QUEEN ANNE'S COUNTY PUBLIC SCHOOLS

Where Our Future Begins

VOLUNTEER HANDBOOK 2025-2026

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THE BOARD OF EDUCATION

MISSION

Queen Anne's County Public Schools, in partnership with families and community members, fosters a learning environment to educate and empower students academically, socially, and emotionally to prepare them for career, college, and life success.

CORE VALUES

Students' lifelong success is achieved by providing access to engaging and challenging curricula.
Well-rounded students thrive when provided a safe and nurturing environment.
Students learn best when afforded access to physical, social, and emotional support.
Students' investment in their learning is increased with a highly-qualified and diverse staff that have different backgrounds and experiences.
Students' growth and achievement is built upon family engagement and community partnerships that enrich the educational experience.

VISION

All students will graduate with the skills necessary to pursue their professional pathway and be empathetic contributors to society.

SCHOOL LISTING

ELEMENTARY SCHOOLS

BAYSIDE ELEMENTARY
301 Church Street
Stevensville, MD 21666
410-643-6181

CENTREVILLE ELEMENTARY
213 Homewood Avenue
Centreville, MD 21617
410-758-1320

CHURCH HILL ELEMENTARY
631 Main Street Church
Hill, MD 21623
410-556-6681

GRASONVILLE ELEMENTARY
5435 Main Street
Grasonville, MD 21638
410-827-8070

KENT ISLAND ELEMENTARY
110 Elementary Way
Stevensville, MD 21666.
410-643-2392

KENNARD ELEMENTARY
420 Little Kidwell Avenue
Centreville, MD 21617 Mr.
410-758-1166

MATAPEAKE ELEMENTARY
651 Romancoke Road
Stevensville, MD 21666
410-643-3105

SUDLERSVILLE ELEMENTARY
300 S. Church Street
Sudlersville, MD 21668
410-438-3164

MIDDLE SCHOOLS

CENTREVILLE MIDDLE
231 Ruthsburg Road
Centreville, MD 21617
410-758-0883

MATAPEAKE MIDDLE
671 Romancoke Road
Stevensville, MD 21666
410-643-7330

STEVENSVILLE MIDDLE
610 Main Street
Stevensville, MD 21666 Mr. Ms.
410-643-3194

SUDLERSVILLE MIDDLE
600 Charles Street
Sudlersville, MD 21668
410-438-3151

HIGH SCHOOLS

KENT ISLAND HIGH
900 Love Point Road
Stevensville, MD 21666
410-604-2070

QUEEN ANNE'S COUNTY HIGH
125 Ruthsburg Road
Centreville, MD 21617
410-758-0500

QUEEN ANNE'S COUNTY PUBLIC SCHOOLS
CENTRAL OFFICE

202 Chesterfield Avenue
Centreville, MD 21617
410-758-2403

OUR COMMITMENT TO HUMAN RELATIONS

The Board of Education of Queen Anne's County is committed to promoting the worth and dignity of all individuals regardless of race, creed, religion, physical or mental disability, color, gender, national origin, age, occupation, marital status, political opinion, sexual orientation, or personal appearance. The Board will not tolerate or condone any act of bias, discrimination, insensitivity, or disrespect toward any person. The Board of Education believes all students can learn and is committed to a policy of educating children for learning and living by helping them develop an appreciation for the achievements, problems and aspirations of all people in our culturally diverse society.

GENERAL INFORMATION

INSURANCE COVERAGE

THIS IS THE LAW THAT ENABLES OUR SCHOOLS TO USE VOLUNTEERS

Volunteers are considered as agents or boards of education employees for purposes of comprehensive liability insurance and Worker's Compensation.

The local Board of Education and the Board of School Commissioners of Queen Anne's County may utilize volunteers in the school activities of the county. Such volunteer assistants shall not be used to supplant educational personnel but rather to assist regular employees in the pursuit of their assignments. Each local superintendent develops guidelines for the use of volunteer assistants within his/her local school system. Volunteer assistants shall be considered as agents of the local board of education and the Board of School Commissioners of Queen Anne's County for the limited purposes of comprehensive liability insurance coverage under Section 56B of this article for the purposes of worker's compensation coverage under Section 21 of Article 101. (1972, ch. 220) Effective July 1, 1972.

