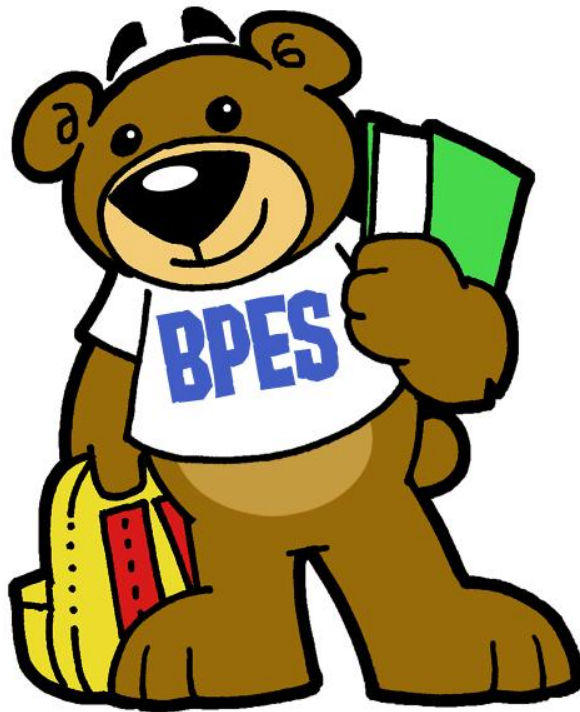


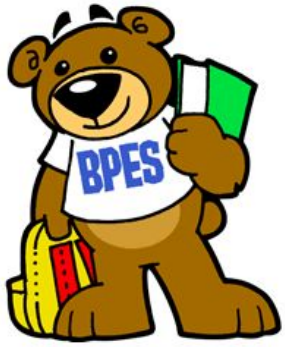
Bushy Park Elementary School Volunteer Training 2018-19



Welcome to our School Family!



*Thank you for
offering your time
and talents to
help our students
learn and grow!*



Outcomes

This presentation is designed to help you become:

- *Familiar with volunteering at Bushy Park.*
- *More knowledgeable about HCPSS policies.*
- *Registered as a trained volunteer at BPES.*

Connection to HCPSS Vision

HCPSS Strategic Call to Action



Learning and Leading with Equity *The Fierce Urgency of Now*

Vision

Every student and staff member embraces diversity and possesses the skills, knowledge and confidence to positively influence the larger community.



Mission

HCPSS ensures academic success and social-emotional well-being for each student in an inclusive and nurturing environment that closes opportunity gaps.

Four Overarching Commitments

VALUE

Every HCPSS stakeholder feels happy and rewarded in their roles and takes pride in cultivating the learning community.

ACHIEVE

An individualized focus supports every person in reaching milestones for success.

CONNECT

Students and staff thrive in a safe, nurturing and inclusive culture that embraces diversity.

EMPOWER

Schools, families and the community are mutually invested in student achievement and well-being.



Volunteer Code of Ethics

Professional Expectations

- * **Attitude:** *Please come to school with a good attitude, one that will say to the administrators and teachers, "I'm glad you asked me to help you," and one that will say to the child you're working with, "You are so special. I'm glad that I have an opportunity to work with you."*
- * **Behavior:** *You are another role model for our students. Be sure to dress and act appropriately.*
- * **Dependability:** *Make a professional commitment. The teachers are planning activities for you and the students. Keeping your part of the bargain is very important. Please notify our school office if you cannot keep your commitment.*



Volunteer Code of Ethics

Communication

You will always work under the direction and supervision of a teacher or other member of the school staff. The relationship between the volunteer and the teacher is a professional one--one of mutual respect and confidence.

We want your volunteer work to be a learning activity for you so if you have questions as to policy and procedures, please ask the appropriate person--the teacher or administrators.

HCPSS Confidentiality Training Course

Go to Bushy Park Website: Get Involved

Confidentiality Training Course

Thank you for your interest in volunteering within the Howard County School System! We value our volunteers and the contributions they make to our students and schools.

