

GROVE ELEMENTARY SCHOOL

Office of the Principal

82 School St., Citytown, MD 25777

460-740-6300



December 22, 2020

Jacquelyn Fuller
12 Street Road
Hometown, Maryland 20882

Dear Mrs. Fuller:

The purpose of this letter is to reprimand you for your inappropriate and unprofessional actions in your role as a teacher at Grove Elementary School. This action is based on the results of the investigation conducted by Grove Elementary School.

The investigation revealed that on November 30 and December 1, a non MCPS employee, Officer Eric Fuller visited classrooms as a community member and was granted access to your account information and ZOOM addresses for the following classrooms:

- V. Killian (Full Day Pre-K) – November 30 from 2:00 – 2:30 p.m.
- E. Pumphrey (Head Start) – December 1 from 9:30 – 10:00 a.m.
- J. Fuller/C. Little (Both classes are PEP – 5 Hour) – December 1 from 10:30 – 11:00 a.m.

Providing this confidential information is a violation of MCPS Regulation IGT-RA, User Responsibilities for Computer Systems and Network Security.

As a result of this incident I am directing you to ensure that you keep all passwords and access points to classes (including ZOOM links) confidential. I, also, ask that you change both your MCPS password immediately and ZOOM links effective January 4, 2021, as an added safety measure. I must warn you that any further incidents of this nature will result in more severe disciplinary actions, up to and including dismissal. In the future, should you have a question concerning your responsibilities as an MCPS employee, the school administration is willing to help.

This action is being taken in accordance with Article 11 E of the current agreement between the Montgomery County Education Association (MCEA) and the Montgomery County Board of Education. Should you wish to appeal this decision, you may do so by following the Grievance Procedure set forth in Article 5 of the MCEA Agreement. The complete agreement is available on the MCPS website.

Sincerely,

Amy J. Crabapple, Ed.D.
Principal
Grove Elementary School

Copy to:
Ms. Compliance Office
Personnel File

Employee Signature _____ Date _____
(Signature acknowledges receipt and does not necessarily denote agreement with content)

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: BBB, EDC, EDC-RA, EGI-RA, EHC-RA, IGS, JFA, JFA-RA, JHF-RA, JOA-RA, KBA-RB, KBB

Responsible Office: Superintendent of Schools

User Responsibilities for Computer Systems, Electronic Information, and Network Security

I. PURPOSE

- A. To ensure the security of all elements of Montgomery County Public Schools (MCPS) computer systems, related technology, and electronic information;
- B. To delineate appropriate uses for all users of MCPS computer systems;
- C. To promote intellectual development through the use of computer systems, related technology, and electronic information in a safe environment; and
- D. To ensure compliance with relevant state, local, and federal law.

II. BACKGROUND

MCPS provides computer equipment, computer services, and network access to schools and offices for purposes consistent with the mission of MCPS. The wide array of information technology available to MCPS users introduces new risks and opportunities. The responsibility for appropriate behavior rests with all individuals who use MCPS information technology resources and computing facilities. In schools, the online activities of minors are monitored by staff, and through systemwide technology protection measures. Levels of access are provided depending on assignment, responsibility, and need to know. Users must protect information and resources against theft, malicious damage, unauthorized access, tampering, and loss.

III. DEFINITIONS

- A. An *approved electronic signature method* is one that has been approved by the superintendent of schools and/or his designee, in accordance with this regulation and all applicable state and federal laws, and which specifies the form of the electronic signature, the systems and procedures used with the electronic signature, and the significance of the use of the electronic signature.

