



**Howard
County**



**Public
School
System**



Parent Volunteers and Confidentiality Training



Outcomes

At this training you will become:

- familiar with JHES' s Volunteer Code of Ethics
- more knowledgeable about HCPSS policies
- more knowledgeable about JHES volunteer procedures
- a registered volunteer at JHES



At HCPSS, we value our volunteers!



Involved
Generous
WONDERFUL
Thanks
Caring
PROSPEROUS
GREAT
THOUGHTFUL
Respectable
HELPFUL
UNSELFISH
Amazing
Charitable
Loving
Friendly
FUN
Volunteers
Humble
Devoted
Vibrant
Selfless
Passionate





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



Volunteer Code of Ethics

- **Confidentiality**: Any information to which you have access to in the school or classroom is confidential.
 - Any academic or behavioral information pertaining to a child, such as who are succeeding or struggling is confidential.
 - It is only the teacher's role to communicate a student's progress.



Volunteer Code of Ethics

- Communication:

- You will always work under the direction and supervision of a teacher or other member of the school staff.

Communicate with the teacher in a professional manner.

- If you have questions as to policy and procedures, please ask the appropriate person--the teacher, or administration.



Volunteer Code of Ethics

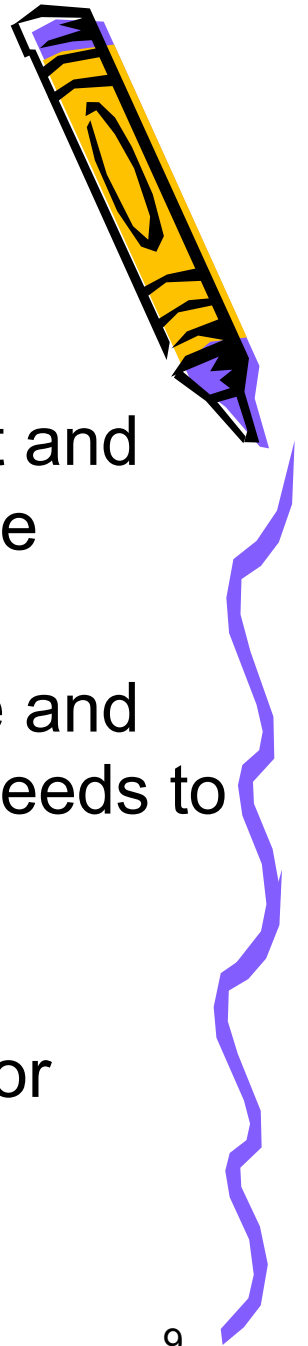
- **Dependability**: Make a professional commitment. The teachers are planning activities for you and the students. Keeping your part of the bargain is very important. Please notify the front office if you cannot come in at the last minute. The more time we give the teacher, the better so that alternate plans can be made.



Volunteer Code of Ethics

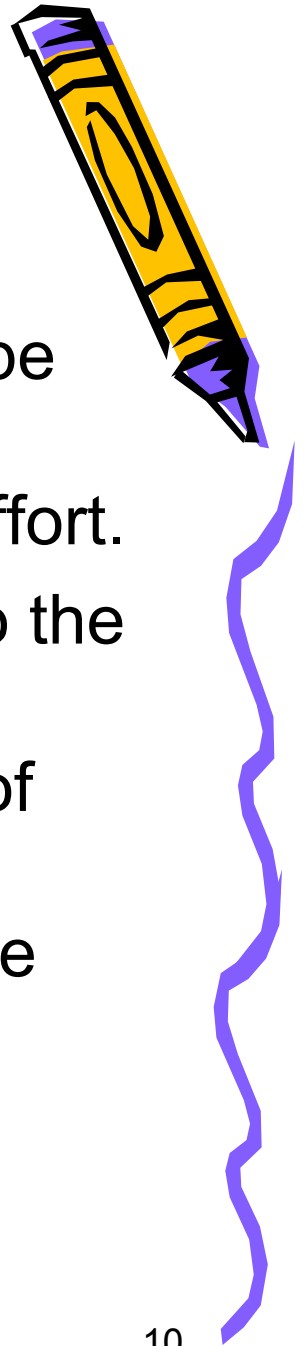
- **Respectful Actions:**

- We ask that you always sign in and out and wear your badge at all times while in the building.
- Please leave younger children at home and turn off cell phones, as your attention needs to be on the children and task.
- No food or drink 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, and to use verbal, positive praise rather than touch to recognize good effort.
- **Support:** As volunteers, you are a support to the staff members in the building. They 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 Policies