Art. 77, Section 112A-The Public School Laws of Maryland, 1972 Copulative Supplement

WORKER'S COMPENSATION

The Board of Education of Queen Anne's County, Maryland shall not be liable for compensation to any volunteer under the Worker's Compensation Act if the volunteer fails to sign-in for each period of service on the form provided at the Central Office or at any school within the purview of the Board of Education of Queen Anne's County, Maryland.

SECURITY PROCEDURES

Schools, Parents, the Board of Education and all staff wish to make your volunteer experience a dual success. We want to make this a great experience for the students and for you. In order to provide as much security as possible for the students, we ask you to follow these brief steps:

As you enter the building:

* report to the office and sign in
* procure a volunteer badge and wear it during your stay

As you leave:

* return your badge to the office and sign out

CONFIDENTIALITY

As a volunteer for the Queen Anne's County Public schools you 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, or the teacher's methods. **This information must be kept strictly confidential.**

VOLUNTEER RESPONSIBILITIES

OUR COMMON GOAL…
The goal of the Queen Anne's County 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.

OBJECTIVES…

* To assist school staff in attaining educational objectives.
* To increase communication between school, home, and community.
* To train volunteers to work in our schools and familiarize them with our education programs and objectives.
* To maintain a safe school environment at all school-sponsored events

VOLUNTEER RESPONSIBILITIES

- Adhere to all school and QABOE policies.
- Wear a volunteer ID badge at all times when volunteering.
- Attend volunteer orientation and training sessions.
- Report promptly to designated areas. Don't forget to sign in/out.
- Regard all information relating to children, teachers, and schools as confidential.
- Establish a coooperative work-relationship with teachers, principals, and students. Patience, enthusiasm, and a sense of humor act as a catalyst in the establishment of good relationships.
- Contact the school level coordinator if there is a question or concern.
- Make prior arrangements for baby-sitting younger children.
- Refrain from dispensing medication or administering first aid to students.
- Use discretion when taking personal medications, both prescription and over-the-counter.
- Regular attendance is expected. In case of illness or emergency, please call the school's volunteer coordinator or administrator as soon as possible.

VOLUNTEER GUIDELINES AND TIER SYSTEM

Annually, the Board of Education will publicly request for volunteers through an advertisement in the local newspapers, the Student Handbook, and on the county website. Individual schools will also send home correspondence advertising the program.

All volunteers will be required to complete a Volunteer Application. This application will be made available through the school as well as on the website. The volunteer applications will be reviewed by the school's volunteer coordinator as well as the principal.

Persons selected will be required to 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 or student athletics, they must agree to an additional fingerprint background check by the Board of Education.

Volunteers are required to attend an annual volunteer orientation / training session. The assignment and supervision of the volunteers will be school based. An annual evaluation of the volunteer's activities will be school based and reviewed by the school's principal.

Volunteer Level	Examples of Volunteer Activities	Application & Orientation Required	Must Sign-in/out to Log Hours	National Sex Offender Registry Check*	MD / FBI Criminal Background Check (Fingerprinting)**
Tier I	**One-day events** (ie. Field Trip Chaperone, Dance Chaperone, Fun & Fitness Day, Fun Fair, Science Fair Judge, Career Day, Book Fair, etc…)	X	X	X	
Tier II	**Overnight trips** (ie. Band/Chorus Trips, Club or Team Trips, North Bay Trip) **Regular or recurring activities** (ie. Classroom Assistant, Coach, Advisor, Mentor)	X	X	X	X

* 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 $35.00. 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.

HELPFUL HINTS

BE HONEST
BE DEPENDABLE
BE RESPECTFUL
BE PATIENT
BE FLEXIBLE

- Remember to sign in and out to record your time.
- Have all your materials ready.
- Establish a warm, friendly, relaxed atmosphere. You might want to start by telling students something about yourself.
- Be sure the student knows and can pronounce your name.
- Listen attentively to the student.
- Build the student's self-confidence.
- Get the student to focus on the task at hand. Let the student know what you expect of him/her.
- Have confidence in the student and give the student an opportunity to succeed.
- Recognize the student as an individual and value him/her for who he/she is.
- Don't pry into student's home life.
- A student's name is very important. Learn the student's name and nickname and use it frequently.
- Show that you are interested in the student as a person.
- Be creative and innovative, but remember, the teacher always has the primary teaching responsibility.
- Be reliable. The students are expecting you.