- B. A *computer system* is hardware, software, and related technology, including networks, wiring, and communications equipment.
- C. *Cyberbullying and/or electronic harassment or intimidation* means intentional conduct using electronic communication such as e-mail, instant messaging, social sites, blogs, mobile phones, or other technological methods to create a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being, and is:
- Motivated by an actual or perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability
 - Threatening or seriously intimidating
 - Occurs on a school property, at a school activity or event, or on a school bus
 - Substantially disrupts the orderly operation of a school
- D. *Educational purposes* are those actions directly promoting the educational, instructional, administrative, business, and support services missions of MCPS and related to any instruction, project, job, work assignment, task, or function for which the user is responsible.
- E. *Electronic data and information* are facts or figures in any electronic or digital form. Examples include e-mail, instant messaging, chat rooms, texting, documents, databases, files, websites, and any other electronically stored information.
- F. An *electronic record* is information generated, sent, received, or stored in digital form in connection with the conduct of MCPS business, communicated between parties as evidence of a transaction, and preserved for MCPS documentation purposes. A record does not include information that is so transitory in character that it is not ordinarily preserved.
- G. An *electronic signature* is an electronic sound, symbol, or process, attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign a record.

- H. *Inappropriate materials* are materials that are obscene or pornographic and thus harmful to minors/students, including websites related to adult/sexually prurient content, materials that are not age appropriate, and materials with no educational purpose, as defined in this regulation or that are inconsistent with system security or MCPS policies and regulations. Inappropriate materials also may include those that promote or advance hacking, the use, distribution, and production of drugs, alcohol, and tobacco, bullying, harassment, and intimidation, criminal skills, violence or unlawful use or possession of weapons. Where the need for bona fide research or other lawful purpose is identified by staff, appropriate access may be granted.
- I. *Internet access* includes all authorized methods used to connect to the Internet servers and users, and all authorized methods for providing access.
- J. A *technology protection measure* is an Internet filtering technology that is designed to limit access to selected portions of the Internet based on identified criteria designed to limit or prevent access to inappropriate material.
- K. *Unauthorized equipment* is any device that is not approved by the Office of the Chief Technology Officer (OCTO) and/or his designee to be connected to an MCPS computer or MCPS network, including, but not limited to, computers, tablet devices, personal communication and organization devices such as wireless access points, smart phones, or cell phones; gaming devices; photographic equipment; and entertainment devices such as MP3 players or iPods™.
- L. A *user* is any MCPS staff member, student, or other individual authorized to use MCPS computer systems. Other individuals may include parents, volunteers, and contract or temporary staff.

IV. PROCEDURES

The following section delineates procedures required for cybersafety, cybersecurity, and cyberethics for electronic data and information security, electronic transactions and signatures, physical security, systems and applications security, network security, and conduct and use. More specific user responsibilities and procedures for computer systems security are outlined in the *Manual of MCPS Computer Systems Security Procedures* available on the MCPS website.

A. Electronic Data and Information Security

Users may only access information and/or computer systems to which they are authorized and that they need for their assignments and responsibilities.

1. Users are responsible for their own individual accounts.
 - a) Users must change passwords as required and keep passwords strictly confidential.
 - b) Users are expressly prohibited from sharing accounts and passwords.
 - c) Any violations that can be traced to an individual account name will be treated as the responsibility of the account owner.
2. Users must log off all systems before leaving a computer or workstation or allowing others to use it.
3. It is the responsibility of every user to be aware of and follow security procedures in accordance with this regulation.
4. Users must secure their electronic data. (Note: Sensitive files must be saved to a secure location such as an individual's network folder/directory or a removable disk that is then secured in a locked file cabinet.)
5. MCPS is not responsible for information that may be lost due to system failures or interruptions. Users should make backup copies and ensure they are stored in a secure place.

B. Electronic Transactions and Signatures

Where Maryland state law, federal law, or MCPS policies or regulations require that a transaction have the signature of an authorized person, that requirement is met when the electronic record has associated with it an electronic signature using an approved electronic signature method. Procedures for authorization and use of electronic transactions and signatures are outlined in the *Manual of the MCPS Computer Systems Security Procedures*.

C. Physical Security

Computer systems equipment must be located and maintained in a secure physical environment. Users are responsible for following physical security provisions for computers and related technology.

1. When staff members are not present to supervise the area, all areas (including permanent or temporary storage) housing valuable computer equipment must be secured.

