

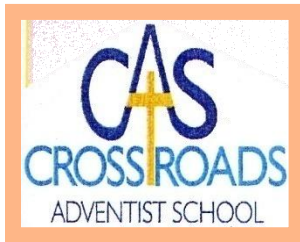
PEERS: FAMILY SERVICE CONTRACT

(PARENTS EMPOWERED & ENGAGED AS
RESOURCES FOR STUDENTS)

Crossroads Adventist School

We are a REACH Inclusion school—embracing all children who desire a Christian education, including those with learning differences and physical challenges.

Crossroads Adventist School is Your Choice for Character, Competence, and Creativity.



3291 North St. Johns Lane

Ellicott City, Maryland 21042

Phone: (866) 715-7752

Fax: (443) 498-2933

Website: <http://www.crossroadsadventist.org>

Email: CASPrincipal@yahoo.com

Mailing Address: P.O. Box 126, Ellicott City, 21041

Karohn Young

PRINCIPAL

P.E.E.R.S FAMILY SERVICE CONTRACT:

"PARENTS EMPOWERED & ENGAGED AS RESOURCES FOR STUDENTS"

Crossroads Adventist School

OVERVIEW

Crossroads Adventist School welcomes parent and community volunteers as an integral part of our program. We are blessed with qualified and dedicated teachers and staff; however, there are significant roles that "Parents as Partners" play in the lives of your own, as well as other, children. Being a tangible part of our program is a wonderful way to see your children in different roles, become better acquainted with our Crossroads family, and contribute valuable support to our students and staff.

The goals of our program are as follows:

- ☞ Strengthen the cooperation of parents and the community in the education of children.

- ☞ Allow teachers more time to focus on the mission of educating students by assuming responsibility for support activities.

- ☞ Enrich the children's school experience by offering them more personal attention than would be possible from the teacher alone.

- ☞ Involve parents and other family members in school activities and special events that lead to a closer relationship between parents and their children.

- ☞ Develop an environment that encourages friendly communication between the home, school, and community.

- ☞ Develop between educators and the general public unified efforts that will secure for our youth the highest advantages in physical, mental, social, and spiritual education.

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Crossroads Adventist School

FORMS

1. Volunteer Information Form

Crossroads Adventist School welcomes Parent /Family/ and Community volunteers. Please read over the descriptions of various volunteer jobs. There are sure to be tasks that match your interests and talents. We also look forward to hearing of any new ideas you may have to share with our children or teachers.

Each family is required to share 20 hours of service to our school community; families may choose, instead, to pay \$200.00 which will be billed to their accounts in April. Parents and guardians may enlist other family members or friends to serve. Please remember to sign in and out with the school registrar/ secretary so that we may keep an accurate account of your time served. You will also be given a badge to wear so that students and staff will readily identify you as a P.E.E.R.S volunteer.

2. Criminal Background Check

Crossroads Adventist School takes every precaution to ensure the safety of our children. Therefore, all adults working with children must complete a *Criminal Background Check* which must be renewed every three years. This information is kept on file at the Chesapeake Conference Education Department.

Please pick up fingerprinting sheets from Crossroads Adventist School or the Chesapeake Conference Education Department. Then take the sheets to your nearest police station to be fingerprinted. You will be responsible for the initial fingerprinting fee of about ten dollars. The Chesapeake Conference will then pay the bulk of the processing fee for the Criminal Background Check.

It is the goal of the Chesapeake Conference Education Department to have the best personnel available for our schools. The confidentiality of volunteers will be respected while also protecting students, education workers, and the Chesapeake Conference. When a school requests a recommendation, the superintendent may not release any specifics and may only respond with "recommended," "not recommended," or "recommended with conditions noted." In the event of accusations against the applicant, opportunity will be given for response by the accused. This response also becomes a part of the record. Applicants may also request their *Volunteer Information Form* to be forwarded to another conference's education department should they choose to volunteer there.

