

District Policies

Confidentiality

Confidentiality refers to the obligation not to disclose or transmit student information to unauthorized parties. CCPS requires that the student records are confidential and must be treated in accordance with state and federal law. All school staff must be held accountable to maintain this level of privacy. You are required by law to protect the confidentiality of all student information that you see or hear while guest teaching.

Staff and Student Relationships

The relationship between students of any age and staff is to be one of a professional nature at all times. Because school personnel have the responsibility for the supervision of children, guest teachers' interactions with students should remain clearly within the confines of a professional staff/student relationship.

Child Abuse – Child Neglect

Child abuse and child neglect are against the law. Guest Teachers are expected to report suspected abuse or neglect. Should you have a reason to believe that a child is being abused or neglected, contact the Carroll County Department of Social Services, 410-386-3434, the Child Abuse and Sexual Assault Unit of the State Police, 410-346-3640, or the Maryland State Police, 410-386-3000. If you need help making the report, contact the administrator or the school guidance counselor. Reports should be made without attempts to do further investigation, interrogation, or other verification of the allegation.

Tobacco and Drugs

The Board of Education strongly endorses a tobacco and drug free school environment. Accordingly, it is the policy of the Carroll County Board of Education that:

The use, possession, manufacture, distribution, and solicitation of controlled dangerous substances, drug paraphernalia, look-alike drugs, unauthorized legal drugs, prescription drugs, over-the-counter drugs/medications, alcohol, tobacco, or inhalant substances is strictly prohibited on, or within school property, school vehicles, or at or in connection with any program or activity sponsored or endorsed by the Carroll County Public Schools.

The use of over-the-counter drugs/medications or prescription drugs in excess of the recommended or prescribed dosage(s), the deliberate inhaling of odors, gases, particles, fumes or vapors, or possession or using another person's prescription drugs is strictly prohibited. These prohibitions apply on school premises and at school sponsored trips/activities or related functions.

The sale or use of tobacco in any form is prohibited in school buildings or on school property at any time. No adult may use tobacco products within the school building, on school property, school buses, or during school sponsored/related events that may or may not take place on school property (field trips/activities, picnics, etc.).

Cell Phones and Pagers

The use of cell phones and pagers are among the devices that are considered to be a distraction and disruption. Students are prohibited to use cell phones or pagers on school property during the school day.

Staff members and visiting adults shall turn off the audible notification on their cell phones and pagers during the school day when they are supervising or participating in an activity with students.

Weapons

The Board of Education of Carroll County has a strong commitment to the welfare and safety of its students and staff. It, therefore, established a policy that prohibits the possession of any weapon, look-alike weapon, firearm or look-alike firearm on school property, school buses, or at any school-sponsored event.

Employee Dress Guidelines

All employees of the Board of Education of Carroll County are to dress in a manner that is appropriate to the educational and work setting. It is understood that different tasks will have an influence on the type of clothing worn (guest teaching in gym, or working with small children and sitting on the floor, etc); however, it is important that all employees are aware of the importance of a modest, clean, and professional appearance.

Worker's Compensation

CCPS provide Worker's Compensation insurance coverage for its employees, including Guest Teachers. The provisions of the benefit involve injury resulting during the performance of a work assignment. All injuries must be reported to the office immediately, and the employee and the Administrator at the school must complete the Employer's First Report of Injury form.

Sexual Harassment of Students

The Board recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws and Board of Education policies. Further, the Board believes that sexual harassment is both morally wrong and offensive and will not tolerate such conduct on the part of any employee, supervisor, manager, administrator, student, or visitor. It is the Board's intent to provide to all employees and students a work and learning environment free from sexual harassment.

Standard Precautions

Standard Precautions are guidelines to protect you against exposure to infection and are most likely applied to the prevention of infection from blood borne pathogens. Blood borne pathogens include the organisms that cause HIV, Hepatitis B and Hepatitis C. Remember to put a barrier (e.g., gloves, Kleenex, gauze) between yourself and the source of the body fluids. If exposed to body fluids when in the school, you need to immediately wash the area and report this exposure to the school nurse. The school nurse will direct you as to the follow-up procedures.

Emergency Crisis Plan / Fire Drills

Each school in Carroll County has devised plans that outline specific procedures that are activated should a fire or other crises occur. All individuals must exit the school building in the event of a fire drill or fire evacuation, so Substitute Teachers need to familiarize themselves with exit routes from locations within the facility. While specific details of a school's crisis plan are not publicized, Guest Teachers should inquire at the main office of the school.

Levels of Security

Level 1 - Heightened Security (Code Yellow)

- School opened as normal
- Heightened awareness
- A specific statement will be made pertaining to field trips at time of alert
- Dismissal as usual

Level 2 - Tightened Security (Code Orange)

- Limited access to school building
- Outside activities not permitted
- Heightened awareness
- No use of facilities after school day
- Dismissal as usual

Level 3 - Lockdown Security (Code Red)

- Students remain in designated secure instructional area
- All schools remain in full lockdown mode
- No student will be dismissed to parent/guardians until such dismissal is determined to be safe.