2. Computer or related equipment may not be removed from MCPS property without appropriate authorization.
3. Users must employ local accountability procedures to sign in or out any computer or related equipment. This equipment must be returned to the school, department, division, or unit that owns it prior to the user leaving MCPS or transferring to another school or office.
4. The local equipment inventory will be maintained as accurately as possible. Equipment will be added to the inventory when acquired. Users may not remove the inventory markings or tags from computers.
5. Lost and stolen equipment should be handled in accordance with MCPS Regulation EDC-RA, *Control of Furniture and Equipment Inventory*.

D. Systems and Applications Security

1. Users must not install software or hardware, or disable or modify security settings or measures (such as antivirus software) installed on any computer or other authorized digital/electronic devices for any purpose without the permission of the appropriate staff, as outlined in the *Manual of MCPS Computer Systems Security Procedures*.
2. Users must not change the system settings without the permission of the appropriate staff, as outlined in the *Manual of MCPS Computer Systems Security Procedures*.
3. MCPS software and applications may not be installed or copied to a non-MCPS computer, except as specified by licensing agreements.

E. Network Security

All access to the MCPS network and information requires approval from an authorized MCPS authority in OCTO. User accounts or access may be removed, suspended, or revoked if it is determined the network or information access is used in violation of this or any other applicable MCPS policy or regulation.

F. Conduct and Use

Student and staff use of the Internet will be monitored by a variety of methods including, but not limited to, technology and direct supervision.

1. Users are responsible for ensuring that access to or importation of material on networks is for educational purposes as defined in this regulation.
2. Any material or information purposefully posted or linked from an MCPS system or Internet site must be consistent with the educational purpose, as defined in this regulation.
3. Users are responsible for abiding by the rules applicable to the computer system(s) they use, including those accessed over the Internet from MCPS equipment.
4. MCPS does not have control over and cannot be responsible for information residing on other systems or Internet sites to which there is access through MCPS. Some sites and systems outside of MCPS may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
5. All use of computer facilities, networks, and other technology resources must be for educational purposes, as defined in Section III.D., and are subject to MCPS review and may be logged and archived.
6. MCPS e-mail is for educational purposes only. All actions are subject to MCPS review and may be logged and archived. All student use of MCPS e-mail must be authorized for purposes of supporting or facilitating the learning process.
7. Students are prohibited from using unauthorized e-mail, instant messaging, or chat rooms.
8. Although it is impossible to document all inappropriate conduct and use of computer facilities, the following guidelines provide examples of computer and network use infractions that are prohibited:
 - a) System tampering (also known as hacking) or assisting others to cause tampering by providing instructions or information on how to tamper with any MCPS system (any unauthorized alteration of operating systems, individual accounts, network-shared folder, software, networking facilities, and/or other programs) and/or equipment damage.
 - b) Decrypting passwords, key logging, or unauthorized capturing of passwords by using hardware devices or software applications,

and/or gaining unauthorized higher-level access or privileges or attempting to do so.

- c) Interfering deliberately with other users' network access or computer use such as through denial of service (DoS) or distributed denial of service (DDoS).
- d) Making statements or actions that are libelous, slanderous, or that constitute cyberbullying, harassment, or intimidation of others.
- e) Knowingly accessing or attempting to access inappropriate material, as identified in III. H. above.
- f) Introducing malicious codes/software such as viruses or worms that cause harm or subvert the intended function of MCPS computer systems.
- g) Attaching unauthorized equipment to any MCPS computer or the MCPS network without authorization from OCTO and/or his designee.
- h) Using e-mail to harass or defraud others by sending threatening or unsolicited bulk and/or commercial messages over the Internet, or using fraudulent e-mail messages to obtain personal information for purposes of identity theft.
- i) Circumventing technology protection measures, also known as network security or filtering technology, through the use of proxies, applications, or other methods.
- j) Deleting, forging, modifying or reading or copying without permission the e-mail of other users or attempting to do so.
- k) Reading, deleting, copying, forwarding, printing, sharing, or modifying the data files of other users without authorization of the superintendent of schools and/or his designee.
- l) Permitting others to use one's personal MCPS e-mail address, account, or password.
- m) Permitting others to use one's personal MCPS network account, network folders, or password.

