



Volunteers In Schools

Reg. No. 400-86

Frederick County Public Schools

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).



Benefits for Volunteers, Students and Staff

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
- 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.



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 parents/guardians and community volunteers feel welcomed and are treated with respect.
2. Familiarizing staff with the requirements of this regulation.
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.



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.

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 as listed on the next two slides of this presentation.

6. Remain in areas indicated by your volunteer role. It is not appropriate for volunteers to visit or seek out areas that are outside of their volunteer role for that visit.



Volunteering to Chaperone a Field Trip

There are some expectations specifically for those that chaperone field trips. When selected (often by lottery) to chaperone a trip you agree to:

1. Actively monitor and supervise all of the students in your assigned group, stay in the assigned area for the field trip and abide by the expected meeting or check-in times.
2. Ride the bus to and from the field trip.
3. Refrain from taking pictures/video of students - as some students do not have parental permission to be included.

Volunteering to Chaperone a Field Trip, continued

4. Use your cell phone for emergencies only and refrain from texting, making/receiving calls and using social media during the time you are responsible for supervision of students.
5. Refrain from purchasing additional items for my child or others. (This includes souvenirs, lunches and snacks.)
6. Refrain from the use of tobacco or alcohol - including vape products.

Policies and Regulations Related to Volunteers in Our Schools

- Family/Community Partnership Policy - Policy 413
<http://apps.fcps.org/legal/doc.php?number=413>
- Student Records - Regulation 400-20
<https://apps.fcps.org/legal/doc.php?number=400-20>
- Volunteers in Schools - Regulation 400-86
<https://apps.fcps.org/legal/doc.php?number=400-86>
- School Security and Facility Access - Regulation 200-29
<https://apps.fcps.org/legal/doc.php?number=200-29>
- Promoting a Drug-Free, Alcohol-Free and Tobacco-Free Environment - Policy 112
<https://apps.fcps.org/legal/doc.php?number=112>
- Sexual Harassment - Policy 318
<https://apps.fcps.org/legal/doc.php?number=318>

Policies and Regulations Related to Volunteers in Our Schools Continued...

- Field Trips and Overnight Travel Study Programs - Regulation 400-05
<https://apps.fcps.org/legal/doc.php?number=400-05>
- Reporting Abuse and Neglect - Regulation 400-47
<https://apps.fcps.org/legal/doc.php?number=400-47>
- Weapon Possession on School Property - Regulation 300-39
<https://apps.fcps.org/legal/doc.php?number=300-39>
- Bloodborne Pathogen Control Plan - Regulation 200-23
<https://apps.fcps.org/legal/doc.php?number=200-23>
- Criminal Background Investigations - Regulation 300-33
<https://apps.fcps.org/legal/doc.php?number=300-33>



Please print and sign the following PDF form
[Confidentiality Agreement](#)
to acknowledge completion of Volunteer Training.

Please access the following google form to track volunteer hours at home

<https://forms.gle/eWZPWnH1bstjfk2U8>