GHES Volunteer Training

October 2022

Agenda

- MCPS Volunteer Program Overview
- Ways volunteers can help at Glen Haven ES
- MCPS Volunteer Webpage
- Requirements for different types of volunteers
- Folder review (Volunteer Items)
- Volunteer Hub
- How to access online Child Abuse & Neglect Training and COVID attestation
- Volunteer Do's & Dont's

MCPS Volunteer Program Overview

# MCPS Strategic Plan

Where do Volunteers fit?

These are just a few!

Maryland's Largest School District

MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

MCPS Strategic Plan
FY 2022-2025

MCPS STRATEGIC PLAN
STUDENTS PREPARED FOR
COLLEGE, CAREER, AND COMMUNITY

Academic Excellence | Well-being and Family Engagement | Professional and Operational Excellence

RESPECT · RELATIONSHIPS · EQUITY · EXCELLENCE · LEARNING

The new MCPS strategic plan for 2022-2025 features three main areas of focus: academic excellence, family well-being and professional and operational excellence.
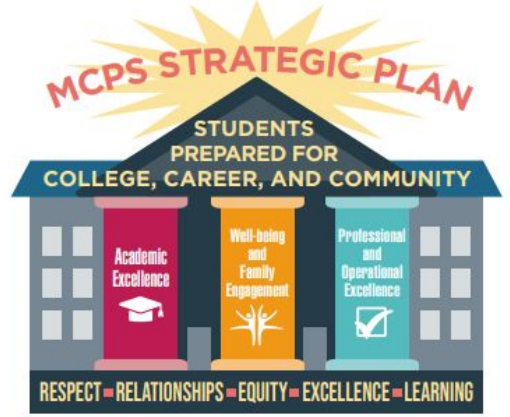
Academic Excellence

» Improve student achievement in literacy and mathematics
» Increase the percentage of students graduating high school
» Increase access to enriched and accelerated opportunities for underrepresented student groups
» Increased Maryland College and Career Readiness rates
» Improve completion rates to career and technical education programs
» Increase postsecondary education enrollment
» Increase career training opportunities for all students

Well Being and Family Engagement

» Promote positive, caring, and supportive district and school climates respectful of students and staff
» Implement school-level practices to support effective behavioral health management systems
» Implement culturally-responsive family engagement that promotes two-way communication

Professional and Operational Excellence

» Increase professional learning for all staff to support equity, students social emotional well being through trauma informed practices, and to increase capacity for teaching
» Improve the strategic recruitment strategy to increase high-quality workforce diversity and support the social emotional well-being of all students
» Increase experienced and diverse principals and teachers serving in high-need schools
» Increase connectivity and satisfaction with MCPS technology
» Connect the district's financial plan to the strategic plan with the goal of aligning all district resources and increase transparency
» Continue to provide and maintain safe and clean facilities that ensure accessibility and support the learning environment

Volunteers

Here are some ways that you can help!

- Guest reader
- Support a small group with an activity/worksheet
- Cut out laminating
- Make copies
- Change bulletin boards
- Organize centers
- Help with language interpretation and translation needs
- Support lunches and recess (outdoor & indoor)
- Field Day
- Career Day
- Help with themed days (Fall & Winter Celebrations)
- Field trip chaperone

MCPS Volunteer Webpage

https://www.montgomeryschoolsmd.org/departments/student-leadership/volunteer.aspx

VOLUNTEERS

2022-2023 School Year Update:

Montgomery County Public Schools (MCPS) appreciates the support of the parent and community volunteers who support the essential needs of the schools. Volunteers and partnership agencies are required to complete certain compliance measures in order to volunteer within our school district.