- n) Using commercial advertising, chain letters, or noneducational games on MCPS systems.
 - o) Copying or transferring copyrighted materials and software without authorization.
 - p) Posting on the Internet or disseminating by electronic means personally identifiable information without authorization or posting false information about students or staff, using MCPS equipment or resources.
 - q) Using MCPS networks or computer systems for personal gain or any illegal activities.
- 9. All users are prohibited from knowingly participating in the unauthorized disclosure, use, and dissemination of personal information about minors.
 - 10. Students are to be educated about appropriate online behavior including interactions with other individuals on social networking sites and in chat rooms, and about cyberbullying awareness and response.
 - 11. Any user of MCPS computer systems who identifies a portion of the Internet that contains inappropriate material that has not been filtered through the technology protection measure is both required and expected to follow the procedures as outlined in the *Manual of MCPS Computer Systems Security Procedures* which is available on the MCPS website.

V. NONCOMPLIANCE

- A. Noncompliance with the procedures and standards stated in this regulation is proper cause for disciplinary action.
 - 1. Disciplinary actions for employees may include a conference, warning, letter of reprimand, loss of privileges, suspension without pay, demotion, dismissal, and/or criminal prosecution.
 - 2. Disciplinary actions for students may include, but not be limited to, a telephone call to parents or guardians; loss of privileges, restitution, suspension, and/or expulsion; and/or criminal prosecution. (See MCPS Regulation JFA-RA, *Student Rights and Responsibilities*, and school discipline policies.)

3. Disciplinary actions for other users may include loss of privileges and/or criminal prosecution.
- B. Any user of MCPS computer systems should report suspicious or inappropriate use of data, computer system abuse, or possible breaches of security. School-based users should alert the principal or the principal's designee responsible for information technology. Non-school-based users should alert their immediate supervisors and the superintendent of schools and/or his designee. Serious infractions, as set forth in the *Manual of MCPS Computer Systems Security Procedures*, also should be reported to OCTO.

Regulation History: New Regulation, August 22, 1995; revised December 13, 1999; updated office titles June 1, 2000; revised June 10, 2002; revised May 23, 2007; revised July 27, 2012.

WGES' The Grove



For the week of November 9 - November 13, 2020

Standing *GROVE*-ations!



Birthdays

11/8 Julie Papademetriou
11/10 Andrew Schwartz
11/19 Susan Ramsay
11/21 Sylvia Vallario
11/24 Mayembe Kwezituka
11/27 Jonathan Ferrari
11/30 Eileen Heaps

**HAPPY
BIRTHDAY**

Preview of the Week

MONDAY	Nov. 9	Professional day for teachers; no school for students; end of quarter planning; grades due by 4:00 p.m.
--------	--------	---

TUESDAY Nov. 10 Billy B Parent Night Assembly at 6 p.m.

WEDNESDAY Nov. 11 Staff Meeting at 12:05 p.m. - General Meeting [Link](#)

THURSDAY Nov. 12 Social Committee Jewelry Party
Yoga at 5:15 p.m.

FRIDAY Nov. 13

Upcoming Events

Nov. 18 Leadership Meeting

Nov. 19 CRWM

Nov. 23 & 24 Early Release Day for Students - Parent Conferences - No Pre-K, Pre-K Plus or
Head Start Classes

