

**A Handbook
for
Volunteers**

I dreamed I stood in a studio
And watched two sculptors there,
The clay they used was children's minds
And they fashioned them with care.
One, a teacher used the tools of school
Reading, music, and art.
The other, a volunteer, worked with a
Guiding hand, and gentle loving heart.
Day after day, the teacher toiled
With a touch that was deft and sure,
While the volunteer labored
By the teacher's side
And polished and smoothed them o'er.
And when at last, their task was done
They were proud of what they had wrought.
For the things they had molded together
Could neither be sold nor bought.
And each agreed working together
Was better than working alone.
For beside the teacher and volunteer
Stood confident children on their own.

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GREETINGS

Dear Volunteer,

Thank you so much for becoming a Frederick County school volunteer!

You will be a part of a team that is striving to provide a first class education for every student PreK-12 throughout all of our schools. In your role as a volunteer, you will be called upon to provide valuable support and assistance to teachers and staff in the day-to-day business of educating children.

The mission of the Frederick County Public Schools is to *reach* our students with exceptional teaching and caring support, *challenge* them to achieve their potential, and *prepare* them for success in a global society. To achieve this mission, we rely on our outstanding employees and supportive community. We appreciate you accepting a crucial role in helping us to achieve this mission.

Your contribution as a school volunteer is greatly valued, most especially by the children who will be the beneficiaries of your time and efforts. Often times, an extra set of helping hands, or an encouraging word makes all the difference to a child.

Thank you for reaching out and sharing your talents with the children in our community.

A handwritten signature in black ink that reads "Theresa R. Alban". The signature is written in a cursive style with a large, sweeping initial 'T'.

Theresa R. Alban
Superintendent of Schools

WE'RE ALL IN THIS TOGETHER

THE ROLE OF THE VOLUNTEER

- Improve the educational achievement of the student.
- Enhance the students' image of themselves.
- Expand the students' life experiences.
- Widen the horizons of the student through the enrichment of a contact with a concerned, helpful, friendly person.
- Prepare instructional materials which enrich the student's program.

THE ROLE OF THE VOLUNTEER COORDINATOR

- Acquaint the school staff with the volunteer program.
- Provide orientation for volunteers.
- Assign and schedule volunteers according to the school's needs.
- Ensure that the appropriate forms are completed.
- Serve as a liaison between the volunteers and the staff.

THE ROLE OF THE TEACHER

- Determine areas in which the volunteer's service would be beneficial.
- Establish the schedule for volunteers in the classrooms.
- Determine specific tasks to be performed by volunteers and have the necessary materials available.
- Give training and encouragement to the volunteer.
- Be available to confer with the volunteer.
- Keep the coordinator informed of the program's progress.

THE ROLE OF THE PRINCIPAL

- Establish the roles and responsibilities of the volunteer within the building.
- Provide an area for volunteers to work and store their personal belongings.

- Provide materials as necessary.
- Be available to meet with the volunteer should the need arise.
- Be sure volunteers know their duties and responsibilities and applicable school system policies and procedures

THE VOLUNTEER IN THE COMMUNITY

- Respect the confidentiality required of volunteers.
- Encourage parents and others to communicate with the school through the proper channels.

RIGHTS AND RESPONSIBILITIES OF VOLUNTEERS

VOLUNTEERS HAVE THE RIGHT TO:

- be treated as a co-worker.
- receive sound guidance and direction.
- have their opinions respected.
- receive encouragement, respect and recognition.

VOLUNTEERS DO NOT:

- supplant professional staff, but work under their direction.
- diagnose student needs.
- counsel students.
- prescribe instructional programs.
- present initial lessons.
- administer tests or make instructional decisions from test results.
- make major decisions about disciplinary procedures.
- evaluate student progress and achievement.

