

Parent/Guardian and Community Volunteer Form



Office of Student and Family Support and Engagement
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 Rockville, Maryland 20850

MCPS Form 560-58
 August 2018
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INSTRUCTIONS

Please complete this form if you are interested in being a volunteer in Montgomery County Public Schools (MCPS). See [MCPS Regulation IRB-RA, Volunteers in Schools](#). Submit the completed form to staff in the school at which you would like to volunteer. Please submit one form for each school at which you would like to volunteer.

Name of School _____ Date ____/____/____

Your Name _____ MCPS parent/guardian/grandparent/other relative Yes No

Specify your relationship to the child(ren) at this school (if any) _____

Name(s) of your child(ren)/relative(s) attending this school _____

Community Member (no children currently attending MCPS schools) Yes No

Address _____

Telephone Day ____-____-____ Evening ____-____-____ Cell ____-____-____

E-mail address _____

Emergency Contact Name _____ Phone ____-____-____

What language(s) do you speak/read? (please specify) _____

Please note that during designated school hours, all visitors, including volunteers, must sign into schools using the MCPS Visitor Management System (VMS). The VMS scans the visitor's driver's license or state-issued identification card against the state sex offender registry. The VMS also produces a nametag that should be worn at all times while in the school building.

All volunteers who regularly support schools and students and those who attend field trips must complete the Child Abuse and Neglect volunteer training. This training requirement also applies to volunteers who regularly support school-sponsored activities See [MCPS Board Policy JHC, Child Abuse and Neglect](#), and [MCPS Regulation JHC-RA, Child Abuse and Neglect](#). The child abuse training is on-line at www.montgomeryschoolsmd.org/childabuseandneglect. The on-line training is available in English, Spanish, French, Korean, Chinese, Vietnamese, and Amharic. See www.montgomeryschoolsmd.org/departments/student-leadership/volunteer.aspx.

AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning (please specify time)							
Afternoon (please specify time)							
Evening (please specify time)							

TYPE OF VOLUNTEER WORK PREFERRED

- Tutoring
- Mentoring
- Classroom assistance
- Main Office assistance
- Media Center assistance
- Band and sports events assistance
- After-school and club activities
- Chaperoning
- At-home projects
- Special Program _____
- Other _____

STATEMENT OF COMMITMENT

As a volunteer working in Montgomery County Public Schools, I agree to—

Sign In/Out	Sign in and out of the building using the Visitor Management System (VMS), or as otherwise directed, at the beginning and end of each volunteer activity and wear a volunteer identification name tag at all times. The VMS enables staff to scan a visitor's driver's license or identification card to produce a visitor badge and cross-reference the visitor's information with state and local sex offender registries.
Commitment	Honor the commitment to volunteer as scheduled and notify the school in advance if you cannot fulfill the commitment.
Confidentiality	Volunteers may not access confidential student or personnel records, and should otherwise respect the confidentiality of students.
Student Contact	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). In some programs, such as mentoring, volunteers may be required to spend a brief amount of time one-on-one with a student. Volunteers can manage these situations by avoiding physical contact, only going to authorized destinations, and reporting activities or whereabouts to the principal or supervisor.
Discipline	Volunteers may not discipline students, but should report behavioral problems to the supervising staff member. Volunteers should address any concerns about student or school safety to the principal or other appropriate staff member.
Board Policies and MCPS Regulations	Volunteers must comply with all Montgomery County Board of Education policies and MCPS regulations and rules.
Training	All volunteers who regularly support schools, and school sponsored activities, such as: student teachers and interns; volunteers who regularly help with school dismissal or recess; as well as those who attend field trips, and chaperone outdoor education, must complete the MCPS online Recognizing and Reporting Child Abuse and Neglect volunteer training. All other volunteers are encouraged, but not required, to engage in this important, informative training. For list of volunteers who are not required to complete the MCPS online volunteer training, see MCPS Regulation IRB-RA. Online child abuse and neglect training for volunteers is provided on the MCPS website, in English and the languages most requested by MCPS students and parents/guardians.
Frequency of Training	Beginning with the 2017-2018 school year, volunteers will need to complete the child abuse and neglect training at least once every three years to continue volunteering. If volunteer training was taken in: 2016–2017 renew in 2020–2021, 2017–2018 renew in 2020–2021, 2018–2019 renew in 2021–2022
Criminal Background Checks and Fingerprinting	The following categories of volunteers are required to complete criminal background checks, including fingerprinting— <ul style="list-style-type: none"> • Volunteer coaches; • Grade 6 Outdoor Environmental Education Programs (Outdoor Education) overnight chaperones; • Volunteers on overnight field trips; • Volunteers on other field trips that extend beyond 7:00 p.m. in the evening (e.g. out of area, out of state), and/or trips that require Office of School Support and Improvement (OSSI) approval, as determined by OSSI; • Other volunteers as designated by MCPS.
Accidents	Any accident or injury involving a volunteer must be reported consistent with MCPS Regulation EIB-RA , General Liability Insurance .

I have read, and agree to, the Statement of Commitment above.

Volunteer Signature _____ Date ____/____/____