Nov. 25 Early Release Day for Students

Nov. 26 & 27 Thanksgiving - Schools and offices closed

Announcements

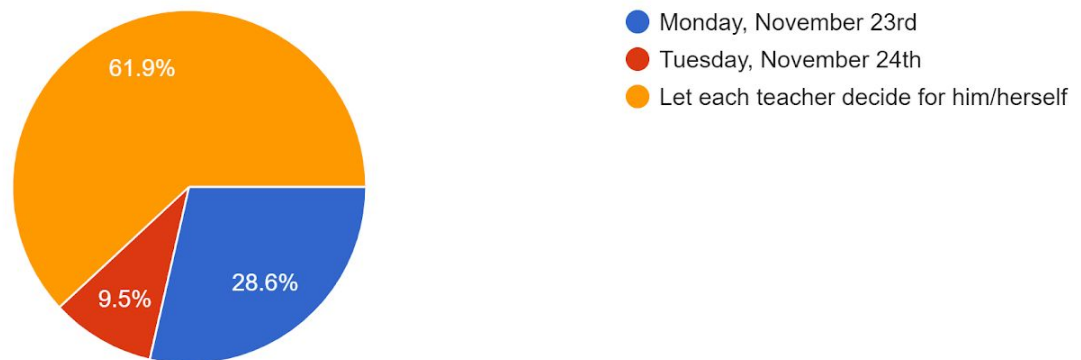
The show is being recorded tomorrow and will be sent out in an email. Please do not forget to provide us excellent students to shout out. You can let us know who to celebrate on the [Student Shout Outs](#) sheet. Please make sure to do this by Wednesday of each week.

Parent-Teacher Conferences

Here is the feedback from the parent conference survey. We will continue to allow teachers to choose their late evening. Please send your conference schedule to Amy and Jackie by November 18th.

Which night should we designate as our school night for parent conferences?

21 responses



Topic	Approach & Resources
Tools to schedule with families	• Ultimate goal of meeting family needs and availability • At the agreement of families, conferences <i>may be scheduled</i> during the 11:30 -1:00 lunch break. A limited number of interpreters will be available at 12:40 p.m. and beyond. The latest possible time for a conference with an interpreter will be 6:20 p.m. You can schedule sessions the week of November 16, but an interpreter may not be available. • Tools to Consider ○ Use/Activate the PT conference option on Synergy ○ Use Sign Up Genius to schedule with all families as it sends automatic reminders.
Use of Zoom	• Inform families that they will sit in the waiting room until you let them in. • Remind families how to log in (using a student account); consider how to manage two parents who do not reside in the same home and logging in. You may want to use Google Meets as another option. • Coordinate with other staff who need to attend a student conference who will host or co-host Zoom.
Time Allotment	• Recommended 15-20 minutes per family
Use of Interpreters	• Dawn is working with WGES staff to cover as many conferences as we can. These individuals are so important to our program. Please make sure you thank them. :-) • WGES interpreters may not be enough to cover all the meetings, an option (although not ideal) is that staff may consider using the language line and place the interpreter on a speaker phone.
Addressing the needs of parents of special education students	• Ensure that parents have received their student's Individual Distance Learning Plan (IDL) and are familiar with the service delivery model / schedule. • Inquire about the level of student engagement, access to special education services, and the implementation of the IDLP.

YouTube Video

There have been some concerns about how to have students work on YouTube content asynchronously since it is blocked on student computers. The document found at this link can help bypass that based on how you embed the link.

<https://docs.google.com/document/d/1wsYKlIdwl75gXL4w7PaYgO3tThLlmbJmyNjzXwl1YM8/edit>

Attendance MARKING

We are closely monitoring our attendance and implementing a new monitoring process (more information will be shared after we have used the process for a couple of weeks and make adjustments for any kinks). But, we need your help to ensure that student's attendance is accurate. Please make sure that students are marked

present if they attend the morning session and/or the afternoon session. Attendance DOES NOT mean they were there the whole time or that they returned after a break. Students are either present or they are not. At this time, the length of that attendance is not a factor for being marked present. You can keep track of students who only come to class for a short period of time and make sure that is communicated with families.

WGES Student Well-Being and Engagement Form 2020-2021

If you have concerns about a student and you have followed the processes (including documentation in SYNERGY) discussed at our staff meeting, please complete the form at this [link](#).

