



## **Volunteer/Chaperone Guidelines**

Thank you for volunteering at Springdale Preparatory School! Sharing your time with our students is an invaluable way to connect as a community and our school appreciates your contribution to our learning environment.

Before chaperoning a trip, volunteers are required to complete criminal screening and read and agree to our Volunteer Handbook. These measures ensure that we comply with Maryland State Department of Education requirements and protect the safety and well-being of our students, staff, and other volunteers. Training is required each school year in order to keep your volunteer status. Volunteer training workshops are held at new student orientation. You may also complete the training by contacting our school at 1-855-405-8600.

### **Volunteer Program Standards & Definitions**

Springdale Preparatory School welcomes volunteers to support student achievement through their service. During the school year, registered volunteers donate service hours to support educational endeavors. The valuable contributions of volunteers are recognized and appreciated by students and staff. 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 Springdale and our volunteers promotes standards of mutual respect and trust, individual talents and skills utilization, diversity acceptance, and a cooperative and friendly attitude. A volunteer is a person who offers to Springdale Preparatory School his/her services without receipt of monetary compensation. Volunteers include, but are not limited to, chaperones, mentors, club assistants, guest speakers, and presenters.

Supervision of volunteers can occur in three different situations depending upon the activity:

1. Direct Supervision occurs when a SPS staff member is overseeing or directing the activities of a volunteer at all times and is physically in the same area.
2. Limited Supervision occurs when a SPS staff member is overseeing or directing the activities of a volunteer, but is not always physically in the same area.
3. Unsupervised volunteers are in an area where a SPS staff member cannot easily access a restricted area. Student Contact occurs when an activity brings a volunteer and the student together, with or without physical contact.

### Annual Training

Volunteers are required to complete training each school year. Training eligibility will expire on the last day of the school year in which the training was completed.

### Volunteer Registration

Volunteers are asked to complete the Volunteer Information Form and the Criminal Background Check Release Form, both available on the Parent Portal and the Student Services Office. Information collected on these forms will be kept confidential.

### Volunteer Screening

The screening of all volunteers is important to ensure the safety of students, staff, and other volunteers and to comply with Maryland State Department of Education requirements. Requests to volunteer are delayed until the screening process is completed. Once the screening process is completed, volunteers will be emailed at the personal email address provided on the Volunteer Information Form to confirm their volunteer status. A record of conviction does not automatically exclude an individual from being considered for volunteer service. However, individuals who have not satisfied the specifics outlined by the court system (for example: probation) may experience a delay in their ability to volunteer. All requests to volunteer are subject to a background check. Springdale Preparatory School reserves the right to reject any individual who willfully misrepresents information on his/her Volunteer Information Form.

### Volunteering Once Approved

Once approved, volunteers may begin their service with the students and staff of Springdale Preparatory School. Volunteers will be contacted as needs arise.

### Volunteering

When arriving to the school to volunteer, all volunteers will need to present a valid government issued photo identification at the Student Services Office. School personnel will provide the volunteer with a badge that should be displayed on the person for the duration of the volunteer service, and returned upon completion.

### Reasonable Attire

All volunteers working in the school and/or with students who attend Springdale Preparatory School are expected to dress in a manner that is appropriate for the setting.

### Orderly Learning Environment

In an effort to support a school environment that is conducive to learning, volunteers shall refrain from bringing a child or children with them to the location where the adult is volunteering. This may include siblings of an enrolled child or an enrolled child who is not in attendance on a given day. Additionally, volunteers should refrain from interrupting the learning environment. Volunteers are asked to stay within their assigned volunteer area.

### Acceptable Volunteer Behavior

Volunteers are role models for students and should be mindful of and respect school system and school based policies and procedures. If a concern does arise, the volunteer should inform a supervising faculty or staff member. Acceptable volunteer behaviors include:

1. Abiding by SPS and school policies/directions from school personnel;
2. Addressing concerns in an appropriate manner with staff;
3. Supporting an orderly learning environment;
4. Using appropriate language with staff, students, other volunteers, and visitors;
5. Engaging appropriately with staff, students, other volunteers, and visitors;
6. Demonstrating the ability to fulfill assigned volunteer responsibilities.

