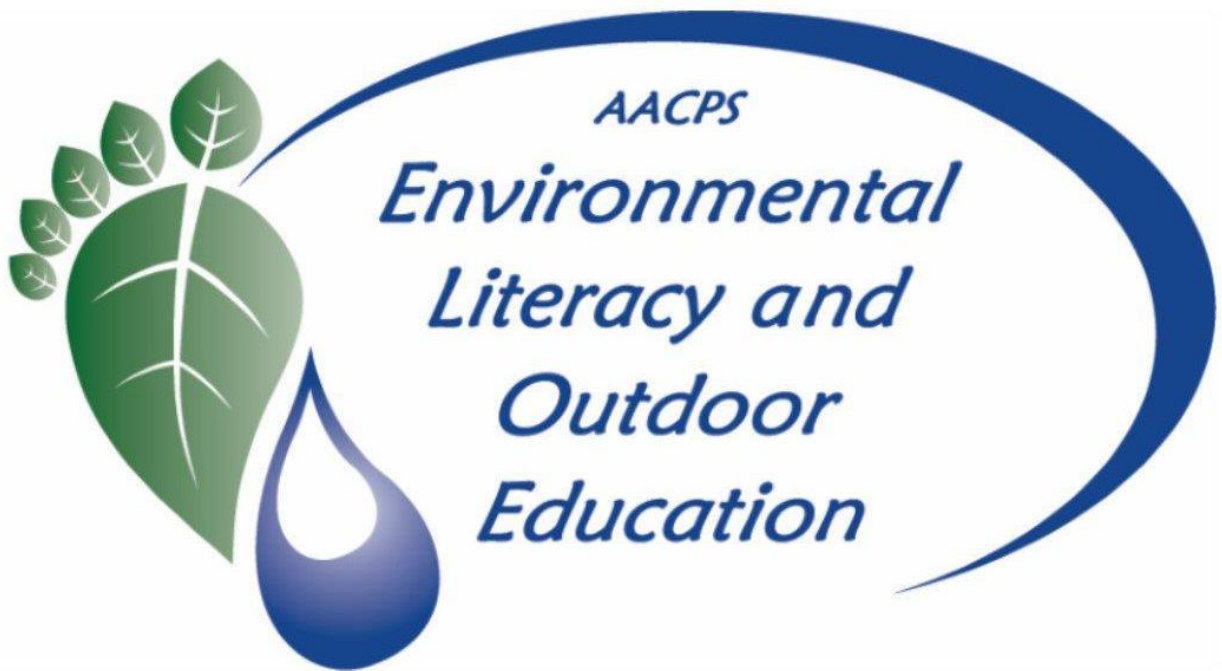


Volunteer Manual



Environmental Literacy and Outdoor Education

Anne Arundel County Public Schools
Arlington Echo Outdoor Education Center
975 Indian Landing Road
Millersville, MD 21108 410-222-3822
Melanie Parker, Coordinator

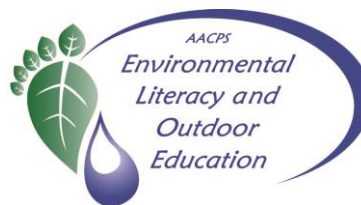
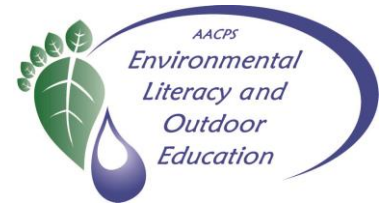


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Welcome



Thank you for donating your time to the Anne Arundel County Public Schools Environmental Literacy and Outdoor Education Office. Your involvement enhances and supports our many outdoor programs. Volunteers are essential to the realization of our vision: To foster stewardship in youth and improve the community's environment. We appreciate you!

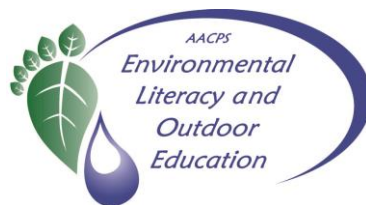
Our Mission

To empower students of all ages through authentic hands-on outdoor experiences with the environmental knowledge, skills, and motivation to make and act upon responsible environmental decisions.

About Us

We are the Environmental Literacy and Outdoor Education Office and Program of Anne Arundel County Public Schools. For over 50 years we have provided an interdisciplinary outdoor education program for Anne Arundel County teachers, students, and parents. The Environmental Literacy and Outdoor Education Office is responsible for the infusion of the Maryland State Environmental Literacy Standards with AACPS school-based curricula at all grade levels for all students.

Arlington Echo Outdoor Education Center is the home-base for environmental literacy programs in Anne Arundel County. Besides the 4th grade program at Arlington Echo, programs such as Kindergarten Trees are Terrific, 5th grade Drownproofing, 6th grade Chesapeake Connections, Native Growers and Watershed Stewards Academy all are part of the Environmental Literacy family. Serving more than 25,000 students and 10,000 adults each year, these programs strive to empower students and adults to make a difference for the environment.



