



Volunteer Program
2019-2020

Elementary Schools

Denton Elementary

Susan McCandless, Principal
Matthew Breedlove, Assistant Principal
Briana Walker, Assistant Principal

303 Sharp Road
Denton, MD 21629
410-479-1660

Federalsburg Elementary

Dr. Yolanda Holloway, Principal
Todd Nichols, Assistant Principal

302 South University Avenue
Federalsburg, MD 21632
410-754-5344

Greensboro Elementary

Dawn Swann, Principal
Mary Jo Kerr, Assistant Principal
Kaytlin Curren, Assistant Principal

625 North Main Street
Greensboro, MD 21639
410-479-3885

Preston Elementary

A.J. Angeloni, Principal
Jaclyn Murray, Acting Assistant Principal

225 Main Street
Preston, MD 21655
410-479-2897

Ridgely Elementary

Lee Sutton, Principal
Sarah Crebs, Assistant Principal

118 North Central Avenue
Ridgely, MD 21660
410-479-3243

Middle Schools

Colonel Richardson Middle

Rob Willoughby, Principal
Neil Lambert, Assistant Principal

25390 Richardson Road
Federalsburg, MD 21632
410-754-5263

Lockerman Middle

Matthew Shepler, Principal
Courtney Handte, Assistant Principal
Rich Petroske, Assistant Principal
Takiyah Benson, Assistant Principal

410 Lockerman Street
Denton, MD 21629
410-479-2760

High Schools

Colonel Richardson High

Nicole VonDenBosch, Principal
Jared Sherman, Assistant Principal

25320 Richardson Road
Federalsburg, MD 21632
410-754-5575

North Caroline High

Matthew Spiker, Principal
Russell Austin, Assistant Principal
Erin Adams, Assistant Principal
Jeannine Necessary, Assistant Principal

10990 River Road
Ridgely, MD 21660
410-479-2332

Caroline Career and Technology Center

Gene Smith, Principal

10855 Central Avenue
Ridgely, MD 21660
410-479-0100

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Goals of the CCPS Volunteer Program

Goals of the CCPS Volunteer/Chaperone Program

- Expand parental involvement and engagement strategies to meet the unique needs of all families in the school communities.
- Acknowledge parents and community members as important partners in the education of all students.
- Strengthen the relationship between schools and parents, guardians and community stakeholders through meaningful service opportunities.
- Support teachers and staff with the implementation of curriculum and school programs.
- Utilize the knowledge and skills of volunteers to promote student achievement.
- Offer direct support to students needing additional assistance with assigned tasks.
- Assist school staff and students with extra-curricular activities, afterschool programs, parent involvement (PTA/PTO), and fundraising opportunities.
- Provide supervision and direction for students while participating in off-campus learning experiences (field trips).

Types of Volunteer Activities

- Classroom Assistant - assisting teachers and students with classrooms activities
- Academic Tutoring
- School PTA/PTO
- Music and Sports Booster Programs
- Field-trip Chaperones
- After School Activities
- Student Mentoring
- Career Awareness - speaking to students about career pathways and opportunities
- Clerical/Office/Library support
- Classroom Parties/Field Day
- Others as defined by the school principal

Volunteer Guidelines and Tier System

Caroline County Public Schools welcomes volunteers and encourages them to support student achievement through their service. During the school year, registered volunteers donate hundreds of service hours to support our educational endeavors. The valuable contribution of volunteers is recognized and appreciated by students and staff. Volunteers that are not approved cannot serve as volunteers or chaperones. They are not permitted to join school events, even if at public places, if not approved.

Volunteering is an acceptable reason to visit a school. It is important that such visits not interrupt instruction, distract students or staff, or interfere with students' right to privacy. The partnership between Caroline County Public Schools and those who volunteer promote standards of mutual respect and trust, individual talents and skills utilization, diversity acceptance, and a cooperative and friendly attitude.

Tier I Volunteers: Tier I volunteers are those serving in a one-day event capacity. Examples include: field trip chaperone, dance chaperone, History Day judge, Career Day, Book Fair assistant.

Tier II Volunteers: Tier II volunteers are those that serve in multiple day, regular, or recurring events. Examples include: Overnight trips, Classroom Assistant, Coach, Mentor, PTA/PTO officer.

All volunteers will be required to complete a Volunteer Application **once per year**. This application will be made available at each school as well as the school system website. Tier I volunteer applications will be reviewed by the school administration. Tier II applications will be reviewed by the school administration as well as the Student Services division. The Student Services division will maintain a record of all Tier II volunteer applications for the school year. Tier I volunteer applications will be maintained by the school.

