



## Volunteer Update

### The School Volunteer Program

The school volunteer program is the organization of individuals who contribute service to the schools to strengthen and/or enrich the education experience offered to our students. A volunteer is a person who, working under staff supervision, contributes service without financial remuneration from the school system. The volunteer can work at the school or outside the school site to support educational activities. As with other school personnel, the volunteer must meet certain qualifications and accept certain responsibilities. This newsletter will help to explain the basic policies and procedures important to volunteers in our schools.

### Our Philosophy

The Board of Education of Anne Arundel County Public Schools is committed to the concept of parent, student, and community volunteers in our schools. School volunteers are a vital asset to the schools. The Board of Education recognizes the advantages of having individuals who are able to give more attention to student needs. The Board also recognizes that parent, student and community volunteer involvement in the schools increase the support of the schools by the community and adds to the total school program.

It is imperative that volunteer programs be thoughtfully and carefully planned and implemented if the full potential and benefits of the skills, talents and expertise available are to be used more effectively and efficiently.

### Code of Ethics for Volunteers

*As a volunteer, I am a member of an educational team. As a volunteer member of that team...*

*I understand that all information concerning children, teachers, and the school is confidential and should remain in the school setting.*

*I shall maintain the dignity necessary to gain the respect of students and set a good example at all times.*

*I will show high regard for each child by being courteous, impartial and fair.*



*I will respect those with whom I work.*

*I will not impose my own religious or political views upon students.*

*I understand that I will work under the supervision of one or more staff members.*

#### For More Information

For questions, concerns, and comments about the Volunteer Program in the Anne Arundel County Public Schools, please contact the Office of School & Family Partnerships at 410-222-5414. Or, you may write to: Office of School & Family Partnerships, Anne Arundel County Public Schools, 2644 Riva Road, Annapolis, MD 21401



## The Structure of the Volunteer Program

*Volunteer programs are organized individually in each school. The school's needs determine how and where volunteers are used. The management of the school volunteer program is clearly delineated.*

### Principal

The principal is responsible for the overall guidance and support of the program in the school. The principal will always make the final decision for school-wide rules, policies and program implementation. The principal makes the final decisions about the acceptance and dismissal of volunteers.

### Staff Liaison for Volunteers

The Staff Liaison for Volunteers is a member of the school staff assigned by the principal to handle program details and to provide support for staff members and volunteers. The Staff Liaison coordinates the school-based program. This involves the planning, implementation, maintenance, and evaluation of the program under the guidance of the principal. The Staff Liaison provides the necessary training and/or orientation for volunteers to work in the school.

### Volunteer Coordinator

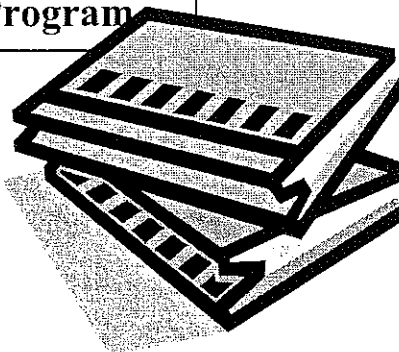
The Volunteer Coordinator is a volunteer who helps recruit, schedule and provide support for the volunteer program. The Volunteer Coordinator assists the Staff Liaison for Volunteers with the implementation of the school-based program.

### Teacher

The teacher is the educational expert in each classroom. The teacher makes all the decisions regarding the instruction and evaluation of students in the classroom. The teacher plans and provides meaningful, appropriate tasks for volunteers. He or she provides the necessary training needed to work with projects and students in the class.

### Volunteer

The volunteer agrees to serve as an appointed, non-paid staff member acting under the direct supervision of a staff member. The volunteer works as a team member with the faculty and staff. He or she follows all policies, rules and regulations for working in the public schools. The volunteer is willing to share ideas, talents and skills.



## Responsibilities for Volunteers

All volunteers have a responsibility to act in an appropriate manner when dealing with our students. There are, however, some specific policies and procedures that must be followed.

