



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

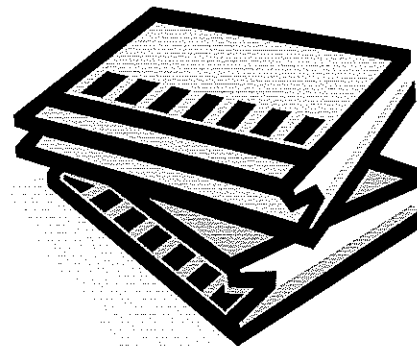
The Volunteer Coordinator is a volunteer who helps recruit, schedule and provide support for the volunteer program. The Volunteer Coordinator assists the Staff Liaison for Volunteers with the implementation of the school-based program.

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 that 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 consists 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 uncontrolled access to students.



Volunteer Update

Sexual Harassment and Child Abuse – Two Serious Issues for Our Times

Sexual Harassment: It's Not a Joke! It's Not Flirting! It's Illegal.

What is sexual harassment?

Sexual harassment is unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere.

Students are legally protected against sexual harassment by Title IX of the Education Amendments of 1972, a Federal law prohibiting discrimination in schools on the basis of sex. Sexual assault is also covered un the Criminal Code of Maryland. All students have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. Also, everyone has a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others.

It Could Be Sexual Harassment!

- Staring or leering at parts of someone else's body
- Comments, gestures, or jokes of a sexual nature
- Displaying of sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeated pressuring for dates or unwanted sexual activity
- Touching, grabbing, pinching
- Asking for sexual favors in exchange for grades, promotions, or participation in school activities
- Physical sexual assault

How Do You Know When Sexual Harassment is Occurring?

Ask yourself these questions:

- Is the behavior of a sexual nature?
- Is the behavior unwelcome by anyone involved?
- Does the behavior make you or any other person feel uncomfortable?
- Does the behavior interfere with anyone's ability to learn or to enjoy school or classroom activities?
- Does the behavior involve one person trying to have some kind of power over another person?
- Would you want this behavior directed toward a member of your family or toward a friend?

Remember that while the majority of incidents of sexual harassment involve a male harassing a female, harassment can also involve female to male, male to male, or female to female behaviors.

Thank you...

Thank you for volunteering your time to work with the students in our schools. By county and state policy, all volunteers must receive information on these two topics. We ask that you take the time to read over this information before your volunteer efforts begin. For more information, contact your local school.

Dealing With Sexual Harassment

- Take action and get help when needed. Ignoring sexual harassment is not an effective way to stop it.
- Whenever possible, tell the harasser verbally or in writing what the specific behaviors are that you find offensive. Ask him or her to stop.
- Report the offensive behaviors to a teacher, counselor, school administrator or the Central Office (410-222-5000).
- Keep a detailed record of the harassing behavior to share with school officials who investigate your complaint.
- You can also report complaints to the following:

The Equity Assurance and Compliance Branch
Maryland State Department of Education
200 West Baltimore Street
Baltimore, MD 21201
(410-333-2230, TDD/TYY 410-333-6442)

The Maryland Commission on Human Relations
20 East Franklin Street
Baltimore, MD 21202
(410-333-1700, TDD/TYY 410-333-1737)

Office of Civil Rights
Region III
U.S. Department of Education
3535 Market Street, Room 6300
Philadelphia, PA 19104
(215-596-6795, TDD/TYY 215-596-6794)

The information on sexual harassment was taken from a pamphlet published by the Maryland State Department of Education.

Anne Arundel County Public Schools does not discriminate on the basis of race, sex, age, national origin, religion, disability, or socioeconomic status in matters affecting employment or in providing access to programs. For questions regarding nondiscrimination, please call 410.222.5000, TDD 410.222.5500.



Child Abuse – You Must Report It!

Child abuse and neglect is a serious problem which requires the involvement of all private citizens and professionals in the community for the purposes of prevention, identification, and treatment. In Maryland, the law requires that anyone who *SUSPECTS* a child has been or is being mistreated must report the matter to the Department of Social Services. This law is supported by the Anne Arundel County Board of Education Policy 904.05. Any person who, in good faith, makes a report of abuse or neglect is IMMUNE from any civil liability or criminal penalty.

Any volunteer who has reason to believe that a child has been subjected to physical or sexual abuse, neglect, or mental injury shall immediately report to the local department of social services and the school principal.

How To Report

1. Any volunteers who receive reports of or who know of incidents of alleged or suspected child abuse or neglect are

required by law to immediately report such suspicions to the Department of Social Services (DSS). This legal requirement includes allegations involving school system employees. The Child Protection Unit of DSS can be reached at 410-974-8700. This is a 24 hour number.

2. You will need the following information, if available:

- a. The child’s name, date of birth, school grade
- b. Family’s (Mother’s) name, address, telephone number
- c. Names of other people living in the home
- d. Information about the alleged abuser

3. At the same time or immediately following the initial call to DSS, volunteers must report all related information to the school principal or designee.

4. Following the initial call to DSS, the

school principal or designee must report all related information to the Regional Assistant Superintendent. For incidents involving employees or volunteers, the school principal must contact the Office of Investigations (410-222-5286).

5. Volunteers who make an initial report to DSS must complete, with 48 hours, a written form on form 1880/1 and forward the completed form to

Department of Social Services
Child Protective Services Screening
7500 Ritchie Highway
Glen Burnie, MD 21061

State’s Attorney’s Office
44 Calvert Street
Annapolis, MD 21401

Office of Investigative Services
Anne Arundel County Public Schools
2644 Riva Road
Annapolis, MD 21401

Defining Child Abuse And Neglect

Physical Abuse

The physical injury of a child, under the age of 18, by a parent, a person with permanent or temporary care, or custody, supervision, or a household or family member;

Circumstances indicate that the child’s health or welfare is significantly harmed or is at risk of significant harm.