Volunteer Role

The volunteer agrees to serve as an appointed, non-paid staff member acting under the direct supervision of a staff member.

AACPS Environmental Literacy and Outdoor Education reserves the right to modify and/or discontinue the volunteer program, activity, or any volunteer's service without cause or notice at any time.

The volunteer:

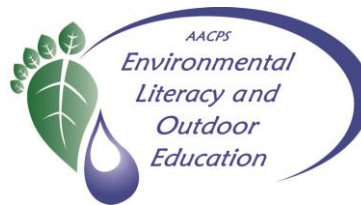
- Works as a team member with faculty and staff
- Follows policies, rules, and regulations
- Works closely with administrators, Staff Liaison, and Volunteer Coordinator(s)
- Is responsible, dependable, and protects confidentiality
- Has respect for students and others working with the program
- Is willing to share ideas, talents, and skills

Code of Ethics

As a volunteer, I am a member of an educational team. As a volunteer member of that team:

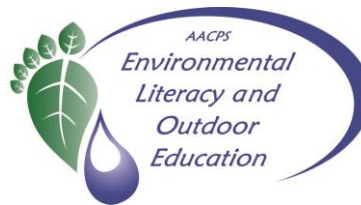
- I understand that all information concerning children, teachers, and the school is confidential and should remain in the school setting.
- I understand that I will work under the supervision of one or more staff members.
- I will notify staff if I am unable to come in for my scheduled volunteer service.
- I will respect those with whom I work.
- I will refrain from using inappropriate language (swearing, derogatory comments, etc.).
- I will show high regard for each child by being courteous, impartial, and fair.
- I will not impose my own religious or political views upon students.
- I will never touch students in a way that is aggressive, disciplinary, or sexual in nature.

Volunteer Responsibilities



- **Log Hours:** Sign in and out when entering or exiting the site and log off-site hours at home using v-volunteer through Raptor.
- **Identification:** Wear an identifying name tag while on site.
- **Sexual Harassment and Child Abuse:** Receive the required training and/or information about sexual harassment and child abuse reporting policies.
- **Security:** Complete a background check for the level of security clearance required.
- **Be Dependable:** Arrive promptly as scheduled. Notify staff if you are unable to come in for your scheduled volunteer service. Carry out only those duties assigned.
- **Phones and Pictures:** Refrain from using cellphones while volunteering, except in case of emergencies. Do not photograph/video students during service hours unless directed by staff.
- **Children:** Volunteers should not bring their children with them when they volunteer.
- **Accidents:** Report any accident, illness, or injury to staff immediately. Report any incident that could lead to legal action against the volunteer and/or the Board of Education.
- **Student's Health:** Volunteers should not give any medications to students and notify staff immediately if there's a situation with potential for contact with blood or other bodily fluid.
- **Student-Volunteer Relations:** Exhibit professional and appropriate relationships with students. Adult volunteers will not date nor have sexual relations with students. Never touch students in a way that is aggressive, disciplinary, or sexual in nature. Show high regard for each child by being courteous, impartial, and fair. Do not impose religious or political views upon students.
- **Abide by the established Code of Ethics for Volunteers.**

Note: All worksites are designated as drug, alcohol, and 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.



Insurance Coverage

The Anne Arundel County Board of Education's general liability policy will pay all sums which the volunteer may become legally obligated to pay as damages because of bodily injury or property arising out of his activities while on school property. Volunteers are also protected against the cost of medical bills in accordance with Maryland's Worker's Compensation Law.

A volunteer involved in a situation which could lead to legal action against him and/or the Board of Education should report the incident immediately to the Coordinator of AACPS: Environmental Literacy and Outdoor Education. If the volunteer receives communication from the Board's insurance company requesting further information, should respond immediately.

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. The intent of the data security procedure is to ensure that 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.

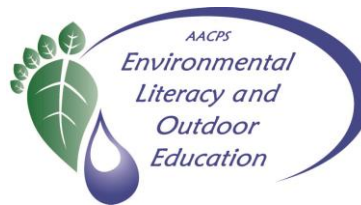
Accessing information without proper identification and authorization is inappropriate and will be considered a violation of the policies related to the disclosure of such information.

Volunteers and Photos of Students

Volunteers may not take photographs of students, unless permitted by staff for a project.

Under the Family Educational Rights and Privacy Act (FERPA), parents have the right to prevent photographs of their children from being taken in instructional settings.

Volunteers should not take or post online any photographs or videos of students in any setting.



