

A. Purpose

To establish procedures and requirements for the registration, screening, training, participation, and oversight of volunteers in Frederick County Public Schools (FCPS).

B. Background

FCPS recognizes that volunteers provide valuable support to students, schools, and educational programs. Volunteer participation enhances student learning and strengthens partnerships between schools, families, and the community. To protect student safety and ensure consistent volunteer practices, FCPS requires volunteers to comply with established registration, screening, training, and participation requirements before engaging in volunteer service.

C. Definitions

1. “Chaperone” is defined to mean an approved individual age 21 or older who is assigned to accompany and supervise students during a field trip.
2. “Student Volunteer” is defined to mean a current FCPS student who voluntarily provides time or assistance to support FCPS students, staff, programs, or activities.
3. “Visitor” is defined to mean any individual who is not regularly assigned to a designated site in the capacity of an employee or student, including but not limited to, an FCPS employee assigned to another facility, parent, child, community member, volunteer, and contractor.
4. “Volunteer” is defined to include parents, caregivers, and other family members of FCPS students, 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.

D. Procedures

1. **Applicability**
 - a. This Regulation applies to individuals serving as volunteers in FCPS schools, programs, or activities, including student volunteers.
 - b. This Regulation does not apply to:
 - i. Individuals who visit a school but do not perform volunteer service. Such visits are governed by [FCPS Regulation 111-02, *School Security and Facility Access*](#);
 - ii. Guest speakers, which are governed by [FCPS Regulation 432-01, *Guest Speakers*](#).
 - iii. Attendees at school events.
 - iv. FCPS employees acting within the scope of their employment. For purposes of this regulation, FCPS employees acting in their official capacity or participating in work-related volunteer activities are not considered visitors or volunteers.

2. **Volunteer Program**

- a. **District Level.** The FCPS Volunteer Program is managed by the Department of Public Affairs. This department is responsible for the administration of the Volunteer Program, development of program procedures and training, training of school-based volunteer coordinators, and management of the volunteer registration and training process.
- b. **School Level.** Each school has a staff member assigned by the principal to coordinate family and community volunteer opportunities for their campus. Coordinators facilitate the registration process, selection and placement of volunteers. School volunteer coordinators are trained by central office staff on current policies, regulations, and guiding practices of the district each year. When no volunteer coordinator has been identified by the school, the role is defaulted to the school principal.

3. **Volunteer Registration, Screening, and Training**

- a. Volunteers shall complete all screening, background review, and training required by FCPS on an annual basis and prior to participating in volunteer service. Certain volunteer opportunities may require an enhanced background review (e.g., fingerprinting) before volunteer service may begin.
- b. Student Volunteers are not required to complete the FCPS volunteer application or training but require age- and assignment-appropriate orientation and supervision.
- c. Volunteer approval expires on June 30 each year unless otherwise specified by FCPS.
- d. Volunteers shall serve only in assignments approved by the principal or their designee.
- e. **Employees Serving as Volunteers (Including as Chaperones).** FCPS employees who participate solely in volunteer activities outside the scope of their employment, whether at their assigned work location or another FCPS school, must complete the FCPS volunteer application and integrated training to be registered as a volunteer.

4. **Volunteer Responsibilities.** Volunteers shall:

- a. Follow all applicable Board policies, FCPS regulations, and school procedures, including:
 - i. Comply with the expectations and responsibilities set forth in the [FCPS Volunteer Handbook](#).
 - ii. Comply with [FCPS Regulation 111-02, School Security and Facility Access](#), including applicable sign-in and identification requirements.
 - iii. Protect the confidentiality of any student education records or personally identifiable information to which they are given access in accordance with [FCPS Regulation 421-01, Student Education Records](#).
 - iv. Report suspected child abuse or neglect as required by law, [Board Policy 418, Child Abuse and Neglect](#), and [FCPS Regulation 418-01, Reporting of Abuse or Neglect](#).
 - v. Comply with the requirements and responsibilities set forth in section D(2)(l) of [FCPS Regulation 414-01, Field Trips](#), when serving as a chaperone.
 - vi. Comply with [FCPS Regulation 301-03, Technology Use, Staff](#), when authorized to use FCPS technology.
 - vii. Comply with the requirements applicable to volunteers set forth in section D(3)(iv) of [FCPS Regulation 426-01, Fundraising](#), when participating in system or school-sponsored fundraising activities.

- viii. As applicable, complete all required volunteer training and immediately report concerns regarding student suicide or self-harm in accordance with [Board Policy 446, *Student Suicide Prevention*](#), and [FCPS Regulation 446-01, *Suicide Statements by Students*](#).
- ix. Comply with the requirements applicable to volunteers set forth in [FCPS Regulation 200-11, *Reporting of Work-Related Injury or Illness by Employees and Volunteers*](#).
- x. Comply with [Board Policy 118, *Personal Mobile Devices*](#), when accessing FCPS network points of access.
- xi. If the individual is a student volunteer, comply with the [FCPS Student Code of Conduct](#).
- xii. If the individual is a volunteer coach, comply with [FCPS Regulation 300-16, *Coaches for Interscholastic Athletics*](#).
- b. Wear FCPS-provided identification indicating that the individual is a volunteer while serving as a volunteer.
- c. Work under the direction of FCPS staff.
- d. Remain under the supervision of FCPS staff while performing volunteer duties, unless otherwise authorized by an applicable FCPS regulation (*i.e.*, approved field trip chaperones).
- e. Refrain from disciplining students or acting outside the scope of assigned volunteer responsibilities.

