



Volunteers In Schools

Reg. No. 400-86

Frederick County Public Schools

"Never doubt that a small group of thoughtful, committed citizens can change the world.

Indeed, it is the only thing that ever has."

Margaret Mead

Thank you for becoming a FCPS volunteer!



What is our Family/Community Partnership Policy?

Policy 413

<https://apps.fcps.org/legal/doc.php?number=413>



What is the purpose of Reg. No. 400-86?

To establish procedures to encourage and effectively utilize the services of parent/guardian and community volunteers in Frederick County Public Schools (FCPS).



What are the procedures?

The academic achievement and educational experiences of all students are enhanced by a community invested in their learning. Volunteers who become active in the student learning process assist school personnel to meet the needs of students more effectively, provide students with additional role models, and enrich the educational experience of students as well as their own understanding of FCPS.



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.



What are the Family and Community Involvement Liaison's responsibilities?

The Family and Community Involvement liaison supports schools and offices in their efforts to encourage and effectively utilize the services of parent/guardian and community volunteers.



What are the Family and Community Involvement Liaison's responsibilities?

The Family and Community Involvement liaison publicizes best practice guidelines for schools and offices regarding the use of volunteers and other information of interest to parent/guardian and community volunteers.

The Family and Community Involvement liaison provides technical assistance in volunteer program development.



How are decisions made about volunteers?

Decisions regarding the selection, placement, and replacement of volunteers are at the discretion of the principal. Examples of permissible activities for volunteers include, but are not limited to: assisting students as directed by teachers, chaperoning field trips, and supporting school activities and community engagement events.

What are the FCPS staff members responsibilities?

1. Ensuring there is a positive environment in their buildings where parent/guardian and community volunteers feel welcomed and are treated with respect.
2. Familiarizing staff with the requirements of this regulation.

What are the FCPS staff members responsibilities?

3. Informing parents/guardians of volunteer opportunities and responsibilities at least annually and providing orientation and training as needed.
4. Providing appropriate supervision.

What are the expectations of FCPS volunteers?

1. Access or attend volunteer training as directed at the school or the Family and Community Involvement liaison.
2. 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 (page 3 of second link)

<https://apps.fcps.org/legal/doc.php?number=400-2>

<https://apps.fcps.org/legal/doc.php?number=400-86>



What are the expectations of FCPS volunteers?

3. 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.

<https://apps.fcps.org/legal/doc.php?number=200-29>

4. Report student behavioral or disciplinary problems to the supervising staff member. It is not appropriate for a volunteer to discipline a student.



What are the expectations of FCPS volunteers?

5. 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,

<https://apps.fcps.org/legal/doc.php?number=112>

Board Policy 318 Sexual Harassment,

<https://apps.fcps.org/legal/doc.php?number=318>



What are the volunteer's expectations?

FCPS Regulation 400-05 Field Trips and Overnight Travel
Study Programs,

<https://apps.fcps.org/legal/doc.php?number=400-05>

FCPS Regulation 400-47 Reporting Abuse and Neglect,

<https://apps.fcps.org/legal/doc.php?number=400-47>



Who are the contacts for reporting abuse and neglect?

Frederick County Department of Social Services

1888 North Market Street Frederick, MD 21701

Contact person: Supervisor of Protective Services

Phone number for oral reports: 301-600-2464

(Holidays/after hours, contact the Frederick City Police Department, 301-600-2102, and request that the protective services worker be paged.)

Police Departments:

- Maryland State Police: 301-600-4151
- Frederick County Sheriff's Office: 301-600-1046
- Frederick City Police: 301-600-2100

Office of the State's Attorney for Frederick County

100 West Patrick Street, Frederick, MD 21701

Phone: 301-600-1523

What are the volunteer's expectations?

FCPS Regulation 300-39 Weapon Possession on School Property,

<https://apps.fcps.org/legal/doc.php?number=300-39>

and FCPS Regulation 200-23 Bloodborne Pathogen Control Plan.

<https://apps.fcps.org/legal/doc.php?number=200-23>



Are Volunteers subject to Criminal Background Checks?

6. Comply with FCPS Regulation 300-33 Criminal Background Investigations, if the volunteer has direct, unsupervised and uncontrolled access to children.

<https://apps.fcps.org/legal/doc.php?number=300-33>





Please return signed Volunteer Confidentiality Agreement form to
your school's front office. Attention to Volunteer Coordinator.