According to HCPSS Board Policy, all parent volunteers must complete a Confidentiality Training Course about protecting the privacy of our students, staff, and schools.

[View the brief training presentation and print out a certificate of completion](#)



Volunteer Code of Ethics

Confidentiality

Any information to which you have access to in the school or classroom is confidential.

As a volunteer, you are required to protect the confidentiality of all student information that you see or hear while volunteering. FERPA (Family Educational Rights and Privacy Act), a federal law, as well as state regulations, protect student information.



Confidentiality

Examples:

- *You may have occasion to know the children who are succeeding and those who are struggling. Any information pertaining to a child must be left in the classroom. It is the teacher's role to communicate a student's progress.*
- *Personal reactions to a particular staff member or student should be confidential.*
- *Concerns should be directed to a school administrator.*

According to Federal Law, State Regulations, and HCPSS Policies

If you are working or volunteering in a school, you are responsible for maintaining the confidentiality of all private, sensitive, and personally identifiable information you may see or hear while volunteering.

Information you must keep confidential includes:

- **Students' academic information (grades, test scores, transcripts)**
- **Students' discipline or behavior (detentions, suspensions)**
- **Students' health (trips to the nurse, medications)**
- **Students' family information (parents' marital status, employment)**
- **Staffs' discussions and comments about students**
- **Any other information you hear or see about an individual student**

**By certifying your completion of this module,
you agree to keep confidential any and all private,
sensitive, and personally identifiable information you
may hear or see while volunteering in a
Howard County School.**

Parent Volunteers and Confidentiality

By signing this form, I certify that:

- I have completed the Parent Volunteers and Confidentiality Training
- I agree to keep confidential all private, sensitive, and personally identifiable information that I may hear or see while volunteering in a Howard County Public School.

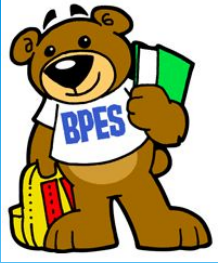
Name

Child's Name / Children's Names*

Signature

Date

*Please print and complete this form for each school in which you have a child and are registering as a volunteer. Submit a copy of this form when you register at each school.

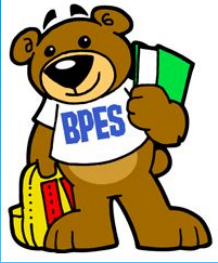


Volunteer Code of Ethics

Creating a Learning Environment

- * We ask that you always sign in and out at the front office and wear your volunteer sticker at all times while in the building. Please log-in to the Lobby Guard security system in the front office.*
- * Please leave younger children at home and turn off/silence cell phones, as your attention needs to be on the children and task.*
- * Please do not bring food or drink into the classroom.*

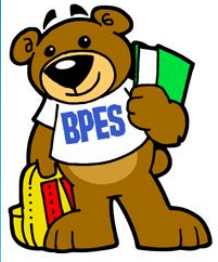




Volunteer Code of Ethics

Creating a Learning Environment

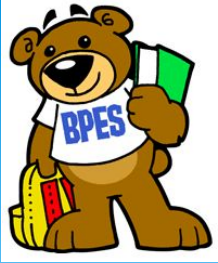
- * Parent volunteers who are working on non-instructional tasks (clerical/cut and paste activities, etc.) are to work in the Extended Learning Areas (ELA). Only parents who are working with small groups or individual students supporting instruction are to be in the classroom.*
- * Parent volunteering time is not a time for visiting or to hold parent conferences.*



Volunteer Code of Ethics

Safe Actions:

- *It is a good practice to never be alone with a child in locations where you are not visible to others.*
- *Use verbal positive praise rather than touch to recognize good effort.*
- *Use adult restrooms rather than student restrooms.
Adult restrooms are located near the first floor staff lounge and in the hallway near the second floor staff lounge.*



Volunteer Code of Ethics

Support:

- * As volunteers, you are a support to the staff members in the building. Staff are responsible for the education and discipline of the students at school. Therefore, follow the plan/instructions left for you and communicate any behavioral concerns to the teacher.*