3. Student Privacy and Volunteer Confidentiality Contract

Volunteers are expected to respect the privacy of our students and their families. Under Federal law and state law, student information is confidential. School volunteers are expected to maintain these high standards and must sign a *Confidentiality Contract*.

4. Volunteer Emergency Information Card and Emergency Consent to Treatment

The safety of our volunteers is also important so we need to have emergency information on file for our volunteers. Thank you for completing the *Medical Information Form for Volunteers* that is included.

5. Family Service Contract

This form certifies that parent volunteers have read and understand the information presented in the *PEERS Family Service Contract*. Volunteers may also outline the areas and times in which they choose to serve.

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Crossroads Adventist School

ACTIVITIES

*** Driver/Chaperone for Field Trips**

Requires Completion of *Volunteer Driver Form*

*** Chaperone/ Physical Education Parent**

Assisting with or coaching sports activities for events such as:

Field day

School Picnic

House Colors Days (Games among the Houses)

*** Teacher Appreciation Week**

Working with Home & School to plan and coordinate activities for teachers

One week in the spring

*** Lunch Monitor**

Assist with the warming, preparation, and serving of lunches

Supervise lunch, clean up, and recess

12:00 P.M. – 1:00 P.M. (Lower School)

12:30 P.M. – 1:30 P.M. (Upper School)

*** Purchasing Volunteer**

Purchase needed materials on a monthly basis

Goods for hot lunch program

Perishable school/class items (see teachers for needed items)

Keep all receipts for reimbursement (work with CAS treasurer and principal to keep within budget restraints)

*** Guest Reader/ Storyteller**

Manage Story Time for little ones

Books must be pre-approved by the teacher or from the classroom/ school library

Usually 30 -40 minutes

(See teacher for time schedule.)

*** Photographer for school/ classroom events**

*** Before Care Assistant**

Supervise students who arrive early for school in quiet, controlled activities
7:00 A.M. – 8:15 A.M.

*** After Care Assistant**

Supervise students after school in controlled activities such as:

Homework club

Board games

Outdoor/ gym games

Traffic supervisor for outside pick up

3:30 P.M. – 4:30 P.M.

4:30 P.M. – 6:00 P.M.

*** Nap Time Supervisor**

1:00 P.M. – 3:00 P.M.

May include comforting restless little ones or supervising quiet activities

*** School Picture Day Aide**

(Dates will be announced.)

Straightening clothes and hair, organizing and lining up students, helping the children feel comfortable

***Ground Maintenance Crew**

Landscaping projects (flowers, bushes)

Clean-up of school grounds

*** In –House Spruce-Up Crew**

Painting, minor repairs, and cosmetic improvements to the school campus

Do an on-site inspection once a month to check for items that may be broken or damaged

*** Classroom Preparation**

Photocopying

Grading

Filing

4:00 – 6:00 P.M. (See individual teacher for time schedule.)

Making classroom materials

Assist with changing bulletin boards once a month

*** Science Fair Judge**

Must have a background in the sciences

May not judge age group of which your child is a part

*** Office Help**

Photocopying
Filing/ Organizing
Answering Telephones/ Returning Calls
Mailings

*** Newsletter Editor Assistant**

Proofread students' publications before they go to print.
Must be proficient in the mechanics of writing, grammar, usage, punctuation, spelling

*** School Programs**

Set up, Decoration, and Clean-up for school programs, such as:
Science Fair
Spelling Bee
Multi-Cultural Fair
Christmas Program
Thanksgiving Dinner
Awards Ceremony

Work with "Purchasing Volunteer" to buy and serve refreshments at school events.