HOW TO TUTOR A STUDENT

→ Begin with a visit to the teacher to find out about the student's assignment.
→ Develop an opening rapport with your student (How have you been? What's New? Etc...)
→ Review what has been taught.
→ Review the objectives of this lesson.
→ Use your tutoring time wisely: work through the assignment and reinforce the concept.
→ Help correct errors and encourage "Mastery Learning".
→ Review the lesson and answer any questions.
→ Leave on a friendly and positive note.
→ Discuss the tutoring session and the student's progress with the teacher

ROLE OF THE VOLUNTEER

- Work with small groups of children or individuals.
- Assist in all levels of content.
- Assist in listening centers and interest centers.
- Supervise seatwork and share information concerning student progress with teachers.
- Present enrichment activities in areas such as physical education, music, crafts, and creative arts.
- Prepare bulletin boards and all types of instructional materials.
- Provide clerical assistance in the office, classroom, and media center.
- Work on special projects.
- Serve as a chaperone on class and school field trips.
- Assist in areas such as science fairs, outdoor education, band camp, etc.
- Assist in tutoring.

ROLE OF THE TEACHER

- Supervise the volunteer while in the classroom.
- Discuss with the volunteer goals to be achieved.
- Plan ahead for the volunteer by providing needed information such as where to find materials, how to set up the activity, and/or which materials to use.
- Assess the capabilities of the volunteer and use them to full advantage.
- Inform the volunteer in advance if he/she will not be needed on a scheduled day.
- Review applicable school and board policies and procedures with the volunteer.
- Do not place a volunteer in a situation that makes him/her solely responsible for the supervision of children.
- Do not ask volunteers to make educational decisions regarding students.
- Provide tutors with materials and methods for individual student assistance.
- Solicit feedback from volunteers on progress of students.
- Suggest follow-ups.

Queen Anne's County Public Schools
Volunteer Application Form

Please check one or both of the following statements:

❑ **I plan to volunteer for one-day events as a Tier I* volunteer**
Examples: Field Trip Chaperone, Dance Chaperone, Career Day, Field Day, Book Fair, Science Fair Judge

❑ **I plan to volunteer for overnight trips or on a regular, recurring basis as a Tier II** volunteer**
Examples: Overnight Band/Chorus Trips or Club/Team Trips, North Bay Trip, Classroom Asst., Coach, Advisor, Tutor, Mentor

Personal Information

Date of application: _____ Email address: _____

First Name: _____ Middle Name: _____ Last Name: _____

Physical Street Address (no PO Boxes): _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Information on Your Child(ren) (This section is only required if your children attend elementary school)

Child's Full Name	School Name	Grade Level	Teacher's Last Name

Acknowledgment of Volunteer Responsibilities

I accept the following responsibilities as a volunteer for the Queen Anne's County Public School system:

⇒ I will complete any training that may be required by the individual school at which I plan to volunteer if requested by the Principal or Volunteer Coordinator.

⇒ I will notify the school's volunteer coordinator or administrator as much in advance as possible if I must be absent from a scheduled commitment with the children.

⇒ I will abide by all school rules and Board of Education policies which are applicable to me.

⇒ I read, understand, and accept the policies written in the Volunteer Handbook.

Signature: _____ Date: _____

* 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 **two** years at the Board of Education of Queen Anne's County. The current cost is **$35.00**. Any individual who pleads guilty or received a probation before judgment for any of the following crimes, attempted crimes, or 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.

PLEASE COMPLETE BOTH SIDES OF THIS FORM

Background Check Agreement

It is the policy of the Board of Education of Queen Anne's County to require all volunteers to complete this Disclosure Statement. Subsequently, the Board of Education of Queen Anne's County will complete a criminal record check for conviction(s) and pending charges through the United States Department of Justice and FBI.