All volunteers should:

- Sign in and out when reporting to or leaving the school.
- Respect the confidentiality of school matters.
- Attend professional meetings, programs and/or trainings when requested.
- Notify the school or the volunteer coordinator when an illness or other circumstances prevents the volunteer from reporting to the school.
- Abide by the established Code of Ethics for Volunteers.
- Carry out only those duties assigned.
- Received the required training and/or information about sexual harassment and child abuse reporting policies.
- Attend an annual HIV inservice if required by the principal and/or staff liaison for volunteers.
- Abide by the school policy that states that volunteers will exercise reasonable care in protecting students from harm. Adult volunteers shall exhibit professional and appropriate relationships with students. Adult volunteers will not date nor have sexual relations with students.
- Follow the school guidelines for the use of Universal Precautions.
- Report any incident that could lead to legal action against the volunteer and/or the Board of Education.
- Abide by established safety and security procedures.
- Be dependable – arrive promptly as scheduled.
- Respect teachers' responsibilities and schedules.
- Abide by the policy that prohibits volunteers from administering or supervising the taking of any medications.

*All worksites within the jurisdiction of the Board of Education are designated as drug and alcohol-free workplaces. All worksites are also designated as smoke-free workplaces. The sale or use of tobacco in any form is prohibited at all times in all system-owned or leased buildings and vehicles, and on all system-owned or leased grounds. All volunteers must conform to these policies.*



### Volunteers and Pre-School Children

Many schools now allow volunteers to bring their preschool age children with them when volunteering. Preschoolers should not be in any instructional areas when students are present. The distraction is detrimental to the student trying to concentrate, the teacher trying to instruction, and the volunteer trying to help.

Also, much of the equipment used in schools (such as paper cutters and reproduction machines) can be very hazardous to young children. Volunteers who bring their preschoolers with them need to be aware of hazardous areas. Preschoolers should not be permitted in hazardous areas.

### Computer Data Security

Computer information is a significant school system resource that must be kept secure and used only by authorized persons for approved and legitimate purposes. School system data consist of confidential as well as public documents and other information considered to be critical. Access to information in on a 'need to know' basis only. The intent of the data security procedure is to ensure the confidentiality, availability and integrity of data; to reduce the risk of data loss, and to preserve the school system's rights and remedies in the event of such a loss.

Accessing information without proper identification and authorization is inappropriate and will be considered a violation of the policies related to the disclosure of such information.

## Universal Precautions

*The germs (viruses and bacteria) that cause ILLNESS are around us everywhere, including school. We can reduce the chances of getting sick by getting in the habit of healthy living.*

### First and Most Importantly! Wash Your Hands!

- Before eating and drinking
- Before and after handling food
- Before and after going to the bathroom

### Handwashing Tips:

- Remove all jewelry.
- Wet hands with running water, apply soap and lather well.
- Wash hands using a circular motion: be sure to include both the front and back of your hands, between the fingers and knuckles, around the nails and wrists. Do this gently for 15 to 30 seconds.
- Rinse hands under running water.
- Dry hands with a clean towel: dry your hands thoroughly and gently to avoid chapping. Broken or chapped skin can allow germs to enter your body.

### Other Important Health Tips

- Do not rub or touch your eyes after touching your nose or mouth: remember to cover your mouth with a tissue when you cough.
- Do not share your comb, fingernail file, nail clipper, toothbrush or lipstick/chapstick with anyone else.

- Do eat right, get enough sleep, exercise, and get regular check-ups.
- Do keep your immunizations up-to-date.
- Do notify the school office if your child is ill with a communicable disease.

### Sometimes Accidents Happen

The following precautions should be taken when there is the potential for contact with blood or other body fluids.

- Surfaces soiled with blood or body fluids should be cleaned up immediately. Wear disposable gloves to protect your skin. Germs can enter your body from small cuts or sores.
- Cover the soiled area with paper towels. After cleaning up the mess, disinfect the area by using approved cleaners.
- Disposables from the clean-up, such as gloves, paper towels, and sanitary napkins, should be placed in sealable plastic bags before throwing them in the trash.
- Try to avoid using non-disposable mops and rags; but if they must be used, soak them in disinfectant and rinse them thoroughly before using them again.
- After a clean-up, wash your hands. Even if you have used gloves, wash your hands!

## FYI

At present, there is no specific dress policy approved for employees or volunteers of the Anne Arundel County Public Schools. However, such a policy is under consideration. However, volunteers are asked to abide by the student dress code.

At present, volunteers are not required to be fingerprinted in order to volunteer. However, this can be requested as part of the requirement to volunteer. A background check is required for all volunteers who chaperone overnight trips or trips to any of the Outdoor Education sites.