*** Career Week Speaker**

Share your career with students (usually a verbal presentation 10-15 minutes and a hands-on activity)
Be aware of age groups as you plan your presentation
Counts as double points (hours)

*** Media Center**

Put bar codes on books and scan them into our system
Spot check for books that should be discarded due to age or content
Shelve books
Check in or out books to children and teachers
Check shelves to ensure that the books are filed in the appropriate call number area.
Process new Materials
Ensure that all books are stamped

*** Chapel/ Assembly speaker**

Wednesday Mornings 8:30 A.M. – 9:30 A.M.
First or Fourth Wednesday
Religious or Character building topic (15 – 20 mins.) As your audience is quite young, bear in mind that they are more attentive when there is an object lesson, hands—on—experience, or visual component.
Counts as double points (hours)

*** Documentation**

Inventory books
Inventory classroom equipment

*** After School Sports Chaperone**

Transport students to and from the Sporting facility
Supervise students while there
3:30 P.M.– 4:30 P.M.
4:30 – 5:30 P. M.
Sometimes 4:00 – 5:00 P.M.
(Check with school secretary on the hours and venue for fall/ spring sports)

*** Home and School Activities**

Publicity and event Set – Up
Keep parents and community informed of meetings, special events

Organize Fundraisers

Fall, Christmas Season, Spring
Distribute grocery cards
Process Box Tops for Education

Organize Book Fair

Assemble and install decorations (No particular artistic ability required.)
Help select books that match our Christian philosophy in content and pictures
Staff the [Donation Book Stall](#)
Process Customer Sales
Purchase and serve food available for sale

Parent Enrichment Activities/Workshops

Speakers needed to address parent, child development, and other related subjects. [Counts as double points \(hours\)](#)

Community Building

Organize a Fall and Spring [Community Service Day](#)
Plan and execute a variety of activities focused on building a positive community spirit at CAS, such as: potlucks, family-fun nights, socials, recognition and appreciation, weekend events, etc.
Organize a [Buddy System](#) in order to support new families entering CAS
Plan and Host a [Volunteer Appreciation Tea](#)

*** Instructor for after school Clubs/ Modules such as:**

Sewing	Cooking
Sports	Arts & Crafts
Bird watching	Scrapbooking
Astronomy	Leather Crafting
Mammals	Wood working
Economics	Science Experiments
Tutoring in academic subjects	

Usually once a week for 4 -6 weeks

4:00 P.M. – 5:00 P.M.

Any hobby you can share safely with children would be considered.

Upon successful completion, students are given a certificate/pin in that area.

Counts as double points (hours)

*** Instructor for after school Honors Seminars**

Topics are chosen to motivate and challenge accelerated students who show unusual aptitude in those areas.

- Critical Thinking & Puzzles
- Standardized Test Taking
- Advanced Vocabulary
- Advanced Elementary Spanish/ French
- Intro to Latin/ Italian/ German etc.
- Creative Writing
- Critical Writing
- Algebra
- Geometry
- Public Speaking

Usually once a week for 4 -6 weeks

4:00 P.M. – 5:00 P.M.

Classes are graded.

Other topics may be proposed and considered.

Counts as double points (hours)

*** Classroom Math Aide**

Serves as an aide during math time in any of the classrooms and may move from classroom to classroom as needed

Best suited for parents who are comfortable working with children of varying age

Groups

Necessitates a background in math (for older students)

(See teacher for time schedule.)

*** Classroom Language Arts Aide**

Serves as an aide during English/ Language Arts time in any of the classrooms and may move from classroom to classroom as needed

Best suited for parents who are comfortable working with children of varying age groups

Necessitates a background in literature and writing (for older students)

(See teacher for time schedule.)

*** Classroom Spanish Aide**

Serves as an aide during language time in any of the classrooms and may move from classroom to classroom as needed

Best suited for parents who are comfortable working with children of varying age groups

May speak/ read to children in Spanish

Necessitates a foundation in Spanish

(See teacher for time schedule.)