Important School System Policies



*To locate the full text for each policy,
please check the Howard County Public
Schools website at www.hcpss.org*

MD State Law & HCPSS Policy 1030



Howard County Public Schools



Child Abuse Awareness Training

- * Requires employee or service providers of the Howard County Public School System to report any suspicion of child abuse or neglect to Howard County Department of Social Services*
- * Provides immunity from civil liability or criminal penalty for a report made in good faith*
- * Failure to report may result in suspension or termination of services*

MD State Law & HCPSS Policy 1030



Howard County Public Schools



Child Abuse Awareness Training

- *Also requires service providers/volunteer to make a report if there is a reason to believe that abuse or neglect possible occurred. Reports should be made without attempts to do any further investigation*
- *If needed, service providers/volunteers may consult with the school's Child Abuse Liaison. Liaisons cannot make the report to Department of Social Services on your behalf*

Role of Child Abuse Liaison



Howard County Public Schools



Child Abuse Awareness Training

- * Coordinates support for students suspected of being abused or neglected*
- * Acts as resource for information relating to child abuse and neglect reporting procedures*
- * Assists with completion of child abuse reporting forms as needed*



Reporting Child Abuse or Neglect



Howard County Public Schools



Child Abuse Awareness Training

- * *Make oral report immediately to Department of Social Services.*
- * *Follow up with written report within 48 hours.*
- * *Tell administrator and child abuse liaison that a report was filed*

State Law



Service Providers Code of Ethics



Howard County Public Schools



Child Abuse Awareness Training

- * Confidentiality: Any information you have access to in the school or classroom is confidential*
- * As a service provider/volunteer, you are required to protect the confidentiality of all student information that you see or hear while volunteering*



Reporting Child Abuse or Neglect: Unattended Children

Department of Social Services



Howard County Public Schools



Child Abuse Awareness Training

- * Children must be 8 years old to be left unattended for short periods of time*
- * When an adult is not present, a child must be 13 years old to be in charge of siblings or other children*





Howard County Public Schools



Child Abuse Awareness Training

*Additional Information about Howard
County Public School System Board of
Education Policy 1030 Child Abuse and
Neglect may be found on our website*

www.hcpss.org

Other Important School System Policies

www.hcpss.org



Civility (Policy #1000)

- * This helps to remind us that an environment of mutual respect and civil conduct between and among students, school system employees, parents, volunteers, and the general public is critical to the achievement of students and staff.*

Weapons (Policy #9250)

- * No weapons are allowed.*
- * Communicate any concerns to the administration.*

Other Important School System Policies

www.hcpss.org



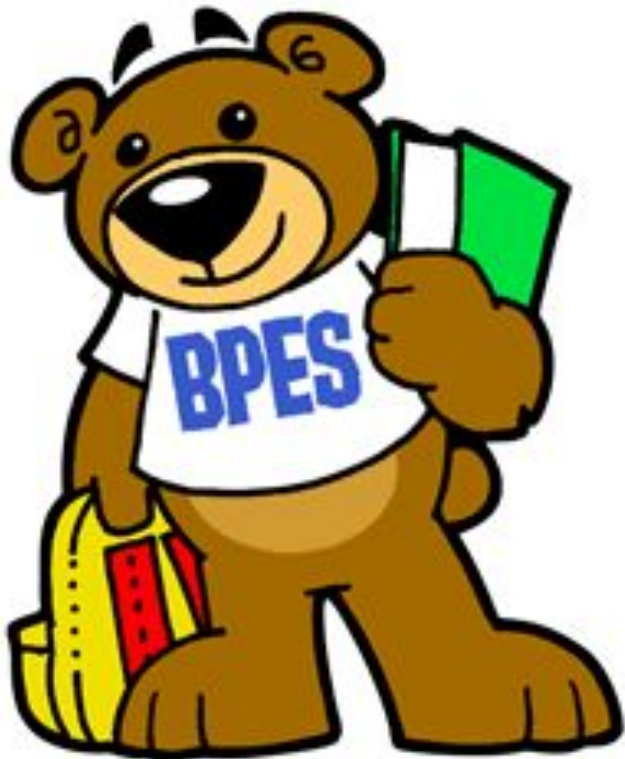
Confidentiality (Student Records Policy # 9050)

As noted earlier, as HCPSS staff we are bound by strict confidentiality guidelines which you agree to follow as volunteers.