(These can be found on the school system website at <http://www.hcpss.org/board/policies/>)

- Child Abuse and Neglect (Policy #1030)
 - As service providers we are required by law to report any suspected abuse. You are another set of eyes and ears to help keep our students safe!
 - Any person in good faith who makes or participates in making a report is immune from any civil or criminal liability or penalty.



PLEASE make staff aware of any concerns.

MD State Law & HCPSS Policy 1030



- 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



- 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



- 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



- 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
- Do not place copy of report in student educational record

Service Providers Code of Ethics



- 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

Unattended Children

Department of Social Services



- 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

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

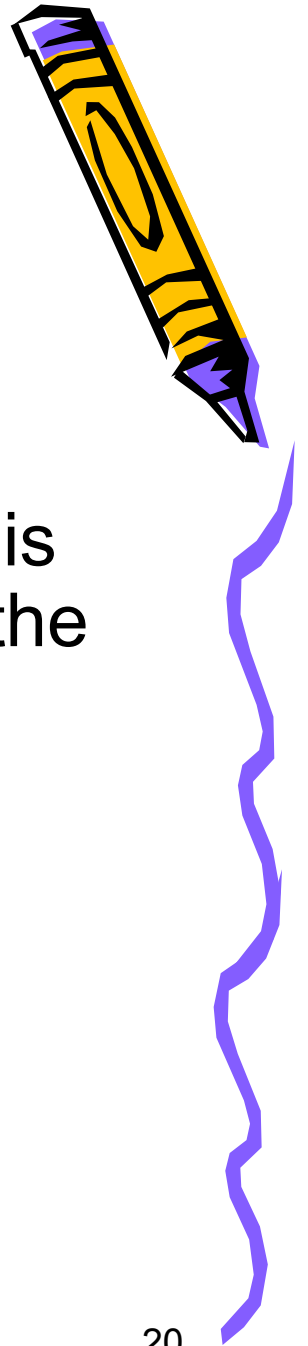
Important Policies

- Confidentiality (Policy # 9050)
 - As noted earlier, as HCPSS staff we are bound by strict confidentiality guidelines which you agree to follow as volunteers.



Important Policies

- Wellness (Policy #9090)
 - Please keep in mind the content of this policy and do not bring in snacks for the students.



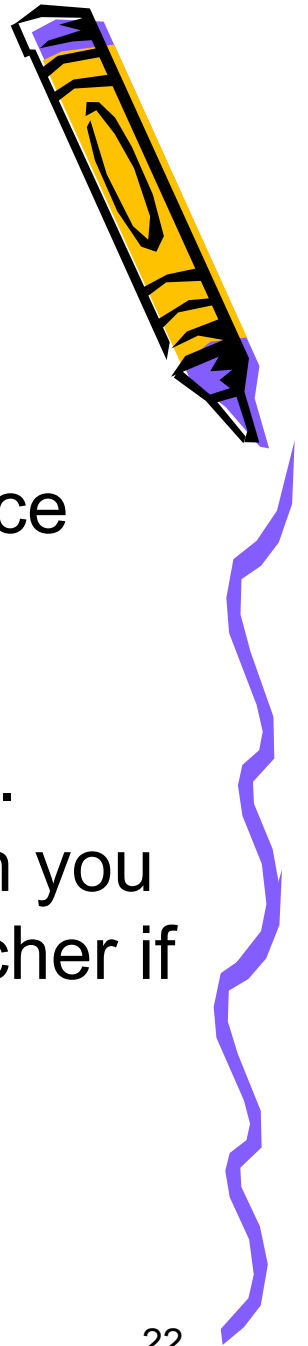
Important Policies Cont.