[WGES Engagement Pyramid](#)

[WGES Flowchart Wellbeing](#)

[WGES Response Steps for Engagement and/or Accountability](#)

[WGES Attendance Pyramid](#)

Revised Grading Timeline

The following adjustment was made due to concerns expressed about the tight timelines observed between the deadline for the submission of late assignments and the turnaround time for grading and reporting.

- *Friday, November 6th: End of Marking Period*
 - *This is the last day for assigning work for MP1*
 - *Teachers may accept late work (if appropriate) through Monday, November 9th at midnight. If teachers have already closed assignment submissions for students, they can continue to move forward as planned or re-examine where students may benefit from additional time for submitting missing work or improving grades.*
- *Monday, November 9th: Teacher Professional Day*
- *Tuesday, November 10th: First day of Marking Period 2*
- *Friday, November 13th: Teachers grades due by end of day*
- *Monday, November 16th: Admin review of grades due by end of day*
- *Tuesday, November 17th: Central office report card processing begins*
- *Tuesday, November 24th: Report cards are posted to ParentVUE and report cards mailed to any student who has no parent activated in the parent portal*

NOTE: The marking period technically ends on November 6th and parents who do not have an activated ParentVue will not receive the report cards until November 24th. They will see grades in ParentVUE before November 24, 2020. A broader message is being prepared for staff and the community.

Virtual Field Trip Updates: Process & Form

This information is being shared from MCPS.

While traditional in-person and onsite field trips are suspended during school closure, a process has been established and a new Virtual Field Trip form has been created as noted below.

- *Virtual Field Trips – on MCPS Zoom WITH their teacher*
 - *Will be treated as a LOCAL field trip and the information should be entered on the Field Trip Log per the process last year.*
 - <https://forms.gle/Fd1iGntqT7qzSihLA> (Virtual Field Trip is now an option; must identify the website/URL under Destination)
 - *The teacher should lead the experience through their MCPS Zoom account*
 - *Students are participating as observers*
 - *Please check with your school content specialist, department chair or media center specialist to verify that the webpage you wish to visit is approved by MCPS. MCPS Regulation [IIB-RA: Evaluation and Selection of Instructional Materials](#) states, “Instructional materials, other than textbooks and Family Life and Human Sexuality*

materials, for single-school use must be evaluated by more than one professional staff member (the school media specialist, a teacher in the content area, or an administrator) using MCPS Form 365-25: Record of Evaluation for Instructional Materials. Instructional materials should, in their overall effect, make a positive contribution to the MCPS program and directly align to MCPS curriculum.”

- If there is a staff member from the “field trip location”(i.e. museum staff) that would need to be a part of the virtual Zoom experience, then that person may be treated as a guest speaker using the process approved by Office of the General Counsel which grants a single use account for guest speakers to engage with schools in a virtual space. You can submit a [request for Zoom access for a guest speaker](#).

- **Virtual Field Trips – on Non-MCPS Virtual Platform**

- Will be treated as an SSI approved field trip and the information should be entered on the Field Trip Approval Request form per the process last year.
- <https://forms.gle/XP1xhqwgUugsC7Zm9> (Virtual Field Trip is now an option; must identify the website/URL under Destination)
- Field trip forms, with principal’s signature (e-signature) are required, to include the Parent/Guardian Approval - MCPS Virtual Field Trip/Program Addendum form.
- Virtual Field Trip Form
The Parent/Guardian Approval - MCPS Virtual Field Trip/Program Addendum form is intended to collect required principal approval, student information, and parent permission for the student to participate in the field trip/program in a virtual space and specifically outlines the following:
 - Identification of the virtual platform on which the field trip/program will be held (MCPS Zoom or Other);
 - The student must be chaperoned by an MCPS professional or qualified chaperone who has completed compliance requirements (finger printing/background check and the online Recognizing Child Abuse and Neglect training);
 - The students will be held accountable to the MCPS Code of Conduct
 - Parental assumption of risk for their student to participate in the field trip/program.

