Onboarding Process for Student Teachers Working in
Prince George's County Public Schools

Welcome to your student teaching experience with Prince George's County Public Schools (PGCPS)! Prior to beginning your work within the schools, you will have some activities to complete. The activities officially register you as a volunteer with PGCPS and ensure that you have completed important training on procedures for protecting student safety, including reporting suspected child abuse and neglect.

Your onboarding activities will include the following:
- Volunteer Application Form
- Fingerprinting & Child Protective Service Clearance Checks
- SafeSchools Volunteer Training Videos
- Selected PGCPS Administrative Procedures

STEP #1: Volunteer Application Form:

Each student teacher MUST complete a Volunteer Application with PGCPS. The application is completed online and is an annual requirement, so you will need to complete one **each school year** that you will be a student intern with PGCPS. This number is used to identify you as a PGCPS volunteer and is needed to access the SafeSchools Volunteer Training Videos. We recommend completing the application as early as possible in August so that other onboarding activities can be completed prior to the start of your practicum.

You will receive an email from PGCPS immediately following the submission of your application and within 48 hours you will receive an email with the link to login to SafeSchools to complete your required training modules. The VIN is needed to access the SafeSchools Volunteer Training Videos.

Go to https://pgcpsvolunteers-md.safeschools.com/login and use the VIN BEFORE calling the PGCPS for support.

If you do not receive an email with your VIN within 48 hours, please contact the PGCPS Compliance and Ethics Office at 301-952-6774.

When completing the application, please select the following:
- Volunteer Type and Volunteer Affiliation = "Student Intern"
- Then select either: Professional Dev. Schools OR Non-Professional Dev School
    - Check with your university to see which category your placement site falls under

STEP #2: Fingerprinting & Child Protective Service Clearance Checks:
Volunteer Fingerprinting and Child Protective Service (CPS) Clearance Checks MUST be completed for anyone who will have contact with PGCPS students. You MUST complete this process even if you were fingerprinted through another school system.
- If you completed this process through PGCPS during the previous school year **AND** you still have a copy of your receipt, you will not need to complete it again. Instead, on the Volunteer Application you will select that you are a "returning volunteer" and know your receipt number.
    - If you do not know your receipt number, leave this field blank. It should automatically update as soon as you submit your application

○ If you have been fingerprinted previously but never registered using this electronic system, the process may require additional time.
It may take up to 15 business days for PGCPS to receive the results of your clearance check!

The fee for this background/CPS clearance is $62.25. You will receive instructions and locations for fingerprinting via email after you have completed your online Volunteer Application. If asked to choose a service to schedule when making an appointment, choose "Volunteer FP + CPS - $62.25".

STEP #3: SafeSchools Training Videos: Each school year, volunteers are required to watch training videos that cover procedures for protecting student safety and other important information needed as a volunteer within the schools. The VIN that you receive via email after completing the Volunteer Application will be your SafeSchools Login. You may begin these videos as soon as you receive your VIN.

Access SafeSchools Videos:https://pgcpsvolunteers-md.safeschools.com/login

STEP #4: Verification of Volunteer Status: After completing Steps #1-3, *and* after PGCPS receives the results from your fingerprinting/CPS clearance, you will receive an email indicating your approval status as a PGCPS Volunteer. Please retain this email for your records. **Please also forward this email to your school mentor/principal.**

Once you receive this verification, you may enter classrooms and navigate the school building without accompaniment.

Selected PGCPS Administrative Procedures

Please review the following Administrative Procedures:

- AP 4218: Dating and Sexual Relationships Among Students and Employees, Independent Contractors, and Volunteers
- AP 4219: Inappropriate Interactions Among Students and Employees, Independent Contractors, and Volunteers
- AP 4220: Escorting and Supervision of Elementary Students on School Property
- AP 4221: Employee and Adult Use of Student Restrooms, Locker Rooms and Designated Changing Areas
- AP 5145: Reporting Suspected Child Abuse and Neglect