All volunteer applicants, regardless of tier, will be required to agree to a Maryland criminal history and National Sex Offender Registry background check conducted by the Board of Education. All Tier II volunteer applicants must agree to an additional fingerprint background check by the Board of Education. The cost of the fingerprint background check is currently \$31.25 and is to be paid by the volunteer applicant. The fingerprint background check is valid for as long the applicant remains a volunteer. CCPS must exercise prudent and conservative judgment when reviewing each request that facilitates a person having access to children in the District's care. CCPS retains the exclusive right to approve or deny any unpaid volunteer chaperone the opportunity to have access to students based on unique factors in the applicant's criminal history. The cost of the fingerprinting of any applicant for Tier II who has a demonstrated financial hardship may be paid by the school system.

Volunteers are required to **complete an annual volunteer orientation training** before serving as a volunteer. The training is available online, or is regularly scheduled at the school. The assignment and supervision of all volunteers will be school-based. Approval for all Tier I volunteers is school-based, and all Tier II volunteers will be approved by the school and Student Services division. The review and evaluation of the volunteer's activities will be school-based, and conducted by school administration.

Guidelines for Volunteers to a Field Trip or School Event

The teacher will provide you with information regarding the trip/event, expectations for supervising students, and emergency procedures. The number of chaperones for a field trip are determined on a number of factors, including but not limited to the age of the students, the needs of the students, venue, and transportation. The following guidelines are appropriate for most field trips:

- Elementary school level – 1 chaperone per 4 students (PreK-2) 1 chaperone per 6 students (Grades 3-5)
- Middle school level – 1 chaperone per 8 students
- High school level – 1 chaperone per 12 students
- School-based administration has discretion to modify the number of chaperones

The following general guidelines will help you perform your duties as a chaperone.

1. School rules apply on school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school's teacher, work cooperatively with other staff and volunteer chaperones, and model appropriate behaviors for students. Chaperones are responsible for student behavior, but it is the responsibility of the teacher to discipline a student.
2. Chaperones will be assigned to a specific position and/or group of students on a school trip or activity. Due to the need for close supervision of participating students, no other children (infants, non-school siblings, visitors, relatives or friends) will be permitted on the field trips. The focus of the chaperone must be on actively supervising her/his group of students at all times. Chaperones will focus on and be responsible for a small group of students, helping them learn and making sure they behave appropriately at all times. For example: "If you can't see the student, you are not supervising!"
3. Students must stay with the chaperone at all times. The chaperone is responsible to account for the group regularly and before moving to new activities. The chaperone needs to be sure to count, count, count throughout the day! No student is to be released from the chaperone's care, regardless of reason. The teacher in charge or the school administrator is to handle all requests for a student to be released to a parent/guardian.
4. The Chaperone must be sure to know when and where to meet the rest of the school group at the end of the day or at other designated times on the trip. The chaperone needs to be readily available, be mindful of safety concerns and respond to student needs. It is imperative that the chaperone follow the directions of the teacher or staff. For supervision purposes, please do not use cell phones for non-emergency or non-trip related purposes.
5. Under no circumstances should the chaperone leave the assigned area designated by the teacher for the field trip.
6. Student behavior is the responsibility of the chaperone. School rules related to student behavior apply since students are still technically at school just off campus. The teacher or staff member will go over rules and standards for behavior, safety, and site-specific rules with students. Please reinforce these to the group you are supervising at all times. Do not permit students to get involved in any extra activities not pre-approved by administrators and parents, such as purchasing anything for students without the teacher's permission.
7. For the protection of both, the student and the chaperone should not place themselves in situations in which they are alone with a student.

In order to comply with school policy, chaperones MAY NOT:

- use, sell, provide, possess or be under the influence of drugs or alcohol.
- use tobacco or tobacco products in the presence of, or within the sight of, students.
- possess any weapon or firearm.
- administer any prescription or nonprescription medication to students.

Volunteer Responsibilities

- Complete volunteer training.
- Adhere to all school and CCPS policies and procedures. This includes acceptable use of cell phones, and student data privacy.
- Dress in a manner that is appropriate for the setting.
- Wear a volunteer badge/ sticker at all times when volunteering.
- Follow all safety and security procedures. Sign in and out of the school each time you volunteer.
- Report promptly to designated areas.
- Regard all information relating to children, teachers, and schools as confidential.
- Establish a cooperative work relationship with everyone in the school.
- Agreed upon attendance is expected. In case of emergency or illness, please contact the school if you are not able to come during the day or time established.
- Make prior arrangements for babysitting younger children.
- Use discretion when taking personal medications, both prescription and over-the-counter.

Maintaining Confidentiality of Student Information

Student information is protected by federal and state law, as well as local policies. Confidentiality refers to the obligation not to disclose or share student information with unauthorized parties. Student records are identified as confidential, and must be treated as such. All CCPS employees and volunteers are held accountable to maintain this level of student privacy.