Wellness (Policy #9090)

- * Please keep in mind the content of this policy and do not bring in snacks for the students. It is important that no food be shared with students at any time.*
- * Staff will ensure that the policy is followed for all parties or team activities.*

BPES Pledge for Students



Today at Bushy Park

I pledge to

Be respectful,

Be responsible and

Be ready to learn.

This will help my class,

my school,

and me

be the best that we can be.

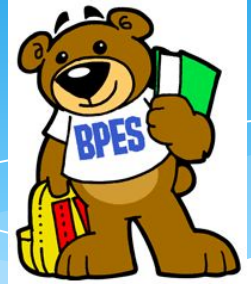
Examples of Volunteer Opportunities



- * *Carson Reading Room*
- * *Individual or small-groups within grade-level teams*
- * *Walking Wednesdays*
- * *Creating materials of instruction*
- * *Support for Related Arts (ex: shelving books in media center)*
- * *Special Events (ex: field day) and Field Trips*
- * *And MANY MORE!*

Carson Reading Room

Sign up through our PTA
using Volunteer Spot



- * The Carson Reading Room is completely volunteer run.*
- * Monthly schedule of 20 minute visits*
- * Volunteers bring small groups for a sustained reading session.*
- * Volunteers can read to, or with, students.*
- * All students visit the Carson Reading Room sometime within each month.*
- * Special Training with Mrs. Laura Smith, Reading Specialist on:*

THURS. SEPT. 20TH @ 9:30 A.M. in the Mini-Auditorium for NEW Volunteers.



Fitness (“Walking”) Wednesdays



- * Parents are needed to support each recess shift on Wednesdays.*
- * Students run the laps provided on the field and their progress is tracked.*
- * We need help from 10:30-2:30 to keep this activity going.*

Field Trips



- * Without assistance from chaperones, many field trips would not be possible, so we appreciate parents' willingness to provide this service.*
- * To assist us in making trips a positive experience for everyone, all chaperones will be required to read and sign a document that reviews the chaperone expectations and liability insurance coverage provided by the county.*
- * You will be given more information about a specific field trip if you choose to chaperone.*

Chaperone Responsibility Form

Date _____

Dear Parents:

We appreciate your willingness to help chaperone this trip. Without assistance from chaperones, this trip would not be possible. The responsibilities of a chaperone can be demanding mentally and physically. If you have any, or potential, limitations that may prohibit or minimize your ability to carry out the responsibilities of a chaperone, please discuss this with the Teacher-In-Charge **prior to the trip**. The information provided will assist in planning. Reasonable accommodations, if necessary, will be considered to ensure your safety and health.

To assist us in making this a positive experience for all, we are requesting the following:

- Chaperones should **immediately** alert the Teacher-In-Charge or other staff member under the following circumstances:
 - Student becomes ill or injured or reports feeling ill or injured;
 - Student becomes unmanageable in any way;
 - Student's behavior makes the chaperone feel uncertain or uncomfortable;
 - Student will not stay with the group or follow directions of the chaperone;
 - Student becomes lost; or,
 - Another chaperone seems to be having difficulty dealing with a student or group of students.