Volunteer Dress Code

Clothing **CANNOT**:

- show profanity, obscenity, violence or symbols of hate;
- promote alcohol, tobacco, or drugs;
- promote gang colors or gang-related signs;
- show undergarments (i.e. bra straps / underpants)
- show bare skin between upper chest and mid thigh

Clothing should be:

- If working with students, clothing should be in good condition and appropriate.
- Appropriate for the weather.
- Closed-toe footwear. No flip flops or sandals.

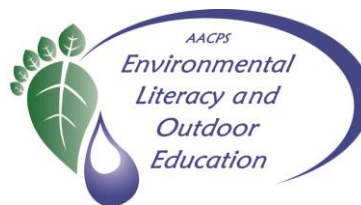
Sexual Harassment Information

Anne Arundel County Public Schools is committed to maintaining an environment for student, employees, and volunteers that is free from all forms of harassment. As you work, you will be responsible for recognizing and reporting any incidents of sexual harassment.

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 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 Information

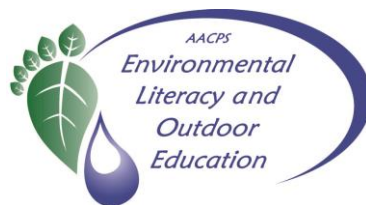
Child abuse and neglect is a serious problem which requires the involvement of everyone in the community for the purposes of prevention, identification, and treatment. In Maryland, the law requires that anyone who SUSPECTS a child has been or is being mistreated must report the matter to the Department 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 guidance counselors may be able to offer assistance in making the report. You can also obtain consultative assistance from the Office of Investigations and Records Management (410-222-5286).

Training and Security Requirements

All volunteers **must** receive training on sexual harassment and child abuse. However, the level of training varies depending on the services rendered by the volunteer.

- If the volunteer will only offer limited services once or twice during the school year, then a copy of the written material will suffice. The volunteer must sign, ensuring they received the information sheet.
- If the volunteer will offer services on a more regular basis, then the volunteer **must** view the video on sexual harassment and child abuse. This is available at www.aacps.org/family under "Volunteer Program Management". It is also available in Spanish. The volunteer must sign, ensuring they watched the video.

All positions are contingent upon completion of a successful background check. Background investigations are divided into two categories: fingerprint-supported background checks (review of local, state, and federal records) and commercial background checks (review of local records). Once a fingerprint-supported background check is performed, applicants no longer need to submit the electronic commercial background check.



Fingerprint-Supported Background Check

The following groups of individuals must complete a fingerprint-supported background check:

- All overnight volunteers
- All drownproofing volunteers
- Any volunteer with one-on-one unsupervised/unrestricted access to children - a person having responsibility for a student while not in the direct and continuous view of an AACPS employee. This does not include volunteers who supervise groups of students.

Fingerprint-supported background checks must be scheduled through the Fingerprinting Office at 410-222-5045. The cost of fingerprinting is \$57.00 and includes the commercial background check. Fingerprint-supported background checks should be completed at least three weeks prior to when they begin service. A Fingerprint Verification Card is provided to the applicant. The card should be kept with the applicant while on school grounds and should be displayed to an administrator upon request. All questions regarding this process or to confirm the results of a fingerprint-supported background check should be directed to the Office of Investigations at 410-222-5287.

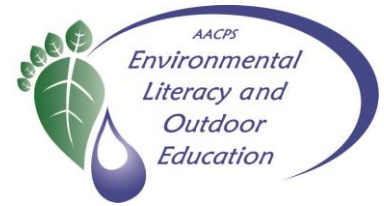
Commercial Background Check

All volunteers without one-on-one unsupervised or unrestricted access to students must complete the online request for a commercial background check. These background checks are at no cost to the applicant and are valid for two years. All applications should be submitted electronically at least three weeks prior to the intended date of service.

<https://md02215556.schoolwires.net/Page/1869>

All questions regarding this process should be directed to the Office of School Security at 410-222-5083. Schools have access to the online database to check the results of a commercial background check that was submitted electronically.

Volunteer Hour Tracking



Providing accurate data about the volunteer hours is important to give our site recognition about the community support it receives. These hours are used to indicate in-kind support when the county applies for state, federal and private grants.

Raptor

Raptor is the security software in use in all AACPS buildings to monitor those who enter and leave the buildings. We also use this software to sign volunteers in and out, as well as to monitor their hours and for end-of-year reports.

V-Volunteer

V-Volunteer is a feature of Raptor that allows volunteers to log their offsite hours remotely, using a computer or smartphone. To sign up for v-volunteer, the volunteer's email address is added to the volunteer's Raptor profile. An automatic email is sent to the volunteer, who is invited to log on to www.v-volunteer.com and set up an account. Hours that the volunteer records are automatically added to those that are recorded at school for that volunteer.

Not all volunteers have access to computers or feel comfortable using them. If this is the case, volunteers should notify staff for an alternative method for record-keeping and hour entries in Raptor.