Volunteer Training
Training Session Agenda

- Volunteer Application Procedures
- Policies You Should Know About
- Other Important Information
- Complete Online 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 to become productive and contributing citizens in a diversified world.
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 this annual volunteer orientation session and any other meetings or training required by each school.
# Volunteer Tier Chart

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

* 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
Important notes

- Any individual who pleads guilty, nolle prosequi, or received a probation before judgment for a crime of violence, drug-related offense or contributing to the delinquency of a minor is not eligible for inclusion in the volunteer program.
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/progress
  - 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 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
  - Possession of weapons, explosives or hazardous materials
  - Sexual assault
  - Arson (including false emergencies or alarms)
School Rules

- GES Code of Conduct:
  - Respect Others
  - Respect Property
  - Respect Yourself

- Follow the guidance of the classroom teacher in all settings
Medical Issues

- Immediately take student to the classroom teacher so that they are able to handle any medical issues that arise.
GES Volunteer Tips

- Be sure to sign-in and out in the Visitor’s Log each day you volunteer, and get your badge 😊
- When using the copier, please be patient. We ask that teachers have priority for the copy machine.
- The first time you come in to volunteer, please arrive early in order to have your license swiped with our secretary in the front office. This initiates the background check. Please note, if your first volunteer assignment is to chaperone a field trip, your ID must be scanned PRIOR to the trip during normal school office hours.
Volunteer Application & Certification of Training

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

Tier II: Paper copies may be obtained from the school office. Please complete and return to Shannon Berry in the Guidance Office.
Questions?

Please email any questions to our School Counselor and Volunteer Coordinator, Shannon Berry at Shannon.Berry@qacps.org

Thank you for volunteering!