Springdale Preparatory School will not tolerate unreasonable or unacceptable behavior, bullying, harassment, intimidation, discrimination, or hazing by volunteers toward students, employees, bus drivers, bus assistants, other volunteers, and/or visitors.

Volunteers who demonstrate these unacceptable behaviors will find that their actions will result in a change in their volunteer status.

### Serious Threats and Violent Acts

A serious threat of violence is a verbal or nonverbal declaration of intent to inflict significant injury to persons or damage to property with the perceived intent to carry through on the threat. Serious threats of violence against any individual in the Springdale Preparatory School community will not be tolerated. Violent acts committed against

another individual on SPS-owned or -leased property, on a school or coach bus, or at any school-related trip or activity will be handled as illegal actions. Serious threats and violent acts will result in a change of volunteer status.

### Weapons and Firearms

Ensuring a safe school environment for students, staff, volunteers, and visitors is a responsibility of all involved. Any volunteer with knowledge of the presence of a weapon on school property or at school-related events should report the incident to school staff as soon as possible. Maryland Law prohibits possession of a firearm, knife, or deadly weapon on school property by individuals other than law enforcement officers. Please remember parking lots are also part of school property and covered under the provisions of this law.

### Volunteer Responsibilities

Volunteers are expected to maintain the Confidentiality of Student Information. Student information is protected by the Family Educational Rights and Privacy Act (FERPA) as well as through state regulations. Confidentiality refers to the obligation not to disclose or share student information with unauthorized parties, including other students or families. Student records are identified as confidential, and must be treated in accordance with federal law and state regulations. All SPS employees and volunteers are held accountable to maintain this level of student privacy. SPS personnel may share confidential student information with volunteers on a need-to-know basis. Volunteers are required by law to protect the confidentiality of all student information. At no time is it appropriate to share student information through social media platforms.

#### Volunteers should:

- Discuss confidential student information only with SPS personnel.
- Not be allowed access to student records.
- Not be asked by staff to evaluate student work, record student grades, or analyze individual student data.

#### Volunteers must refrain from:

- Sharing student information with non-SPS 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.

If a volunteer feels that a student's right to privacy has been violated, the concern should be brought to the attention of the school-based administrator.

### Engage in Appropriate Student Relationships

The relationship between students of any age and an employee in any position with Springdale Preparatory School 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 Springdale Preparatory School will not be tolerated:

1. Child abuse, sexual abuse, or mental injury;
2. Sexual harassment;
3. Personal or intimate reference to self or others;
4. Intimate or inappropriate gifts;
5. Communications of an intimate or non-professional nature;
6. Meeting a student for non-professional reasons;
7. Dating and sexual relations;
8. Condoning or participating with students committing illegal acts or acts in violation of school rules;
9. Initiating, encouraging, or engaging in obscene or pornographic discussions or displays with students;
10. Participation in the transfer, or attempted transfer, of alcohol or drugs to a student with or without the exchange of money or other valuables.

### Report Child Abuse and Child Neglect

Abuse and child neglect are illegal. 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 that abuse or neglect has occurred should request assistance from a staff member. SPS staff will then assist the volunteer with the steps required to contact the appropriate authorities to complete the oral report.

### Maintain a Smoke and Drug-Free Workplace

The use of tobacco products and electronic cigarettes, in any form, is prohibited in or on school grounds at all times. This includes both the academic and residential campuses. Volunteers should refrain from bringing or using tobacco products, electronic cigarettes, alcohol, inhalants, or illegal drugs on or within school property, school or coach buses, or at school-related activities and events. If a volunteer must have ready access to his/her prescription or over-the-counter medication, such items should be placed in a secure location to avoid access and exposure to students.