*** Historian/ Scrapbook/Yearbook**

Assist in documenting the school year

Scrapbooking/ Designing skills needed

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Crossroads Adventist School

INFORMATION & PROCEDURES

* ALWAYS **sign in** and out when you enter the school. Please record the date, your name, activity, and time in and out. This is a safety precaution that is necessary for school staff to account for everyone who is in the building.

* ALWAYS wear your **name tag** in the building. This is a safety precaution that is necessary for school staff to account for everyone who is in the building. PEERS T-Shirts will be available for purchase.

* If you are volunteering in the building, you will be **announced** to the classroom teacher who should be expecting your arrival. Please do not walk into the classroom unexpectedly.

* Please remember that you are there to benefit ALL children, not just your child; please be **impartial**, considerate, and fair to all students.

* Please do not use classroom volunteer time to have a personal conference with the teacher; please set up a different time for any questions or concerns that you need to discuss.

* Please be **on time**.

* Please **call the office** to let the teacher/ registrar know if you will not be able to come or if you will be late. We understand that things come up.

* Please keep your **cell phone** on vibrate while in school; please do not use this time for personal calls.

* **Confidentiality** regarding students and staff you have observed or with whom you are working is required by law. Be careful NOT to share information regarding individual students, staff members, school records or files with any unauthorized persons.

* When acting as a **chaperone**, please know that you will be responsible for a group of children and have duties assigned to you. Your group may not always contain your child. Please be professional in your attitude and dress.

* To ensure that **books/videos** support our values, philosophy, and curriculum, we ask that all such materials be pre-approved by the classroom teacher or principal. Books may also be chosen from the classroom/ school library. Please do not bring any books from home without pre-approval.

- * Please **park** in the parking lot (away from the basketball court) not in the front car pool circle.
- * Volunteers are not permitted to **discipline** students. Please notify a teacher for assistance. This policy is for your protection. There is absolutely no physical/ corporal punishment allowed.
- * Crossroads Adventist School **does not assume liability** for children who are not registered students. If a volunteer brings their child with them, that **parent must be responsible for that child at all times**. The child must stay with the adult and may **not** wander into classrooms, around the school premises, or play on school equipment. Siblings or other children may not assume responsibility for any minors. Should your child sustain injuries while on school premises, you are **solely responsible** for obtaining the necessary medical attention and waive your right to hold the school liable for any and all damages. Children, other than your own, are not permitted on school premises while serving as a volunteer.
- * Please be mindful of appropriate **attire** for working in a Christian elementary school setting.
- * School volunteers serve as role models for the children at Crossroads. Therefore the use of **good judgment, Christian values, and a professional attitude** is *essential*.

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SCHOOL SAFETY INFORMATION

In the event of an emergency:

Fire Drill -- find the closest exit and walk outside. Stand with a member of the administrative team or with the teacher you are working with

Intruder Drill – go to the nearest classroom and follow staff member orders

Tornado Drill – go to a room with no windows or the central hallway; follow closest staff member's lead

Building Evacuation Drill -- find the closest exit and walk outside. Stand with a member of the administrative team or with the teacher you are working with

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Crossroads Adventist School

FAMILY SERVICE CONTRACT

I have read the "Parents Empowered & Engaged as Resources for Students" packet. I understand that my family needs to volunteer 20 hours at Crossroads Adventist School per year. I realize that I can enlist other family members and friends, or I may choose to pay \$200.00 instead at the end of the school year. (Other family members and friends must also read and sign all the forms in this packet.) I understand that Crossroads Adventist School has the right to terminate my services at any time, and should this happen, I would still be required to pay a prorated amount based on hours served. I know and understand all the information included in this packet. I agree to follow all the rules, and I am happy to contribute to my school's success.