- **Online Recognizing Child Abuse and Neglect Training** via their *myMCPS Classroom/Canvas* account
  (Gradesheet will show **100%** for successful completion)

- **COVID-19 Vaccination Attestation**
  Gradesheet will show **83.3%** for successful completion)

- **Fingerprinting/Background check** (only if the volunteer is working alone with students without supervision of an MCPS staff member or other type of volunteer service, per the Volunteers **Regulation** and **FAQ**)

MCPS has created a step-by-step **User-Guide** (with pictures) on how volunteers can create and access their myMCPS Classroom/Canvas account to complete the Online Recognizing Child Abuse and Neglect Training module AND upload the *Certificate of COVID-19 Vaccination* from the state Department of Health.

The online course grade sheet will show a total of **183.3% for completion of both**

Volunteer Resources

Parent/Guardian and Community Volunteer Form

MCPS Volunteer Regulation

Frequently Asked Questions for Volunteers
español | français | 中文 | tiếng Việt
한국어 | አማርኛ

Recognizing and Reporting Child Abuse and Neglect

For Schools

Staff Directions for the Volunteer Completion Report

School Guidance for Volunteers

Contact

Shella B. Cherry, Director
Student Leadership and Extracurricular Activities
Office: 240-740-3977

- **Updates**
- **FAQs**
- **Forms**
- **Regulation**
- **Training**
- **Reports**
- **School Guidance for Volunteers**

Volunteering for 2022-2023

Volunteers have fully returned to schools in MCPS. Here are their expectations in order to volunteer:

Type of Volunteer	Key Information
One-time volunteers who will ALWAYS be accompanied by MCPS staff	<u>**One-time volunteers**</u> who will <u>**never be alone with students**</u> at the MCPS school <u>**do NOT**</u> need to complete the compliance measures. **They WILL need to check-in and check-out of the main office and scan their driver's license/identification cards through the Visitor Management System (VMS).** Once the volunteer clears the VMS, they must be badged (the VMS creates a sticker badge) and remain under supervision of an MCPS professional while with students.
Volunteers who will be attending field trips or supporting the school as a regular volunteer	**These volunteers must complete BOTH the online child abuse and neglect training and the COVID attestation process.** ● Volunteers can pull their gradesheet showing a total of <u>**183.3%**</u> . This grade shows completion of both processes. **They WILL need to check-in and check-out of the main office and scan their driver's license/identification cards through the Visitor Management System (VMS).** Once the volunteer clears the VMS, they must be badged (the VMS creates a sticker badge) and remain under supervision of an MCPS professional while with students.
Volunteers who will be attending field trips or supporting the school as a frequent volunteer AND will be alone with students.	In addition to the online child abuse and neglect training and the COVID attestation compliance measures, **the volunteer must have completed the finger printing process.** ● Fingerprinting/Background check (<u>**only**</u> **if they are working alone with students without supervision of an MCPS staff member** or other type of volunteer service, per the Volunteers regulation and FAQ) ● Fingerprinting Webpage

Examples of Volunteering & Appropriate Compliance Measures

MCPS does not require any compliance measures for one-time volunteers. See [School Guidance for MCPS Volunteers](#) for more guidance.	**Vaccination Submission AND Child Abuse & Neglect Training**	**Vaccination Submission, Child Abuse & Neglect Training AND Fingerprinting**
Examples of large or 1 time events: ● Concessions and ticket booth sales at large events ● Guest readers ● Class celebrations ● Career Day ● Field Day	Volunteers who regularly support students: ● Recess, lunch, dismissal ● Field trip chaperone ● Help in the classroom	● Virtual volunteering ● Volunteer coach ● Outdoor Education ● Late night, overnight, out of area field trip chaperone

GHES Volunteer Items

(Found in Folder)

- <u>Volunteer Guidelines and Expectations</u>
- <u>Volunteer Training Administrative Procedures</u>
- <u>Parent/Guardian and Community Volunteer Form</u>
- <u>Volunteer Sign-In Log</u>
- Review the <u>2022 - 2023 School Calendar</u>
- School Map

Volunteers and Contractors:

Recognizing and Reporting Child Abuse and Neglect

Translated Guides:
Español | 中文 | français | tiếng Việt | 한국어 | አማርኛ | Português

Click the items to learn more

I currently have a student in MCPS and...

