Welcome Volunteers
AGENDA

• Welcome and introductions
• GES volunteer information and policies
• FCPS volunteer information and policies
• Sign in procedures
• Building tour
• Machine training
School Motto

Work hard. Be kind.
VOLUNTEER TRAINING is a Maryland State Department of Education requirement.
We are one of 10 FCPS schools who have put in 10 times their enrollment number in volunteer hours!

The goal is 2X the enrollment!
Who can volunteer?

Volunteers may include parents/guardians and other family members, as well as other members of the community interested in the education of children, who are willing to donate their time and energies to support FCPS students.
Volunteer Opportunities

- Classroom Help
- Media Center
- Workroom
- Lunch room assistance
- Specials Team – Art, Music, PE
- PTA Committees
- SPOT Shop
- Work at home
- Other opportunities that may arise (field trips, class parties, after school clubs, etc.)
Responsibilities of a Volunteer

Ultimately, a volunteer's primary goal is to positively impact student achievement.

- Create a positive relationship with the students and staff.
- Act in a manner where student health and safety is paramount.
- Stay within the scope of responsibility that has been delegated to you.
- Maintain a caring and professional attitude to gain the respect of students; set a good example at all times.
Confidentiality

Student information is protected by law. It is illegal (per COMAR 13A.08.02.03.B(13)) to discuss information about students with anyone who does not have a legitimate right to know.

- We NEVER share information about students to the general public that includes Personally Identifiable Information (PII)
“Personally identifiable” means that the data or information includes:

a. The name of the student;
b. The student’s parent, guardian or other family member;
c. The address of the student;
d. A personal identifier, such as the student’s Social Security number or student number;
e. A list of personal characteristics which would make it possible to identify the student with reasonable certainty; or
f. Other information which would make it possible to identify the student with reasonable certainty.
Confidentiality

- Student information is protected by law. It is illegal to discuss information about students with anyone who does not have a legitimate right to know.

- Please contact the teacher or an administrator with any concern that you may have.
GES Procedures

- **Parking** – Please park in the designated “visitor” spaces in front of the school.

- **Badges** – You will be issued a volunteer photo ID badge to wear in the building at all times. It will be located in the work room (volunteer room). Office staff will guide you the first time you volunteer.

- **Younger Children** – Younger children are not to accompany you when you volunteer.

- **Cell Phones** – Please silence cell phones when in the building and refrain from using them when volunteering.

- **Attire** – Please dress comfortably, but professionally.
Sign In

- All visitors coming into the school must sign in and wear an identification badge. This is a state law.

- FCPS has a new sign in procedure called Raptor. On your first visit to the school, you will be asked to present your driver’s license to Mrs. Longwell in the front office. On subsequent visits to volunteer, you will enter your own information into the system. It will keep track of all of your volunteer hours as well.
Logging In Volunteer Hours

- Sign in **every** time you volunteer.
- Retrieve your ID badge in the workroom before you start your service.
- If you work at home, please keep a volunteer sheet there. Share with Danielle Buchen, PTA Volunteer Coordinator, monthly (DBuchen07@hotmail.com).
Attendance

- Teachers rely on you to be a key player in the instructional program.
- Please try to reschedule your “time slot” as soon as you know you will not be able to make it.
- Be sure to call the school if you are unable to volunteer on your scheduled day.

240-236-2100
Respecting Instructional Time

- When you come in to volunteer, please do not intend to use the time to have a meeting with the teacher to discuss your child’s progress.
- If you need to meet with a teacher, please set up a different time and place that is convenient to both.
- Please respect the teacher’s planning time and other special duties.
Discipline

- Discipline of all students is to be done by the classroom teacher.
- If you are working with a child or a small group and difficulty arises, let the teacher know immediately.
- Remember it is the behavior of the student we disapprove of, not the student.
To report an emergency - call the office on any school phone by dialing 62052 or 62053.
Emergency Procedures

- **Everyone** must leave the building.
- Exit with the nearest class.
Staff Lounge

- The staff lounge is open only to the staff.
- Please do not use the lounge as a place to do volunteer work. Thank you!
Restrooms

These are located in the work room.
Phone Calls

- Phones are generally not used by volunteers unless there is an emergency.
- Please check with the office staff, they can assist you with getting an outside line.
- Please silence or turn-off all cell phones while you are in the building.
Personal Belongings

- Please lock your belongings in your car.
- Coats may be kept in the workroom.
Personal Health Concerns

- Each volunteer is encouraged to fill out an emergency card in our office.
- All information will be held in confidence.
Lunch

- You are welcome to join your child in the cafeteria for lunch any day you are here volunteering.
- The cost for an adult lunch is $4.25.
FCPS Policies & Regulations: Please click on & read all regulations!

Full Regulation 400-86 Volunteers in Schools:

Volunteers are expected to do the following:

- Access or attend volunteer training as directed at the school or the Family and Community Involvement Liaison.
- Keep student information confidential per FCPS Regulation 400-20 Student Records, and attest to this in writing at the school by signing the confidentiality form. After completing this training, you are required to sign and submit the confidentiality form before starting your volunteer service (either face to face or online).
Volunteers are expected to:

- Sign in and out of the building at the beginning and end of each volunteer activity and wear a volunteer identification name tag at all times per FCPS Regulation 200-29 School Security and Facility Access.
- Report student behavioral or disciplinary problems to the supervising staff member. It is not appropriate for a volunteer to discipline a student.
- Comply with FCPS Regulation 300-33 Criminal Background Investigations, if the volunteer has direct, unsupervised and uncontrolled access to children.
Volunteers are expected to:

Comply with all Board of Education policies and FCPS regulations, including but not limited to:

- **Board Policy 112** Promoting a Drug-Free, Alcohol-Free and Tobacco-Free Environment,
- **Board Policy 318** Sexual Harassment,
- **FCPS Regulation 400-76** Volunteer Involvement/Computer-Related Technology Guidelines,
- **FCPS Regulation 200-29** School Security and Facility Access,
- **FCPS Regulation 400-05** Field Trips and Overnight Travel Study Programs,
- **FCPS Regulation 400-47** Reporting Abuse and Neglect,
- **FCPS Regulation 300-39** Weapon Possession on School Property, and
- **FCPS Regulation 200-23** Bloodborne Pathogen Control Plan.
Confidentiality Agreement

Please click here to complete and submit this form now!

Thank you!
Questions?

Contact PTA Volunteer Coordinator
Danielle Buchen
DBuchen07@hotmail.com
Thank you for being such a valuable part of the Glade Team!