

Need to Know

Volunteer Contacts:

Megan M Fay

PTA Room Parent Coordinator

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Katina Scott

PTA VP Volunteer Services

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Amanda Dyson

Staff Volunteer Coordinator

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Volunteering During School Hours:

- All volunteers/visitors must:
 - **sign in and out** of the building in the front office
 - carry **photo identification** to scan upon entry
 - **wear a name tag** identifying you to students and staff. (You will need the barcode on your name tag to scan when checking out.)
- Please remember that **cell phone use is not permitted** in the building. If you must have your phone turned on, please set it to vibrate and exit the building before accepting or making calls.
- Arrive on time, especially if working in a classroom. If you must cancel your scheduled volunteer time, please notify the teacher **in advance**. Remember, someone is counting on you and may have to make adjustments.
- Photographs of students should not be taken without consultation and approval from their parents.
- If you suspect a child is being abused or may do harm to his/herself, you are required to report that suspicion to a school administrator.
(See *School Board Policy 2115* for details)
- Feel free to ask questions about your role as a volunteer.
- Report any concerns to the teacher or staff member with whom you are working.
- Help teachers with **all** students. It is not always possible or preferable for you to work with your own child. Please respect the teacher's decision in these matters.
- Give students your full attention when working in the classroom or at school functions.
Please arrange alternative care for preschool-age siblings.
- Avoid unscheduled conferencing with teachers during the school day when students are present. If you need to speak with a teacher about your own child, please email or call and leave a voice message for the teacher. This will help teachers maintain valuable instructional and planning time.
- Remember that confidentiality regarding the work and lives of faculty and students is essential. This includes students' grades, instructional levels, behavior issues, and

character issues. (Refer to School Board Policy 2730 for details.)

www.fcps.edu/about-fcps/policies-regulations-and-notice

- The Fairfax County School Board recognizes that volunteer workers could be exposed to the risk of injury while supporting some activities and offers limited no-fault coverage in case of injury. (Refer to School Board Policy 5750 for details.)

Parking:

- Please use a designated parking space. Do not park in the fire lanes or the Kiss and Ride area at the front of the building. Visitor spaces have been reserved for guests on the right side of the front parking lot facing Iva Lane. If parking on the street, be sure you are not blocking our neighbors' driveways on Iva Lane.
- If you are parked on the left side of the building, be aware you will not be allowed to move your car when buses are present at 8:25-8:45 a.m. or 3:15-3:50 p.m.