

School Guidance for MCPS Volunteers

Updated August 2025

As of May 1, 2023, MCPS volunteers are no longer required to attest to their COVID-19 vaccination status. They must complete all other requirements as determined by the type of volunteer participation

This document provides support for the following topics:

- [General Volunteer Information](#)
- [How to find the report of approved Volunteers](#)
- [If the name of the volunteer doesn't show up on the list...](#)
- [One-time volunteers who will ALWAYS be accompanied by MCPS staff](#)
- [Virtual ONE-Time Guest Speakers](#)
- [Volunteers who will be attending field trips or supporting the school as a regular volunteer](#)
- [Field Trip Chaperones](#)
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Special Note: MCPS teachers and staff do not need to complete the MCPS volunteer compliance process to volunteer. They have completed the same process for their employment. MCPS teachers and staff must show their credentials of activity employment in order to volunteer.

General Volunteer Information



Volunteers will need to complete 1 module:

- Online Recognizing Child Abuse and Neglect Training via their *ParentVUE* /*Canvas* account
(Gradesheet will show 100% for successful completion)
- Fingerprinting/Background check (**only 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](#)

The online course grade sheet will show a total of **100% for completion of the compliance module**. Volunteers can show the gradesheet as evidence of successful completion to schools and their name will appear on the MCPS Volunteer Database.

MCPS has created a step-by-step [User-Guide](#) (with pictures) on how to access create and access their myMCPS Classroom/Canvas account to complete the Online Recognizing Child Abuse and Neglect Training module.

After training completion

How do I verify my completion?

For volunteers who completed the training, you can print a **Grades** report once you have completed the training to confirm completion.

To access the transcript, follow these steps:

1. Click on **Grades** in the left hand course navigation menu.
2. Click Print

Name	Date	Status	Score
Recognizing and Reporting Child Abuse and Neglect (ENGL004-01)		100%	100.00 / 100.00

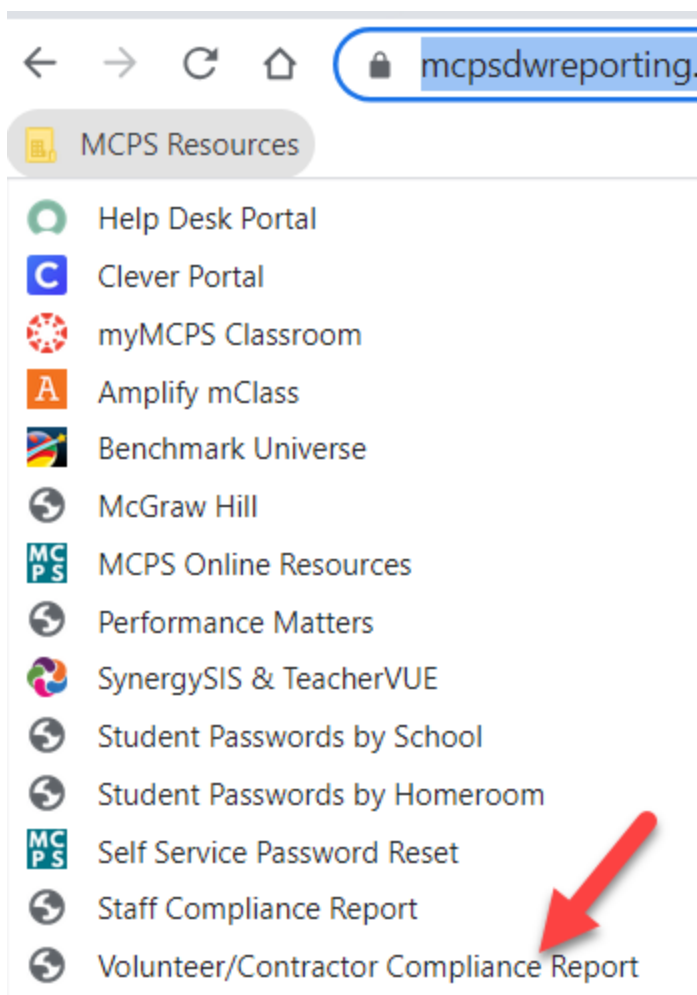
How to find the report of approved Volunteers



Here is the step-by-step guide to finding your school's roster of volunteers AND individual volunteers who have completed the compliance module to volunteer in schools:

<https://mcpsdwreporting.mcpsmd.org/ReportServer/Pages/ReportViewer.aspx?%2fReports%2fMCPS+Staff%2fCompliance+Tracking%2fVolunteers%2fVolunteer&rs:Command=Render>

It is also located using the MCPS Resources bookmarks on Google Chrome AND located under the "For Schools" section on the MCPS Volunteers webpage and. <https://www.montgomeryschoolsmd.org/departments/student-leadership/volunteer.aspx>



Special Notes

- A volunteer must complete the online recognizing Child Abuse and Neglect training to appear on the MCPS Volunteer Database.
- If the volunteer has completed after the 2023-2024 school year, their name will appear on the volunteer list. If the volunteer completed the training prior to the 2023-2024 school year, they have to renew their training, per the Volunteers policy and regulation.
- The MCPS Volunteer Database system uploads and updates each evening.
- If you are having a difficult time finding the volunteer listed under your school, please remember that the directions also share how you can look for the volunteer by name using either their first & last name or email address.

