

Frederick Classical Charter School



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Volunteer Training

We Need You

Why Volunteers are Important

- When families are involved in school, children do better
- Builds bridges between school, home and community
- Greatly assists teachers
- Kids learn by example. When families are involved, kids are more likely to grow up and volunteer

Role of Volunteers

- We are here to help the school.
- Assist in improving the educational achievement of students
- Assist staff by preparing instructional materials
- Assist in school functions
- Help office staff

How do I find out about volunteer opportunities?

Read your Find out First Every week

Check our school calendar

Email: volunteer@frederickclassicalcharter.org

Signing in and Reporting of Hours

- Fill out your paperwork! Then your name will be added to the front office computer.
- Please sign in upon arrival at the computer, as a volunteer, in the front office. This computer allows FCCS to keep track of volunteer hours.
- Always go in the front door only! This is for security.
- A name tag will be printed for you after logging in the front office computer. Please wear a nametag at all times while in the building. This is STATE law
- Please keep track of hours worked from home, field trips, committee meetings. Please enter hours in the computer using the “Offsite” hours option.
- All hours for the current school year will be tracked until April 30th

Contact

We know stuff happens. If you signed up to help at an event, classroom, lunchroom, etc. and cannot make it, please let us know this way:

Day of event call the front desk: 240-236-1200

Classroom: contact the appropriate teacher

Prior to the event, let me know at:

volunteer@frederickclassicalcharterschool.org

Confidentiality

- What you see and hear at school stays at school.
- Publicly discussing when a student is being disciplined or having difficulty violates student confidentiality rights.
- All information about students is confidential.
- Everyone has opinions, please do not gossip or talk negatively about students, staff or other volunteers.
- Always be respectful of staff, students, and fellow volunteers.
- Contact the Head of School, Teacher or other FCPS employee with any concern.

Respecting Instructional Time

- When you come in to volunteer or attend a field trip, it is not the time to have a meeting with the teacher to discuss your child's progress or any concerns.
- If you need to meet with a teacher about your child, please set up a different time that is convenient for both of you.
- Please respect the teachers planning time, it is NOT free time! Teachers use this time to plan lessons, grade papers and collaborate with their colleagues.

Discipline

- Discipline of all students is to be done by the classroom teacher or assigned FCPS employee.
- If you are working with a student or small group and a problem arises, let the teacher know immediately.
- Please remember it is the behavior of the student we disapprove of, not the student.

Report Abuse and Neglect

- CHILD ABUSE AND NEGLECT — Every school system employee or school volunteer who has reason to believe that a child has been physically or mentally abused or neglected is required by law to report the incident to the local Department of Social Services or the appropriate law enforcement agency, to the principal of the school, and to appropriate school system staff.
- For more detailed information please see [Regulation # 400-47](#)
- Please see a staff member if you suspect any abuse or neglect

Blood Borne Pathogens

- Risk is extremely low in a school setting
- Alert Staff or Health Room immediately
- Allow teachers or FCCS staff to care for the situation if possible
- Do not leave child unattended
- Protect yourself before rushing to the aid of a student who is bleeding, vomiting, etc.
- If you are exposed:
 - Encourage bleeding
 - Wash the area thoroughly
 - Notify the health room and administration

Field Trips

All chaperones must complete this volunteer presentation, sign the volunteer registration form, and complete the emergency contact form prior to attending field trips for the year.

Always remember...notify the teacher immediately if a difficult situation arises.

Food Allergies/Sensitivities

- Restricting consumption is not enough, because any contact with “unsafe” food, cross-contamination, & hidden trace ingredients can also cause an allergic reaction.
- Cross-contamination: oils from an allergen can be on your hands and transferred to a surface that is touched by a child with allergies. This can cause a reaction.
- There may be a child with an allergy who you might assist, chaperone, mentor, etc.
- Immediately seek help if:
 - the child shows any sign of an allergic reaction (hives, swollen lips, difficulty breathing, vomiting, loss of consciousness, itching, runny nose, coughing, etc.) or complains of allergic symptoms.
 - accidental ingestion of or contact with unsafe foods.
- FCCS does NOT permit foods containing peanuts or tree nuts to be brought in for group consumption.
- Please remember to wash your hands frequently when dealing with food.

Safety & Drills

- **Fire Drills** – Everyone must leave the building immediately and exit with the nearest class. We cannot re-enter the building until administration gives the “all-clear”.
- **Lock Down Drills** – Please remain in an enclosed room with shades closed or enter the nearest classroom and listen for the direction of the crisis leader in charge.
- For safety and liability reasons, volunteers are not permitted to bring siblings to school during volunteer work times, school parties and while chaperoning field trips, etc.
- Smoking is not permitted on school property.

Reminders for Volunteers

- Volunteers are welcome to bring a snack or lunch on your scheduled day, but please be aware of food allergies.
- Please refrain from using the teachers lounge; this space is reserved for staff use only.
- Cell phones should be on vibrate during regular school hours.
- School phones are not to be used unless there is an emergency.
- In case of an emergency, please check with the office staff, they can assist you with getting an outside line.

Some of This Year's Events

- Volunteer Training
- Back to School Night
- Back to School Welcome Picnic
- Constitution Day
- Open Gym
- Trunk or treat
- Movie Night
- Coat Drive
- Ice Skating
- Talent Show
- National Choice in School Week
- Valentine's Day
- St. Patrick's Day
- Spirit Week
- Daddy Donut/Mommy Muffin
- Staff Appreciation Week
- Volunteer Appreciation Week
- Fall Book Fair
- Spring Book Fair
- Field Day
- End of Year Picnic
- Daily Lunchroom Duty
- Occasional administrative help

Committees at FCCS

<http://frederickclassicalcharterschool.org/committees/>

Academic Chair: Justine Somani (academics@frederickclassicalcharterschool.org)

Admissions Chair: Laura Mears (admissions@frederickclassicalcharterschool.org)

Advocacy Chair: Anne Sechler (advocacy@frederickclassicalcharterschool.org)

Communications Chair: Allison Rizzo

(communications@frederickclassicalcharterschool.org)

Facilities Chair: Phil Anderson (facilities@frederickclassicalcharterschool.org)

Finance Chair: Tim Summers (finance@frederickclassicalcharterschool.org)

Fundraising Chair: Robin Maslan (fundraising@frederickclassicalcharterschool.org)

Grants Chair: Jenifer West (grants@frederickclassicalcharterschool.org)

High School Expansion Chair: Open (highschool@frederickclassicalcharterschool.org)

Social Chair: Nanci Jacobo (social@frederickclassicalcharterschool.org)

Library Chair: Stephanie Koffman(library@frederickclassicalcharterschool.org)

Volunteer Chair: Martina Hatley (volunteer@frederickclassicalcharterschool.org)

Yearbook Chair:Tara Dodson (yearbook@frederickclassicalcharterschool.org)

Thank you!

FCCS couldn't do it without your help!

We logged 10,500+ hours last year and were recognized by the county as a school to have volunteers go above and beyond for their students!