I have a ParentVUE account

ParentVUE provides a *direct link* to myMCPS Classroom where the training, *Recognizing and Reporting Child Abuse and Neglect* will be accessed. Follow these steps to access and complete the training:

1. Navigate to your ParentVUE account at: https://md-mcps-psv.edupoint.com/PXP2_Login_Parent.aspx
2. Locate the link to myMCPS Classroom from the Parent Resources tab as shown below:

PARENT RESOURCES

myMCPS Classroom
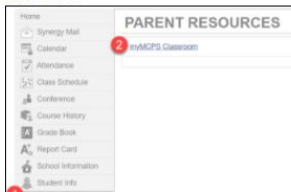
Recognizing Child Abuse & Neglect Training

← **CLICK HERE**

STEP-BY-STEP guide to the online Recognizing Child Abuse and Neglect training AND vaccination attestation.

This will be helpful for volunteers to walk through setting up and taking the training.

Fingerprinting & Background Checks

The Department of Systemwide Safety and Emergency Management, in partnership with the Office of Human Resources and Development for Montgomery County Public Schools (MCPS), is responsible for conducting background screenings of individuals desiring to serve in the capacity of an employee, intern, or volunteer. Such background screenings are necessary to ensure a safe learning and working environment.

EMPLOYEES/INTERNS/VOLUNTEERS

Background Screening Processing-MCPS Emory Grove Center

Montgomery County Public Schools (MCPS), in partnership with our vendor American Identity Solutions (AIS), operates under a modified schedule for in-person background screening services. Due to the impact of the COVID-19 pandemic, services are rendered at an alternate MCPS facility to allow for the adherence of social distancing requirements. To schedule your background screening appointment at the Emory Grove Center, click here to access the unique registration link specific to this location.

Temporary Location:
Emory Grove Center
18100 Washington Grove Lane Gaithersburg,
MD 20877

Hours of Operation:

- **Fingerprinting**
  - Monday 9am-12:30pm
  - Tuesday - Friday 9am-3:30pm (Closed 1pm-2pm)
- **Paperwork Submission Only**
  - Monday – Fridays 9am – 3:30pm (Closed 1-2 pm)

Fees:
There is a fingerprinting fee of **$55.25 (cash payment)** or **$56.45 (credit card payment)**. Payment is due at the time of your Background Screening appointment and is non-refundable.

Required Documents:
Bring the following required documents at the time of service:

- **2 forms of current government-issued identification (i.e. Driver's License, Social Security Card, Birth Certificate, valid Passport)**
- **Complete the Fingerprinting Information Packet (typed or handwritten)**

Fingerprinting Information Packet.pdf

Background Screening Requirements-Alternate Locations

If there are no available fingerprinting appointments at the Emory Grove Center, you may use one of AIS's alternate locations, click here to access the unique registration link specific to these locations. After completing your fingerprinting appointment with AIS, report to the Emory Grove Center to complete the remainder of your background screening process. This process will include the completion of additional required paperwork.

← **CLICK HERE**
Information on locations, fees, fingerprinting forms, etc.

Volunteer Dos & Don'ts

Dos	Don'ts
● Volunteers are to sign in and out of the building using the Visitor Management System (VMS). ● Volunteers working with students must be within view of others (e.g., either through a window in a door, a door left open, or in a public space). ● Volunteers must comply with all Montgomery County Board of Education policies and MCPS regulations and rules. ● Complete compliance measures required of MCPS. ● Follow the required MCPS COVID-19 mitigation strategies.	● Volunteers may not access confidential student or personnel records, and should otherwise respect the confidentiality of students. ● Volunteers may not discipline students, but should report behavioral problems to the supervising staff member. ● Volunteers may not work alone with students unless they have completed the appropriate compliance measures.

"Volunteers do not necessarily have the time; they just have the heart."
- Elizabeth Andrew

GHES Volunteer Support

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Any Questions?