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| <b>FREDERICK COUNTY PUBLIC SCHOOLS</b>                    | <b>Reg. No. 400-86</b>     |
| <b>Subject: VOLUNTEERS IN SCHOOLS</b>                     | <b>Issued:<br/>1/31/18</b> |
| <b>Preparing Office:<br/>Office of the Superintendent</b> | <b>Amended:</b>            |

I. Policy 413

II. Purpose

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

III. 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.

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.

A. 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.

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.

B. 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.

C. Local school staff members are responsible for the following:

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

D. Volunteers are expected to do the following:

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. (See Example - Attachment 1)
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.
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*, 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*.
6. Comply with FCPS Regulation 300-33 *Criminal Background Investigations*, if the volunteer has direct, unsupervised and uncontrolled access to children.

Legal Reference: §6-106, Education Article, *Annotated Code of Maryland*

Approved:

*original signed by*

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Theresa R. Alban  
Superintendent



**Frederick County Public Schools**  
**Volunteer Confidentiality Agreement**

I understand that the work I do is of great benefit and service to the staff and students at Frederick County Public Schools (FCPS).

As part of my volunteerism, I may see, hear, or be in the vicinity of confidential information regarding students and staff. I agree that I will preserve confidentiality of all information seen or heard during the course of my volunteer hours.

I also acknowledge that I have participated in the Volunteer Orientation at school or on a FCPS website.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return signed form to your school's front office. Attention to Volunteer Coordinator.