Reminder: The school may accept a **copy of the volunteer's gradesheet showing 100% for completion** for the online Recognizing Child Abuse and Neglect training for the 2023-2024 school year through the 2025-2026

	school year. This is acceptable proof of completion.
If the name of the volunteer doesn't show up on the list...	A volunteer will only show up on the list IF they have <u>completed</u> the online Child Abuse and Neglect Training. The volunteer can print the gradesheet showing 100% for the completion of the online child abuse and neglect training from school year 2023-2024 through 2025-2026.
One-time volunteers who will ALWAYS be accompanied by MCPS staff ONE TIME ONLY	<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. Here are some considerations: - Schools should ensure that the volunteer service activity is an essential need. Volunteers are welcome, but schools may limit the volunteers to support the most essential needs of the school. - Volunteers are required to scan their personal identification cards (drivers license, etc.), sign in/out at the main office and identify specifically the location/staff member they will support. - Lastly, the volunteer <u>must be under the supervision of an MCPS professional at all times.</u>
Virtual ONE-Time Guest Speakers 	<u>Zoom and Access for Guests</u> All staff now have the ability to invite guests outside of MCPS to join their Zoom meetings even when authentication for the meeting is enabled and required. When scheduling a Zoom meeting, staff have the option to "add an authentication exception"; this means staff can still require MCPS staff and students to log in to the meeting while allowing non-MCPS individuals to participate. You can add authentication exceptions to a single meeting, all instances of a recurring meeting, or a single instance of a recurring meeting when authentication exceptions are enabled. Please note, you can't add authentication exceptions to meetings that use your personal meeting ID. You must choose to generate a meeting ID automatically. Add to a new meeting 1. Sign in to the Zoom web portal. 2. Schedule a meeting. 3. Under Meeting ID, select Generate Automatically. 4. Under Security, select the check box next to Require authentication to join. See the previous section for more details. 5. Next to Authentication Exception, click Add. 6. Enter the guest participant's name and email address. 7. (Optional) Click Add Participant to add more exceptions. 8. Click Save.

	9. Choose your other meeting settings, then click Save to schedule the meeting. Add to an existing meeting 1. Sign in to the Zoom web portal. 2. In the navigation menu, click Meetings. 3. Locate the meeting you want to add an authentication exception to, then click Edit. 4. In the Edit Recurring Meeting dialog, click either Edit This Occurrence or Edit All Occurrences. 5. Next to Authentication Exception, click Add. 6. Click Add Participant. 7. Enter the guest participant's name and email address. 8. (Optional) Click Add Participant to add more exceptions. 9. Click Save. 10. Modify any other meeting settings as needed, then click Save.
Volunteers who will be attending field trips or supporting the school as a regular volunteer <u>(always under the supervision of an MCPS staff member)</u>	These volunteers must complete the online child abuse and neglect training. • Volunteers can print out their gradesheet showing a total of <u>100%</u> . This grade shows completion of the training. 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.
Field Trip Chaperones	The following categories of volunteers are required to complete fingerprinting and background checks: • Volunteer coaches • Grade 6 Outdoor Environmental Education Programs chaperones • Volunteers on out-of-area (50 miles or more from Rockville) and/or overnight field trips • Volunteers on extended day trip that require Office of School Support and Improvement approval. (e.g., if departure time is not within the MCPS operations start time and/or return time is later than 7:00 p.m.) There may be <u>unsupervised</u> volunteers who work 1-1 with students in an office or classroom (i.e. mentor, youth service provider, etc.) or field trip chaperones who are alone with students. These volunteers need to be fingerprinted. Volunteers who are chaperoning a field trip (during the day, within the 50 mile radius, etc.) <u>DO NOT need to be fingerprinted if they accompanying an MCPS staff member to supervise students.</u> (Example: A teacher has a group of 30 students in their class and 2 volunteer chaperones. The teacher and each volunteer chaperone are responsible for 10 students each, but the group stays in the same general area. This tends to be the bulk of our field trips.) <i>The regulation states that the, "Volunteer 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)." MCPS staff are onsite and in public space to support the chaperone and students as needed.</i> Volunteers who are chaperoning a field trip (during the day, within the 50 mile radius, etc.) <u>DO need to be fingerprinted if they are SOLELY</u>

responsible for a group of students and will not be accompanying an MCPS staff member. (Example: A teacher has a group of 30 students in their class and 2 volunteer chaperones. The teacher and each volunteer chaperone are responsible for 10 students each, but the groups separate leaving the volunteer chaperone by themselves to supervise the students.)

Should your volunteers require fingerprinting and a background check, please have them follow the processes outlined on the [MCPS Background Screening webpage](#).

No Required Compliance Measures	Child Abuse & Neglect Training	Child Abuse & Neglect Training PLUS Fingerprinting
Volunteers who support large and one-time events, and are accompanied by MCPS staff Examples: • College fairs • Concessions and ticket booth sales at large events • Guest readers • Class celebrations	Volunteers who support students on an ongoing basis, and are accompanied by MCPS staff Examples: • Student teachers • Student interns • Recess, lunch, dismissal • Supervised field trip chaperones • Room parents	Volunteers who will have unsupervised access to students Examples: • Virtual volunteering • Volunteer coach • Outdoor Education • Unsupervised field trip chaperones • Special field trip chaperones (late night, overnight, out of area)

Student Volunteers Allowed



Student volunteers are eligible to serve in your school.

Here are some considerations:

- Schools should ensure that the student volunteer service activity is an essential need. Student volunteers are welcome, but schools may limit them to support the most essential needs of the school.
- The MCPS student should sign in/out at the main office and identify specifically the location/staff member they will support
- Student volunteers are highly encouraged to follow all health safety precautions.
- The student volunteer must be under the supervision of an MCPS professional at all times.
- If an MCPS student is supporting one event, please provide them with the [MCPS SSL Verification Form](#).
- If the MCPS student is a recurring volunteer, the log may be used as a means to monitor their work and the student should be provided the [MCPS SSL Verification Form](#).