### Refrain From the Use of Portable Electronic Devices

Portable electronic devices should be used during volunteer service to facilitate communication with school staff and for emergencies. Volunteers are asked to turn off the audible notification on portable electronic devices when visiting a school, supervising students, participating in an activity with students, or chaperoning a field trip or class activity. Volunteers should refrain from electronically communicating with students. Additionally, volunteers should refrain from photographing, videotaping, and audiotaping students or student activities. Volunteers should not post or send student photographs or images through social media, the internet, etc. Not all parents grant SPS permission to allow their child's voice to be reproduced or to have his/her image appear in such things as a video, a photograph, or social media websites. Student privacy is paramount.

### Adhere to Standard Health Precautions

The likelihood of exposure to bloodborne pathogens in a school is minimal. Bloodborne pathogens include the organisms that cause HIV, Hepatitis B, and Hepatitis C. If assisting a staff or student with an injury, volunteers should remember to put a protective barrier between themselves and the blood, bodily fluid, or body tissues that may be present from the injury. Any direct contact with blood, bodily fluids, or body tissues should result in immediately washing the exposed area and reporting the exposure to the school nurse and school staff. Any injury to a student, staff member, or volunteer should be reported immediately to the school nurse and school staff.

### Respect Allergies and Sensitivities

Increases in food allergies and sensitivities can have serious health implications. As a result, food may not be brought to school or school-related events and activities to share. The sharing of food items is prohibited. Simply restricting consumption may not be enough for some individuals. Any contact with an unsafe food, cross-contamination, and hidden trace ingredients can also pose a serious health implication for some students or staff members. Volunteers should refrain from purchasing any food and/or beverages for students when chaperoning student activities.

### Field Trips

Field trip chaperones are selected by school personnel. Chaperones must be at least 18 years of age, have an approved volunteer status, comply with all SPS policies and school procedures, and demonstrate standards of acceptable behavior prior to and throughout the entire trip or activity. Chaperones are expected to supervise student behavior and activities during the course of the trip/activity. This responsibility includes oversight of the health and safety of the students assigned to the volunteer's group. Only students, staff,

and volunteers who have been approved to attend the trip and travel with the group to the activity are eligible to participate in the activity. Individuals who might be present at the activity location, but were not approved or selected to serve as a chaperone, may not 'shadow' the group or participate in the scheduled activities. Students are to stay in their assigned groups unless there is an emergency that requires students to disperse from their assigned groups. Additionally, there must be at least one (1) staff member and one (1) chaperone on each bus or unit of transportation. Chaperones should display proper bus riding procedures and encourage the same behavior from students.



## Volunteer/Chaperone Acknowledgement

I certify that I have received a copy of Springdale Preparatory School Volunteer/Chaperone Guidelines and that is my responsibility to read, understand, and abide by the policies here stated. I also understand that the operating procedures contained in this handbook can be changed at the sole discretion of Springdale Preparatory School without prior notification.

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Volunteer Signature

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Date

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Volunteer Name (Print)

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Volunteer Training Completed (Date)

**Please return this page to the Student Services Office.**



## Volunteer Information Form

Thank you for your willingness to serve! Volunteers are very much appreciated and can positively impact our students' experiences and school community. This form helps our staff members to understand your interests.

In addition to this form, we ask volunteers and chaperones to complete the Criminal Background Check Release Form and training. Please contact the Student Services Office for forms, with questions, or to submit forms.

Name \_\_\_\_\_

School Year \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Grade level of children attending Springdale \_\_\_\_\_

Availability (circle all that apply)

Monday morning	Tuesday morning	Wednesday morning	Thursday morning	Friday morning	Saturday morning	Sunday morning
Monday afternoon	Tuesday afternoon	Wednesday afternoon	Thursday afternoon	Friday afternoon	Saturday afternoon	Sunday afternoon
Monday evening	Tuesday evening	Wednesday evening	Thursday evening	Friday evening	Saturday evening	Sunday evening

What volunteer opportunities most interest you?

Field experiences	After school activities	Student clubs	Community service	Weekend activities	Special events
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