- 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 immediately.



Important Policies Cont.

- Bullying, Cyberbullying, Harassment, or intimidation (Policy #1060)
 - Students, parents, employees and service providers are responsible for reporting incidents of bullying, cyberbullying, harassment, intimidation, and retaliation. Again, you are another set of eyes when you are in the building. Please alert the teacher if you have a concern.



Our School-Wide Expectations

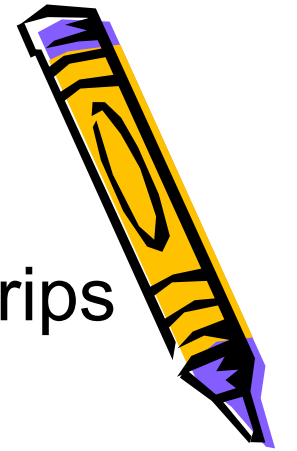
R – Respectful

E – Engaged

D – Determined



Field Trips



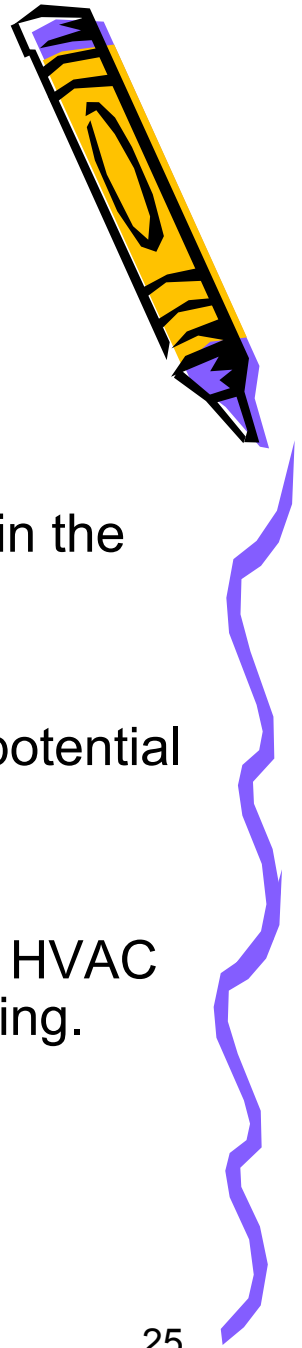
- Without assistance from chaperones, field trips would not be possible, so we appreciate parents' willingness to provide this service.
- To assist us in making trips a positive experience for all, all chaperones will be required to read and sign a document that reviews the chaperone expectations and liability insurance coverage provided by the county.
 - You must also sign the volunteer training form prior to volunteering on a field trip.



You will be given more information about a specific field trip if you choose to chaperone.

Fire Drill/ Emergency Plan

- Drills to be aware of:
 - Fire Evacuation
 - Everyone must exit by the closest door and gather in the rear field.
 - Lock Down or Modified Lock Down
 - Used for but not limited to situations that have the potential to be unsafe such as violence or criminal activity.
 - Shelter in Place
 - Used when it would be necessary to shut down the HVAC in order to keep hazardous material out of the building.
 - Duck, Cover, Hold
 - Used for a weather or other event that could cause significant structural damage to the building.



Thank you for taking the time
to view this training
information and for being
willing to volunteer at Jeffers
Hill.



- **We appreciate all you do for us!!**

appreciation (a-pre she-a **shan**) – n. 1. Recognition of the quality, value, significance, or magnitude of people and things. 2. A judgment or opinion, esp. a favorable one. 3. An expression of gratitude. 4. Awareness or delicate perception, esp. of aesthetic qualities or value. 5. A rise in value or price.



**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.**



TO COMPLETE YOUR CONFIDENTIALITY TRAINING

- Download and print the Certification Form
- Sign and date the Certification Form
- Bring the Certification Form to JHES