SCHOOL POLICIES AND PROCEDURES

Volunteers should obtain the following information about the school in which they work:

1. School Organization
 - Hours
 - Instructional Schedules
 - Lunch - students
 - Lunch - teachers
 - Recess
 - Breaks - teachers

2. Use of Facilities*
 - Parking
 - Lunch Room
 - Staff Lounge
 - Phones

3. Etiquette
 - Use of students' names
 - Notification of absence
 - Use of the sign-in and sign-out sheet
 - Identification name tags

4. Supplies, Materials, AV Equipment
 - Storage
 - Procedures for check-out/check-in

* The use of school facilities by volunteers should be discussed at the ORIENTATION

session for all teachers and staff members so that no misunderstandings occur.

SCHOOL POLICIES AND PROCEDURES

(Continued)

5. Safety and Security*

Supervision

Discipline

Fire drill procedures

Emergency procedures in case of student injury

6. Floor Plan

Indicate:

Room numbers

Grade levels

Staff names and titles

Area for volunteers

Fire drill exits

7. Child Abuse Reporting

It is the duty of every adult working with children to report to the Department of Social Services any suspected child abuse. As a school volunteer, you are required to receive training on child abuse reporting. This is the responsibility of your building-level administrator.

* Indicate name of staff member to call in emergency.

GUIDELINES FOR VOLUNTEERS

- Be 100% dependable – arrive on time and leave school promptly as scheduled.
- Always sign in and out at the designated place.
- Report illness or change in plans to the school.
- Remember that the teacher is always responsible for the classroom and children.
- Understand and accept the students' own backgrounds, values, manners, vocabulary and aspirations.
- Never gossip about in-school observations.
- Discuss discipline with the teacher so that there is agreement on procedure.
- Be unhurried, attentive, and a good listener.
- Use common sense, and your good judgment, but if you are not sure what to do, ask.
- Read the calendar handbook for important information.

A CODE OF ETHICS FOR VOLUNTEERS

- Treat all knowledge about children and school as confidential information.
- Follow school regulations.
- View all students as people of value to be respected at all times.
- Maintain the dignity necessary to gain the respect of the students.
- Discuss problems directly with the teacher, principal or volunteer coordinator.
- Focus your attention on what the child is achieving.

DOWN TO BUSINESS *TAX DEDUCTIONS FOR VOLUNTEERS*

VOLUNTEERS MAY DEDUCT:

- Automobile mileage as stated in the I.R.S. tax code
- Bus and cab fares
- Parking
- Telephone bills

VOLUNTEERS MAY NOT DEDUCT:

- Value of volunteer time
- Personal meals and entertainment
- Expenses for dependent care

INSURANCE COVERAGE FOR VOLUNTEERS

Under Section 6-107 of the Maryland Education Article, volunteers are considered agents of the local board of education for the limited purpose of comprehensive liability insurance and Worker's Compensation coverage while on school property.

Volunteers must immediately inform the school administration of any personal injury or injury to a student.

SUGGESTIONS FOR ENCOURAGING AND PRAISING STUDENTS

- You really outdid yourself today.
- Mary is waiting quietly.
- That's an interesting way of looking at it.
- Now you've got the hang of it.
- That's a very good observation.
- Thank you for raising your hand.
- You make it look easy!
- That's coming along nicely.
- Tell us more about your idea.
- Your work shows you are enjoying it.
- It was a pleasure for me to be with you today!

Students need to know how they are doing. Praise and encouragement are powerful motivators to improve achievement.

Volunteers should be careful to avoid giving students "unearned" praise as it will diminish the effect of authentic praise.

BOARD OF EDUCATION POLICIES (SELECTED EXCERPTS)

WEAPONS POSSESSION — REGULATION #300-39

It is a serious offense to possess any rifle, gun, knife, or deadly weapon of any kind on any school property in Maryland. Offenders face criminal prosecution from the State's Attorney's Office and severe personnel consequences from the school system. All employees, including volunteers, should be familiar with the school system's regulation on this issue:

A. Criminal Law and Penalties

The criminal code of Maryland makes it illegal to possess a weapon on school property. Article 27, section 36A states:

"Carrying or possessing deadly weapons upon school property

- (a) No person, unless otherwise excepted in this section, shall carry or possess any rifle, gun, knife, or deadly weapon of any kind on any public school property in this State.
- (b) Any person who violates this section shall, upon conviction, be guilty of a misdemeanor and shall be sentenced to pay a fine of no more than one thousand dollars (\$1,000.00), or shall be sentenced to the Maryland Department of Correction for a period of not more than three (3) years. Any such person who shall be found to carry a handgun in violation of this section shall be sentenced as provided in Section 36B of this article."