5. Volunteer Service

- a. Approval as a volunteer does not guarantee placement or assignment, which are made at the discretion of the principal or designee based on school or program needs. Volunteer approval does not create a right to access school facilities, students, or records.
- b. Student Volunteers shall remain under the supervision of an FCPS employee while performing volunteer duties.
- c. Chaperoning opportunities are limited to individuals age 21 and above.
- d. Confidential information obtained through volunteer service shall not be disclosed or used for any purpose unrelated to the volunteer assignment.
- e. Volunteers shall maintain appropriate professional boundaries with students and shall not engage in one-on-one activities with students unless specifically authorized as part of an approved volunteer assignment.
- f. Volunteers shall not communicate directly with students, whether electronically, in person, or by other means. All communication between volunteers and students shall occur through FCPS staff, unless otherwise authorized by FCPS staff and consistent with Board policy.
- g. Principals or their designees may, without prior notice, deny, limit, suspend, or terminate an individual's volunteer service. Reasons may include failure to follow Board policies, FCPS regulations, school procedures, or volunteer expectations; conduct that endangers students or staff; or the principal's determination that the action is in the best interest of students or school operations.

6. **Volunteer Response to Student Safety Concerns.** Nothing in this Regulation prevents a volunteer from taking reasonable action necessary to protect the immediate safety of a student until FCPS staff assume responsibility.

E. Related Information

1. Board Policy

- a. [Policy 116, Title IX Sexual Harassment](https://apps.fcps.org/legal/documents/116)
(https://apps.fcps.org/legal/documents/116)
- b. [Policy 118, Personal Mobile Devices](https://apps.fcps.org/legal/documents/118)
(https://apps.fcps.org/legal/documents/118)
- c. [Policy 413, Parent, Family, and Community Engagement](https://apps.fcps.org/legal/documents/413)
(https://apps.fcps.org/legal/documents/413)
- d. [Policy 418, Child Abuse and Neglect](https://apps.fcps.org/legal/documents/418)
(https://apps.fcps.org/legal/documents/418)
- e. [Policy 446, Student Suicide Prevention](https://apps.fcps.org/legal/documents/446)
(https://apps.fcps.org/legal/documents/446)

2. FCPS Regulations

- a. [Regulation 111-02, School Security and Facility Access](https://apps.fcps.org/legal/documents/111-02) (formerly 200-29)
(https://apps.fcps.org/legal/documents/111-02)
- b. [Regulation 200-11, Reporting of Work-Related Injury or Illness by Employees and Volunteers](https://apps.fcps.org/legal/documents/200-11)
(https://apps.fcps.org/legal/documents/200-11)
- c. [Regulation 300-05, Mandatory Reporting of Arrests, Charges, or Criminal Convictions](https://apps.fcps.org/legal/documents/300-05)
(https://apps.fcps.org/legal/documents/300-05)
- d. [Regulation 300-16, Coaches for Interscholastic Athletics](https://apps.fcps.org/legal/documents/300-16)
(https://apps.fcps.org/legal/documents/300-16)
- e. [Regulation 301-03, Technology Use, Staff](https://apps.fcps.org/legal/documents/301-03) (formerly 300-45)
(https://apps.fcps.org/legal/documents/301-03)
- f. [Regulation 414-01, Field Trips](https://apps.fcps.org/legal/documents/414-01) (formerly 400-05)
(https://apps.fcps.org/legal/documents/414-01)
- g. [Regulation 418-01, Reporting of Child Abuse and Neglect](https://apps.fcps.org/legal/documents/418-01) (formerly 400-47)
(https://apps.fcps.org/legal/documents/418-01)
- h. [Regulation 426-01, Fundraising](https://apps.fcps.org/legal/documents/426-01) (formerly 300-38)
(https://apps.fcps.org/legal/documents/426-01)
- i. [Regulation 446-01, Suicide Statements by Students](https://apps.fcps.org/legal/documents/446-01) (formerly 400-63)
(https://apps.fcps.org/legal/documents/446-01)

3. FCPS Resources

- a. [FCPS / Families & Students / Family & Community Involvement / Chaperone in FCPS](https://www.fcps.org/families_students/family_community_involvement/chaperone_in_fcps)
(https://www.fcps.org/families_students/family_community_involvement/chaperone_in_fcps)
- b. [FCPS / Families & Students / Family & Community Involvement / Become an FCPS Volunteer](https://www.fcps.org/families_students/family_community_involvement/volunteer_in_fcps)
(https://www.fcps.org/families_students/family_community_involvement/volunteer_in_fcps)
- c. [FCPS Volunteer Handbook](https://fcps-md.info/FCPS_Volunteer_Handbook)
(https://fcps-md.info/FCPS_Volunteer_Handbook)

4. **Maryland Statutes**

- a. [Md. Code Ann., Family Law § 5-551](https://fcps-md.info/MD_Family_Code_5-551)
(https://fcps-md.info/MD_Family_Code_5-551)

F. Regulation History (Maintained by Legal Services)

<i>Responsible Office</i>	Public Affairs; System Accountability and School Administration; Human Resources Department; Safety and Emergency Management Department
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