



Queen Anne's County  
Public Schools

*Preparing World-Class Students Through Everyday Excellence*

# 2019-2020 Centreville Elementary Volunteer Training



Queen Anne's County  
Public Schools

*Preparing World-Class Students Through Everyday Excellence*

# Today's Agenda

- Volunteer Application Procedures
- Policies You Should Know About
- Other Important Information
- Complete Form



---

# Volunteers Like You Make a Difference!

The goal of the Queen Anne's County Public Schools' Volunteer program is to enhance the relationship between home, school, and the community. Together we should educate our students in a diversified world to become productive and contributing citizens.



# Volunteer Policy

- All volunteers are required to complete a Volunteer Application each year for each school where they wish to volunteer.
- All volunteers must agree to a Maryland criminal history and National Sex Offender Registry background check conducted by the Board of Education.
- In addition to the background check, if the volunteers are involved in an overnight activity (Tier II) or student athletics, they must agree to an additional fingerprint background check by the Board of Education.
- Volunteers are required to attend the annual volunteer orientation session and any other meetings or training required by each school.



# Volunteer Tier Chart

Level Of Volunteer	Examples of Volunteer Activities	Application, Database, Orientation Training	Required to Log Volunteer Hours	National Sex Offender Registry Check*	MD Criminal / CJIS Background Check**
<b><u>Tier I</u></b> 1 day/1 event with limited, controlled access	Career Day Chaperone Dance Chaperone Field Trip Fun & Fitness Day Fun Fair, Book Fair Science Fair Judge	X	X	X	
<b><u>Tier II</u></b> <b>Overnight</b> Supervision or Recurring / Regular contact (ie. in the school more than 20 hrs per week)	Advisor Band/Chorus Trips Classroom Asst. Club/Team Trips Coach Mentor Tutor North Bay Trip	X	X	X	X (HR Dept.)

\* Tier I: Any individual on the National Sex Offender Registry is not eligible for inclusion in the volunteer program with the Queen Anne's County Public Schools. The Registry will be checked annually for all Tier I volunteers.

\*\* Tier II: Fingerprinting is required every four years at the Board of Education of Queen Anne's County. The current cost is \$50.00. Any individual who pleads guilty or received a probation before judgment for any of the following crimes, attempted crimes, or a criminal offenses is not eligible for inclusion in the volunteer program with the Queen Anne's County Public Schools: Crimes of violence, drug-related offenses, robbery, child abuse, pornography, contributing to the delinquency of a minor or similar crimes.



# Fingerprinting

- Tier II volunteers require a fingerprint background check every **four** years. If you require fingerprinting, the Board of Education's Human Resources department will contact you to schedule an appointment. The current fee for fingerprinting is \$50.00.
- New **four year** rule applies to anyone printed after 9/2011
- The Board of Education receives “alerts” from CJIS whenever someone we have printed has a new arrest or conviction on their record



# ID Badge Policy

- All adults in the school should wear a QACPS-issued identification badge (either an employee badge or a visitor/volunteer badge)
- Please check-in at the school office to receive an Identification Badge each time you come to volunteer
- Wear the ID badge during your visit
- When you have finished volunteering for the day, please sign-out in the office and return the ID badge



# Confidentiality

- Volunteers are expected to maintain the same level of confidentiality as employees. Do not share information that you see or hear in schools including, but not limited to:
  - ❑ student grades
  - ❑ class work
  - ❑ behavior
  - ❑ home environment
  - ❑ inclusion in free and reduced lunch programs
  - ❑ enrollment in special education programs
  - ❑ teaching methods

**This information must be kept strictly confidential.**





# Insurance & Worker's Compensation Coverage

- Volunteers are considered agents of the Board of Education for the limited purposes of comprehensive liability insurance coverage and worker's compensation coverage.
- Important Provision: The Board of Education is not liable for compensation to volunteers under the Worker's Compensation Act if the volunteer fails to sign-in for each period of service.
- Please sign in and out each time you volunteer!



# Tobacco & Drug Free Workplace Policies

- The sale and use of tobacco, alcohol and illegal drugs is prohibited in our school buildings, on school property and on school buses.



# Child Abuse & Neglect Reporting Policy

- The Maryland Child Abuse and Neglect Law requires educators (including volunteers for a school system) who have reasonable cause to know or suspect that a child has been subjected to physical abuse, sexual abuse or neglect as defined by statute, to immediately report to the local department of social services.
- Please report any suspicions of abuse/neglect to the school administrator or counselor immediately. They will walk you through the reporting process.



# Dating Policy

- The Board of Education regards the relationship between staff/volunteers and students to be of a professional nature. Asking for a date, dating, or engaging in sexual relations is prohibited between staff and students.
- Any suspicion of dating or sexual relations between an employee and student should be reported immediately to the Human Resources Officer at the Board of Education.



# Delinquent Acts Reporting Policy

- Rumors of the following delinquent acts perpetrated by students should be reported immediately to a School Administrator:
  - Vandalism or theft (over \$100.00)
  - Possession of weapons, explosives or hazardous materials
  - Sexual assault
  - Arson (including false emergencies or alarms)



# School Rules

- CES is a PBIS (Positive Behavior Intervention System) school
- Our Students are expected to: (CUBS)
  - **C**are
  - **U**se Safety
  - **B**e Responsible
  - **S**how Respect



# Medical Issues

- Our school nurse(s), Mrs. Cronshaw/Mrs. Kastle, will inform you of any medical concerns you need to be aware of prior to a field trip.
- Immediately take student to the classroom teacher so that they are able to handle any medical issues that arise.



# Volunteer Tips

- Learn student's names
- Be patient
- Have a sense of humor
- Ask questions
- Smile





---

# Additional Policies

Please visit the volunteer section of our school website for the full Volunteer Handbook



Queen Anne's County  
Public Schools

*Preparing World-Class Students Through Everyday Excellence*

---

# Volunteer Application & Certification of Training

Tier I: Click [here](#) to complete the electronic volunteer application.

Tier II: Visit the Volunteer Section of our school website to print a paper application, complete and return it to the school at your earliest convenience. Paper copies may also be obtained from the school office.

---

# Questions?

Thank you for  
volunteering!



Queen Anne's County  
Public Schools

*Preparing World-Class Students Through Everyday Excellence*

---