The notified staff member will then take appropriate action:

- Please follow the instructions of the Teacher-In-Charge regarding supervision of the students assigned to you. If you are unsure of your responsibilities, please clarify them with the Teacher-In-Charge. Please make the safety of the students your highest priority.
- Purchasing of souvenirs or food (other than the previously announced meal arrangements) is only permitted if approved by the Teacher-In-Charge. Please exercise consideration for and sensitivity to the needs, feelings, and comfort of all students under your supervision.
- As some students may have food allergies, students should not share food with one another, and chaperones are asked not to share food with students.
- When students use rest rooms, please exercise age-appropriate care to ensure student safety.
- Chaperones who are assigned groups of students are encouraged to conduct frequent "head counts" of their groups. Also, a "head count" should be taken on the bus at the beginning of the trip and prior to the departure of the bus for the return to school.
- Chaperones may not smoke or consume alcohol on any school-sponsored trip.
- If possible, chaperones are asked to bring cell phones and exchange contact numbers with the Teacher-In-Charge to assist in communication during the field trip.

Thank you for your assistance in making this a safe and positive experience for all students.

Please read, and sign below:

I understand that the Howard County Public School System shall not be held responsible for my injury and/or loss of my personal property due to my voluntary involvement in an activity that is not required as part of my responsibilities as a chaperone.

The Howard County Public School System provides liability insurance coverage for claims that may be filed concerning any actions or omissions by me, while within the scope of my duties as a chaperone.

☐ I have read, understand and can perform responsibilities/duties of a chaperone for _____'s field trip to _____.
(Name of School) (Destination)

☐ I give permission for my cell phone number to be shared with the other chaperones and HCPSS staff to ensure safety and communication on this trip.

(Printed Full Name of Parent Chaperone)

(Parent Signature/Date)



Logistical Information

- * School maps are located in the front office. Staff names are noted on maps for your reference.*
- * Emergency evacuation plans and exit maps are posted in each classroom. These are usually posted near the door. Please be familiar with exit routes. Everyone must exit the building if the alarm sounds.*
- * Please ask for training for any equipment or machines you need to use while volunteering.*

To become a BPES registered volunteer: Please complete and print this slide.

By signing this form, I certify that:

- I have completed the BPES volunteer training.
- I am aware of MD state laws, HCPSS policies, and school expectations related to my service as a BPES volunteer.

Name: _____

Signature: _____

Name of Child or Children:

Date _____

Return this certificate to BPES (along with the HCPSS Confidentiality Course Certificate).



Parent Volunteers and Confidentiality

By signing this form, I certify that:

- I have completed the Parent Volunteers and Confidentiality Training
- I agree to keep confidential all private, sensitive, and personally identifiable information that I may hear or see while volunteering in a Howard County Public School.

Name

Child's Name / Children's Names*

Signature

Date

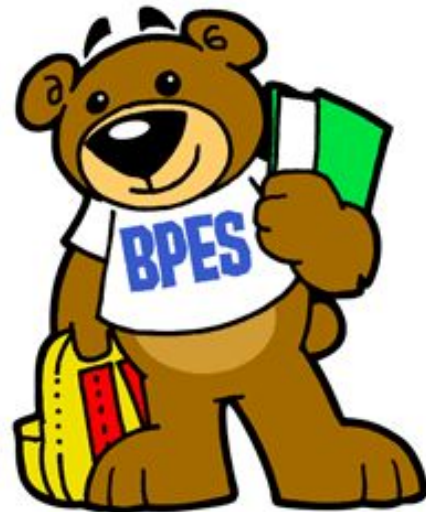
*Please print and complete this form for each school in which you have a child and are registering as a volunteer. Submit a copy of this form when you register at each school.



Thank you, Volunteer!

- * V - Valuable is the work you do.
- * O - Outstanding is how you always come through.
- * L - Loyal, sincere, and full of good cheer.
- * U - Untiring in your efforts throughout the year.
- * N - Notable are the contributions you make.
- * T - Trustworthy in every project you take.
- * E - Eager to reach your every goal.
- * E - Effective in the way you fulfill your role.
- * R - Ready with a smile like a shining star.
- * S - Special and wonderful, that's what you are!

We welcome volunteers at Bushy Park and hope that this presentation has provided an overview of the goals and responsibilities of the volunteer program at our school.



For additional information about
volunteering at BPES
please see our PTA Website or,
call Assistant Principal Dr. Terri Via at
410-313-5500.