Additionally, section 36B of Article 27 imposes more severe penalties for the possession of a handgun on school property.

B. Personnel Consequences – Termination

School system employees are forbidden as a personnel matter from possessing a weapon on school property. Employees who possess or bring weapons on school property may be terminated. The school system's prohibition on carrying or possessing a weapon on school property applies to loaded and unloaded weapons and to everyone who has a weapon within their possession, control, or direction. For example, this prohibition applies to weapons contained in automobiles, and to weapons contained in glove compartments or the trunks of automobiles. This personnel procedure will be followed regardless of whether the employee is convicted under Maryland's criminal statute.

TOBACCO-FREE SCHOOLS — POLICY #122.1

"The Frederick County Board of Education adopted a tobacco-free school environment policy that became effective July 1, 1993. This policy was developed in conjunction with the Maryland State Board of Education's Tobacco-Free School Environment Regulation (COMAR 13A.02.04).

Maryland law restricts the use of tobacco on school property. FCPS regulation prohibits smoking in school buildings, on school property, and in FCPS vehicles at all times.

A non-employee of the Frederick County Public Schools who violates this policy shall be subject to several degrees of reprimand from a verbal warning to a non-trespass citation for repeated violations."

SEXUAL HARASSMENT — POLICY #237

A. General Statement of Policy

1. It is the policy of the board to maintain a learning and working environment that is free from sexual harassment. The board believes that sexual harassment is offensive and morally wrong. Therefore, the board prohibits sexual harassment of, or by, employees, students, volunteers, vendors, or others having business or contacts with the school system. The board will investigate all complaints of sexual harassment and take appropriate action to end the harassment. Employees and students who violate this policy will be disciplined, as outlined in sub-section G of this policy.
2. Sexual harassment is also a violation of federal and state employment laws. Under certain circumstances, sexual harassment may constitute child abuse. The school system will notify appropriate enforcement officials in every case where there is reason to believe that child abuse has occurred, in accordance with the Maryland child abuse reporting law.

B. Reporting Sexual Harassment

Volunteers who believe they have witnessed or been the subject of sexual harassment are directed to report it immediately on "sexual harassment report forms," available in every board building.

CHILD ABUSE AND NEGLECT — POLICY #319

Every school system employee or school volunteer who has reason to believe that a child has been physically or mentally abused or neglected is required by law to report the incident to the local Department of Social Services or the appropriate law enforcement agency, to the principal of the school, and to appropriate school system staff.

More information on sexual harassment and child abuse is available in board -policies and regulations. These are available at your school or from the Office of Legal Services at 301-696-6851.

RECIPE FOR A GOOD VOLUNTEER

2 cups of love	3/4 cups of imagination
2 cups of dedication	1/2 cup of laughter
2 tsps. of vim	3/4 cups of sensitivity
1/2 tsp. of vitality	dash of individual personality

Sift together dedication, vim and vitality. Blend with imagination and laughter. Stir in sensitivity with a dash of individual personality. Add cups of love and fold together till smooth. Pour into a needed service and bake in the school's warm atmosphere.

YIELD: One volunteer whose job is "well-done".

*VOLUNTEERS ARE
INDIVIDUALS WHO WORK
FOR FREE BUT NOT FOR
NOTHING*

For information regarding volunteer programs in the Frederick County Public Schools,
please contact:

Frederick County Public School System
The Office of Volunteer Services

191 South East Street
Frederick, Maryland 21701
Phone 301-696-6864

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