Date of Birth / / Driver's License Number: State issued in: **Tier II**

applicants: Were you fingerprinted by the Board of Ed. since September 1, 2024 ❑ Yes ❑ No

Disclosure Questions:

Have you ever been convicted of, received probation before judgment, received a not-criminally-responsible disposition or are you currently the subject of any pending criminal charges for felonies, misdemeanors and/or ordinance violations other than minor traffic violations? ❑ Yes ❑ No

Have you ever been convicted of, received probation before judgment, received a not-criminally-responsible disposition or are you currently the subject of any pending charges involving sexual molestation, physical or sexual abuse, or rape of a child? ❑ Yes ❑ No

If you have answered yes to either of the above questions, please provide more information below including the date, location and nature and circumstances of the offense:

_____

_____

_____

_____

I authorize the Board of Education of Queen Anne's County to review my personal background and conduct a full and complete criminal background check, if required. I understand that any misrepresentation on this statement may result in immediate disqualification for any volunteer service within the school district. I understand the Board of Education of Queen Anne's County will verify the information I have provided above. I hereby release the Board of Education of Queen Anne's County, its Board and its agents, as well as all providers of information, from any liability related to furnishing and receiving information related to arrests and convictions.

Signature: _____ Date: _____

Please return completed form in person to the school office. Bring your Driver's License and be prepared to have your photograph taken for entry in our Visitor ID System.

For School Use Only

Name of school where application was received: This applicant has my permission to be a ❑ Tier I ❑ Tier II volunteer in the school named above.

Signature: Date:

Principal or Designee

HR Use Only: ❑ Approved for Tier II Date Results Rcvd: Approved by:

Queen Anne's County Public Schools
Volunteer Information Form

Personal Information

Today's Date: _____ Email address: _____

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Volunteer Preferences

Please check the volunteer activities you are interested in:

- ❑ Tutor with the help of the teacher
- ❑ Mentor students
- ❑ Read to children or help children read
- ❑ Do clerical work for the teacher or office staff
- ❑ Assist in the computer lab
- ❑ Assist in the media center
- ❑ Chaperone a field trip
- ❑ Chaperone a dance
- ❑ Assist with special activities at school such as a Science Fair, Fun Fair, Science Fair, Career Day, etc…
- ❑ Assist with a foreign language class/event; List languages you speak: _____
- ❑ Be a resource person; ie. share my hobbies, travels, work experience, collections which include: _____
- ❑ Other: _____

I would prefer to work with:	**I would be most comfortable working with:**
❑ Toddlers	❑ Large groups: 15+ students
❑ Elementary: Pre-K – Grade 5	❑ Medium groups: 6 - 15 students
❑ Middle: Grades 6 – 8	❑ Small group: 2 - 5 students
❑ High: Grades 9 – 12	❑ Individual students

Time of day I prefer to work: ❑ A.M. ❑ P.M. ❑ Both **Days preferred:** ❑ M ❑ T ❑ W ❑ Th ❑ F

The following schools would be convenient for me:

❑ Bayside Elementary	❑ Church Hill Elementary	❑ Kent Island High
❑ Kent Island Elementary	❑ Sudlersville Elementary	❑ Kent Island High Annex
❑ Matapeake Elementary	❑ Centreville Middle	❑ Queen Anne's County High
❑ Grasonville Elementary	❑ Matapeake Middle	❑ Anchor Points Academy
❑ Centreville Elementary	❑ Stevensville Middle	❑ Infant/Toddlers (Grasonville)
❑ Kennard Elementary	❑ Sudlersville Middle	❑ Family Support Center and Judy Center (Sudlersville)

Please return completed form to a school administrator or volunteer coordinator.
The form will be kept on file at the school.

QUEEN ANNE'S COUNTY PUBLIC SCHOOLS

Where Our Future Begins

A PUBLICATION OF QUEEN ANNE'S COUNTY PUBLIC SCHOOLS

The Board of Education of Queen Anne's County does not discriminate on the basis of race, color, sex, religion, national origin, age or disability in matters affecting employment, access to educational programs, or activities.