Staff members, volunteers, and visiting adults shall turn off the audible notification 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, chaperoning a field trip, and/or assisting with an activity unless an emergency arises.

Safety

and

Security Issues



Volunteers who willfully disregard policies and procedures of the Carroll County Public School System and/or school-based policies will 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 system staff and volunteers must be held accountable to maintain this level of privacy.**



School system staff will share confidential student information with volunteers on a need-to-know basis. Volunteers should not be asked to evaluate student work, record student grades, and/or analyze student data. Volunteers are not allowed access to student records. Volunteers often work in locations where they might see or hear others sharing confidential student information. If a volunteer feels that a student's right to privacy has been violated, the concern(s) should be shared with a school administrator. **Volunteers are required by law to protect the confidentiality of all student information while volunteering.**



Child Abuse and Neglect

Child abuse and child neglect are against the law.

Volunteers 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 410-386-3434 to make an immediate oral report.** In addition, contact a school administrator to request assistance with a required written report. Reports of child abuse and child neglect will be kept confidential.

Definitions Appendix E



Bullying, Harassment, Intimidation, Discrimination or Hazing

The Board of Education believes that acts of bullying, harassment, intimidation, discrimination or hazing on the part of students, employees, or volunteers are both morally wrong and offensive and will not be tolerated by the school system. **Cyber-bullying is strictly prohibited, as are other forms of computer misuse.**

Student images should not be posted on the web by school system employees, except on the school website, following school system procedures regarding the use of student photos/images.

Additional Information Appendix F



Staff and 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, or Mental Injury
- Sexual harassment
- Personal or intimate references to self or others
- Intimate or inappropriate gifts
- Communications of an intimate or non-professional nature
- 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)
- Participation in the transfer, or attempted transfer, of alcohol or drugs to a student with or without the exchange of money or other valuables

In the capacity of a volunteer, refrain from electronically communicating directly with students. All communication should be made through face-to-face dialogue with the student and/or the student's parent/guardian, as appropriate.

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 or using tobacco products, alcohol, inhalants, and/or illegal drugs on or within school property, school or coach buses, or at or in conjunction with school-related activities/events.** **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 of Education Policy Appendix G



Weapons and Firearms

The Annotated Code of Maryland prohibits persons, other than sworn 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. Sworn law enforcement officers may include, but are not limited to: Police, Deputy Sheriff, Secret Service, Federal Bureau of Investigation (FBI), and Homeland Security. **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.** Reference - CCPS Student/Parent Handbook

Terms and Definitions Appendix H



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. The best protection from infectious organisms is intact skin.



If a volunteer renders assistance, 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.

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.

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. **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. **Acts of intimidation or discrimination, directed at students with food allergies, will not be tolerated.**



Reminders for Volunteers:

- **Seek help immediately if a 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 off common or public areas and wash hands to minimize the risk of cross contamination.**
- **Exercise extreme caution regarding the purchase of any food, beverage, and/or other merchandise when chaperoning students.**

Additional Information Appendix I



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 implementing specific plans when needed.

Volunteers as Chaperones

Field trips/school-related activities are considered to be an extension of the school day. Staff, students, and chaperones should comply with all CCPS policies and school rules.

Standards of acceptable behavior should be exhibited prior to departure, during transport to and from the location of the trip/activity, and at the destination of the trip/activity.

Chaperones are reminded to focus on the overall purpose of the trip/activity and the importance of their responsibilities.

In order to provide coverage for all participants, chaperones are usually required to supervise students in addition to his/her child or children.



Volunteers as Chaperones:

- **must be at least 18 years of age**

Based on the type of trip/activity, a school administrator may increase the minimum age requirement for chaperones.

- **are approved Level II volunteers (attended training and met all CCPS Volunteer Program guidelines)**

In addition, chaperones for an overnight trip/activity, must submit a background check request to the CCPS Volunteer Program Coordinator at least thirty (30) days prior to the scheduled trip/activity.

- **accompany students to supervise behavior and activities**

Chaperones are responsible for the health and safety of the student(s) assigned to his/her group for the duration of the trip/activity.

Students as Volunteers



Students enrolled in Carroll County

Public Schools

An enrolled CCPS student, who plans to serve as a mentor, tutor, intern, or volunteer for consecutive school days, must be provided with the information presented during a volunteer training session. Due to the nature of the volunteer service provided by mentors, tutors, interns, or volunteers for consecutive school days, the training requirement applies to all, even students who are earning student-learning hours for their volunteer service. **In an effort to accommodate a student's school schedule, the required information may be provided by a school system employee and/or a CCPS Volunteer Program trainer during the school day.**



Students enrolled in other public school systems, private or non-public schools and/or students who are home-schooled

A student, who plans to serve as a mentor, tutor, intern, or volunteer for consecutive school days, must attend a volunteer training session and meet CCPS Volunteer Program guidelines.

Appendix A Volunteer Program Standards

Program 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 (except students who serve as mentors, tutors, interns, or volunteer for consecutive school days). Volunteers include, but are not limited to: classroom helpers, chaperones, tutors, mentors, club leaders, and guest speakers/readers/presenters.
- **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 Maryland State Law



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.)

Appendix C Volunteer Levels



Volunteer Screening

All efforts should be made to ensure that all volunteers are screened prior to the start of 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 D Volunteer Registration



Additional Information



Data input will be delayed until the screening process has been completed.

- 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 deliver or send a completed registration form to that location. **Multiple volunteer registration forms may be needed if the volunteer plans to donate service at more than one school/location.**

Appendix E Child Abuse and Neglect

Definitions



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.

Appendix F Bullying, Harassment, Intimidation, Discrimination or Hazing

Additional Information

Any student (victim or witness), parent or close adult relative who has a complaint regarding an act of bullying, harassment, intimidation, discrimination or hazing 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. Reports of sexual bias should be made to the school system's Title IX Coordinator (410-751-3000).

Appendix G

Tobacco and Drug-Free Schools



Board of Education 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 H Weapons and Firearms

Terms and Definitions

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 I Food Allergies/Sensitivities

Additional Information



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 for 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.**

Carroll County Public Schools Volunteer Program

Additional Information



**A comprehensive schedule of
volunteer training sessions is available.**

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



CCPS Volunteer Program Coordinator

Jane Farver

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ejfarve@carrollk12.org