Hobbies, Interests, or Skills:

I would like to serve in the following capacity(ies):

Dates/Days and Times Available:

Contact number: _____

Email: _____

Parent/Guardian/ Volunteer's Name

Date

Student(s) Name(s)

Name of Homeroom Teacher

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STUDENT PRIVACY AND VOLUNTEER CONFIDENTIALITY CONTRACT

Under Federal law, state law, and Chesapeake Conference policy, ALL information about students maintained by Crossroads Adventist School is confidential with the exception of: student name, picture, grade, participation in recognized activities and sports, dates of attendance, awards, the most recent school attended, and parent pick-up. Students at Crossroads Adventist School have the right to expect that information about them will be kept confidential by all volunteers.

* Each student with whom you work has the right to expect that nothing that happens to or about him/her will be repeated to anyone other than authorized school personnel. Even when discussing a student with those who are directly involved, such as the teacher, principal, or guidance counselor, you may not share otherwise confidential information with them unless it is relevant to the student's growth, safety, or well-being.

* You may use confidential student information only for the purpose authorized by the principal.

* You may not share information about a student even with others who are genuinely interested in the student's welfare. You must refer all questions to the principal. (A medical emergency, in which a student's health or safety is in immediate risk, is the only exception.)

* Parents, friends, or community members may in good faith ask you questions about a student's problems or progress. Again, you must refer all such inquiries to the principal. You may not share information about a student even with members of your own family or the student's family.

* Remember that violating a student's confidentiality isn't just impolite, it's against the law.

I, _____, as a volunteer for the Crossroads Adventist School acknowledge that I have read and understand the above privacy and confidentiality requirements. I agree not to disclose any information about a student or student's record to anyone other than an authorized school employee. I will use student information only for the purpose authorized by the principal, and will refer all requests for information to the school principal.

Volunteer's signature: _____ *Date:* _____

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VOLUNTEER EMERGENCY INFORMATION CARD

Last Name	First Name	Middle Initial	
Address	City	State	Zip Code
1 st Emergency Contact	Cell Phone	Business Phone	
2 nd Emergency Contact	Cell Phone	Business Phone	
Preferred Hospital	Medical Insurance Coverage	ID Number	
Physician's Name	Office Address	Office Phone	
Pertinent Medical Information	Allergies	Other	

EMERGENCY CONSENT TO TREATMENT

In case of accident or of serious illness, the school will attempt to locate my emergency contacts and physician listed above. If the school is unable to make contact, I hereby authorize school personnel to contact emergency services or take me to the nearest available hospital. I further agree that, in the event of injury or accidental death, I will not hold the school or its personnel liable when reasonable care has been provided. This consent shall remain in continuous effect while I am a volunteer at Crossroads Adventist School.

Signature of Volunteer

Date

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VOLUNTEER INFORMATION FORM

I. Personal Information & II. Health

Full Legal Name—Last: _____ First: _____ Middle Initial _____

Date of Birth: _____ Place of Birth: _____

Social Security Number: _____ - _____ - _____ Seventh-Day Adventist (SDA)? Yes No

Church Membership: _____ Child(ren) enrolled at Crossroads Adventist School: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ E-Mail Address: _____

Injuries/illnesses that might limit your involvement: _____

III. Education/Training/ Specialties

Occupation: _____ Position: _____

Formal Education: _____

Certifications Held: _____

IV. Relevant Experience & V. Hobbies: Position/Type of Work Organization Dates of Service

1. _____

2. _____

3. _____

VI. Unlawful Conduct

Have you ever been formally or informally accused, charged, or disciplined for any unlawful sexual conduct and/or abuse? YES NO If you answered yes, please supply the following:

Date: _____ Place: _____ Type: _____

Give a professional reference who can verify your suitability to work with children:

Name: _____ Phone No. _____

VII. References

If not a parent, list two individuals who could recommend you for service in our school:

Name: _____ Phone No. _____

Name: _____ Phone No. _____

I declare that the above information is factual, honest, and accurate to the best of my knowledge. I understand this is strictly a volunteer position and I expect no remuneration for services and time volunteered.

Applicant's Signature: _____ **Date:** _____