Warning Signs of Physical Abuse

Bruises on any infant, on the face, in an unusual pattern, clustered in one area of the body, in various stages of healing, both eyes blackened with no injury to the nose.

Burns from immersion in hot liquid, from cigarettes, usually crater shaped burns on palms of hands, from a hot implement such as an electric curling iron, from ropes, indicating confinement.

Welts, cuts, abrasions, fractures, and/or internal injuries when combined with some other warning sign or when the injury doesn’t seem likely to have resulted from normal activity.

The child is overly obedient, shy, or aggressive, avoids parents; avoids physical contact; is hyperactive; is easily frustrated; is distrustful; suppresses crying.

The parent is immature; is dependent; is aggressive; has inappropriate coping skills; is easily frustrated; has low self-esteem; sees child as ‘bad,’ ‘different,’ or ‘evil’; has unrealistic expectations for child’s physical or emotional development.

Mental Injuries

The observable, identifiable and substantial impairment of a child’s mental or psychological ability to function.

Sexual Abuse

Any act or acts involving sexual molestation or exploitation, including incest, rape, carnal knowledge, sodomy, or unnatural or perverted sexual practices on a minor child by a parent, a person with permanent or temporary care or custody or supervision, or a household or family member:

Sexual molestation or exploitation may range from sexual advances, kissing, or fondling to sexual crime in any degree, prostitution, or any involvement in child pornography.

Child sexual abuse does not have to include physical injury to the child.

Warning signs of sexual abuse

The child has difficulty sitting or walking; has repeated symptoms of medical problems with the genitals or digestive system; has a

sexually transmitted disease; is pregnant; displays unusual sexual behavior or knowledge; has nightmares; does not get along well with peers; has few social skills; is extremely isolated; runs away repeatedly.

The parent is extremely overprotective; is overly interested in child’s social and sexual life; sees child as highly sexualized; is jealous.

Neglect

The leaving of a child unattended, or any other failure to give proper care and attention to a child by the child’s parents, guardian, or custodian under circumstances that indicate:

- 1. that the child’s health or welfare is significantly harmed or placed at substantial risk or harm; or
- 2. mental injury to the child or a substantial risk of mental injury.

Warning signs of Neglect

The child is overly obedient, shy, or aggressive, avoids parents, avoids physical contact; is hyperactive; is easily frustrated; is distrustful; suppresses crying.

The parent is apathetic; shows little concern or awareness of the child’s needs; shows anger when questioned about the child’s care; makes decisions impulsively; is inconsistent in disciplining the child; has overwhelming personal needs.



Volunteer Update -- Signed Version

Sexual Harassment and Child Abuse – Two Serious Issues for Our Times

As you enter into the Anne Arundel County Public Schools, be advised that we are committed to maintaining an environment for students, employees, and volunteers that is free from all forms of harassment. As you work within our schools, you will be responsible for recognizing and reporting any incidents of sexual harassment which may come to your attention.

In 1993, the Board of Education of Anne Arundel County Public Schools enacted *BOE Policy 902.16 – Sexual Harassment—Students* and *BOE Policy*

800.31—Sexual Harassment—Employees in order to maintain an environment free from sexual harassment. In addition, sexual harassment is a form of sex discrimination, and is illegal as defined by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act, the 14th Amendment of the Constitution, and numerous state criminal and civil statutes. Sexual harassment is not just a problem for adults. It occurs in our schools and may affect students as early as elementary school. We are all responsible for recognizing

and addressing allegations of sexual harassment.

Filing a Complaint

Volunteers who learn of allegations of sexual harassment should immediately report that information to a school staff member or administrator. Investigations of all complaints will be conducted quickly to prevent additional allegations. All investigations are handled in a confidential manner involving only those people who need to know.

Child Abuse --

You Must Report It!

Child abuse and neglect is a serious problem which requires the involvement of everyone in the community for the purposes of prevention, identification, and treatment. In Maryland, the law requires that anyone who SUSPECTS a child has been or is being mistreated must report the matter to the Department of Social Services. Any person who, in good faith, makes a report of abuse or neglect is IMMUNE from any civil liability or criminal penalty. School administrators, pupil personnel workers, and school counselors may be able to offer assistance in making the report. You can also obtain consultative assistance from the Office of Investigations (410-222-5286).

How to Report

1. Immediately report suspected child abuse and/or neglect, including

allegations involving Board employees, to the Department of Social Services. Oral reports must be made as soon as possible by telephoning Protective Services at 410-421-8400. Before placing the call, you should complete the information on the written form so that you can answer questions asked by the screening unit at the time of your call.

2. Written reports must follow oral reports *no later than 48 hours* after an individual learns of the suspected abuse and/or neglect. (Forms for reporting suspected child abuse are found in every school. The form, Report of Suspected Child Abuse/Neglect must be mailed to (a) the Anne Arundel County Department of Social Services, (b) the local State's Attorney's Office, and (c) the Office of Investigations at the Board of Education.

3. Also, professional staff will immediately report all pertinent information to the school principal or designee.

4. Reporting can be required for persons over 18 years of age if they are developmentally disabled or vulnerable. Students in certain school programs may fall into this category.

After the Report is Made

The information contained in reports of suspected child abuse and/or neglect must be treated carefully and be kept confidential. Confidentiality laws exist to protect both the reporter as well as the child in question.

Once you make a report of suspected child abuse or neglect, Protective Services will send you a letter telling you that they received your report. Because of limitations imposed by the law, no additional information regarding your report can be given to you.

By signing, I am certifying that I have read and I do understand the information given above.

Name _____ Date _____