



DIAMOND ELEMENTARY SCHOOL

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EXCELLENCE THROUGH EFFORT!

September 8, 2017

Dear Parents, Guardians, and Community Members:

Diamond Elementary School and Montgomery County Public Schools (MCPS) values the volunteers who work in our schools to enrich our students' experiences. As a community, we all are mindful of our shared responsibility to create safe, nurturing environments for our students. In order to be a regular volunteer at Diamond Elementary School, all parents, guardians, and community members must complete the **Diamond Elementary School Volunteer Training** and the **MCPS Child Abuse and Neglect training**. **Volunteers who completed both the Diamond ES and MCPS Child Abuse and Neglect training last year do not need to repeat the training in 2017-2018 (volunteers will be required to complete the training every three years).** The Diamond Elementary Volunteer training reviews school procedures and school expectations regarding volunteering in the school building. This online training takes about 5-10 minutes to complete. The Montgomery County Board of Education has revised its child abuse policy, and MCPS has engaged in a comprehensive effort to implement practices and protocols to ensure all of our students have a safe learning environment. As part of this ongoing effort for the 2017-2018 school year, MCPS has developed training for all volunteers in the district to learn about recognizing and reporting child abuse and neglect. This online training takes about 30-45 minutes to complete and can be accessed at the following link: <http://www.montgomeryschoolsmd.org/childabuseandneglect/> or through the MCPS website at www.montgomeryschoolsmd.org by searching volunteer training.

All Diamond Elementary parents, guardians, and community members who wish to volunteer at Diamond Elementary School by helping in the classroom, media center, grade-level field trips, lunch and/or recess, PTA must complete the two-step volunteer training process which includes the Diamond Elementary Volunteering Training and the MCPS Child Abuse and Neglect Training before volunteering can begin at the school.

Volunteer Training 2 Step Process:

Step 1: Complete the Diamond Elementary On-line Volunteer Training: <https://goo.gl/forms/wpkTGnASgoY4un6f2>

Step 2: Complete the MCPS Child Abuse and Neglect Training: <http://www.montgomeryschoolsmd.org/childabuseandneglect/>. Click on the large orange box that says Online Training for Volunteers and Contractors: Recognizing and Reporting Child Abuse and Neglect.

Online Training for Volunteers and Contractors:
Recognizing and Reporting Child Abuse and Neglect

After completing the training, you will receive an email confirmation from MCPS regarding completion of the MCPS training for child abuse and neglect. Please forward the email confirmation or print a copy and submit to the main office to Mrs. Donna Lentz, school secretary at Donna.J.Lentz@mcpsmd.org or print a copy and send to the school.

More Information about the MCPS Child Abuse and Neglect Training

The online child abuse and neglect training provides information about:

- Types of abuse;
- Grooming behaviors that may make our children vulnerable; and
- The MCPS procedures and state law requirements for reporting suspected child abuse or neglect.

While we encourage all community members to engage in this important, informative training, currently we only require individuals who **regularly** support schools to complete the Child Abuse and Neglect training. Infrequent or occasional volunteers who support large events or assist at one-time events under the supervision of school staff members are not required to complete the training at this time.

Below are examples of the types of activities that do not require completion of the volunteer training:

- Guest readers and speakers in classrooms where they will be supervised by a MCPS employee;
- High school/college recruiters and volunteers at job and college fairs;
- Parents/guardians or other relatives who are observing or supporting a celebration (e.g., a parade) or helping with a class party; and
- Parents/guardians staffing concession and ticket booths at large events.

We have the option of using the online child abuse and neglect training module as a resource to provide individual or small group training sessions for their volunteers, especially if accommodations, such as language interpretation, are needed. The online training is available in Amharic, Chinese, French, Korean, Spanish, and Vietnamese. Parents/guardians will not be barred from participation in their schools due to the need for accommodations.

Answers to frequently asked questions about the MCPS Child Abuse and Neglect Volunteer Training are posted on the MCPS Child Abuse and Neglect webpage www.montgomeryschoolsmd.org/childabuseandneglect

Just a reminder, you must complete the Diamond ES Volunteer Training and the MCPS Child Abuse and Neglect Volunteer Training before you begin volunteering at the school. We are grateful for your commitment and partnership to ensure the safety of students. Your continued support will help to keep our school a safe and wonderful place of learning for all students. If you have any questions about the volunteer training process, please contact the main office at 240-740-2120.

Sincerely,

Daniel Walder
Principal