CCPS personnel may share confidential information with volunteers on a need-to-know basis. Volunteers are required to protect the confidentiality of all student information. At no time is it appropriate to share student information through social media platforms.

Volunteers should:

- Only discuss confidential information with appropriate CCPS personnel.
- Not be allowed to access student records.
- Not be asked by staff to evaluate student work, record student grades, or analyze individual student data.

Volunteers must refrain from:

- Sharing information with non-CCPS personnel.
- Following a student and/or conversation to another school setting.
- Using a portable electronic device or social media platform to share student information or school-related matters.

Engage in Appropriate Student Relationships

The relationship between students on any age and an employee in any position with CCPS is to be one of a professional nature at all times. Volunteers are expected to regard relationships with students in the same professional manner as school system employees.

The following behaviors directed toward students enrolled in CCPS will not be tolerated:

- Child abuse, sexual abuse, or mental injury
- Sexual harassment
- Personal or intimate reference to self or others
- Intimate or inappropriate gifts
- Communications of an intimate or non-professional manner
- Meeting a student for non-professional reasons
- Dating and sexual relations
- Condoning or participating with students committing illegal acts or violations of school rules
- Initiating, encouraging, or engaging in obscene, or inappropriate discussions or displays with students
- Participation in the transfer, or attempted transfer, of alcohol or drugs to a student

Report Child Abuse and Neglect

Volunteers are required by law to report suspected abuse or neglect. A report must be made if there is "reason to believe" that abuse or neglect possibly occurred, and should be reported without further investigation, interrogation, or other verification of the allegation. Volunteers who have reason to believe abuse or neglect has occurred, should request assistance from the school administration, or school counselor to complete the required written report and the oral report to DSS. The volunteer is required to complete these steps.

Portable Electronic Devices (Cell phones, tablets, etc.)

Portable electronic devices should only be used in an emergency situation during volunteer service. Volunteers are asked to turn off the audible notification on devices when visiting a school, supervising students, participating in an activity with students, or chaperoning a field trip or class activity. Volunteers should not electronically communicate with students.

Additionally, volunteers shall refrain from photographing, videotaping, and audio-taping students or student activities. Volunteers should not post or send student photographs or images through social media, the Internet, etc. Not all parents grant CCPS permission to allow their child's voice to be reproduced, or to have his/her image appear in such things as videos, photographs, or social media. For additional information, please review the CCPS Board Policy, Acceptable Use of Technology for Employees.

Caroline 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, Field Day, Book Fair, Concessions

I plan to volunteer for overnight trips or on a regular, recurring basis as a Tier II volunteer.**

Examples: Overnight Field Trips, Classroom Assistant, Coach, Mentor, Tutor

Personal Information:

Date of Application: _____ Email Address: _____

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

Any previous names known by, including maiden name: _____

Physical Street Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone (H): _____ Phone (W): _____ Phone (C): _____

Information on Your Children (if attending CCPS)

Child's Name	School Name	Grade Level	Teacher

Acknowledgement of Volunteer Responsibilities

I accept the following responsibilities as a volunteer for Caroline County Public Schools:

- I will participate in orientation/volunteer training either online or face-to-face, or any other meeting required by the individual school at which I plan to volunteer if requested.
- I will notify the school's volunteer event coordinator, or administrator as much in advance as possible if I must be absent from a scheduled commitment with children.
- To the best of my knowledge, I have no physical or mental disability which prevents my working with children.
- I will abide by all school rules and Board of Education policies which are applicable to me.
- I read, understand, and accept the procedures 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. The registry will be checked at least annually for all Tier I volunteers.

** Tier II: Fingerprinting is required for all Tier II volunteers. The current cost, as of June 2019, is \$31.25.

Background Check Agreement: (Tier I and II)

It is the procedure of Caroline County Public Schools to require all volunteers to complete this Disclosure Statement. Subsequently, Caroline County Public Schools will complete a criminal record check through public records including case search, and the National Sex Offender Registry for all Tier I volunteers. Tier II applicants will be subject to a full and complete criminal background check.

Date of Birth: ___/___/___ Driver's License Number: _____ Issuing State: _____

Disclosure Questions: (Tier I and II)

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

I authorize Caroline County Public Schools to review my personal background (Tier I and II) and conduct a full and complete criminal background check (Tier II), 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 Caroline County Public Schools will verify any information I have provided above. I hereby release Caroline County Public Schools, 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 the completed form in person to the school office.

For School Use Only:

Name of school where application was received: _____

This applicant has my approval to be a Tier I Tier II volunteer in the above-named school.

Signature of principal/designee: _____ Date: _____

Student Services Use Only: (Tier II applicants only)

Approval for Tier II Date Results Rcvd: _____ Approved by: _____