We recognize that this process requires a 4 week notice prior to the field trip. Considering the nature of the immediate needs of some of our programs, the School Support and Improvement staff will receive these and process these requests as quickly as possible.

Marking Period 2 Pacing Guides

<https://docs.google.com/document/d/1JMIwOOFCaO8gr7EG8I2UfOQH8pHAedjDuKXzvs56k/edit?usp=sharing>

Let’s put the “T” back in PTA

Consider joining our school’s PTA: <https://forms.gle/z4YjdkNeavL9CQ8>

GES Building Access

As you know we have some staff already working in the building, others have asked to come get materials or work for a period of time. While it may seem to be an extra step, if you need to come into the building for any reason and are not on the pre-approved work from school list, we need you to email Amy and Jackie the day prior to ask for approval. One of us will let you know if it is a go or not. You will have to use the sign in and sign out google form (<https://forms.gle/ckh33KugiiT1HGM7>) and take the health assessment (<https://forms.gle/KnZDisTo61MUC66A>) EVERY time you come into the building. We have to account for every person in the building and have to report numbers. In fact, we were asked to provide this information to CESC just this week. We appreciate your cooperation and can’t wait for things to return to normal.

Staff and Teacher Shoutouts!

Check out this week’s staff and teacher [shout-outs](#) by clicking on the image. THESE ARE AMAZING!



3 Practices to Teach 21st Century Skills in the Virtual Classroom

In a previous issue of [The Grove](#) and in the [Engagement in the Virtual Classroom](#) module, you learned about [The Community of Inquiry \(CoI\) Framework](#). The framework is built upon three dimensions: 1. Teaching presence, 2. Social presence and 3. Cognitive presence. The ultimate goal of the Community of Inquiry is to build a solid foundation of **social presence** and **teaching presence** to stimulate **cognitive presence** in a course.

Here we touch on **teaching presence** by way of teaching 21st century skills (**cognitive presence**) in the virtual classroom. Right now, these skills are more important than ever as we have had to shift our vision of teaching from face to face to virtually. How do we continue to develop these skills with our students at a distance? Jennifer Pieratt says, “Best practices in teaching and learning still stand; however, the tools and mediums we use will require some adapting”. She suggests three practices:

1. Create meaningful tasks

Now more than ever our students need meaningful tasks to engage in. Meaningful and complex tasks provide opportunities for students to flex important muscles such as **critical thinking**.

2. Align tech tools to 21st century skills

Virtual learning requires us to leverage technology like never before, but we must be careful that technology is being used intentionally **as a tool** to build student skills, rather than the tools driving instruction.

3. Explicitly teach and assess the skills

When we hold a more expansive perspective of teaching that focuses on developing 21st century skills we will only enhance student learning in a given content area.

As we become more adept at teaching content virtually, let’s start to think about ways we can try to develop these necessary 21st century skills our students need.

Read the [full blog post](#) at Teaching Channel.

From: Alonso, Amy J <Amy_J_Crabapple@mcpsmd.org>
Sent: Wednesday, December 23, 2020 1:48 PM
To: Fuller, Jacquelyn M <Jacquelyn_M_Fuller@mcpsmd.org>
Cc: Heaney Jill E <Jill_E_Heaney@mcpsmd.org>
Subject: Community Helper

Jackie-

I hope you are doing well. This email is to reiterate the importance of following the virtual field trip process that has been established by MCPS. All school field trips and guest speakers must first be approved by school administration.

Unfortunately, you did not follow the processes outlined by MCPS for guest speakers to engage with our students in a virtual space. **Officer Fuller visited your virtual ZOOM class without prior authorization.**

All WGES field trips, in person, virtually, in the school building or outside the school building need to follow the protocols established prior to this school year. Updated Virtual Field Trip information was shared with staff in [The Grove on November 16, 2020](#). Below you will find links to important information and forms. Please let me know if you have any questions.

Thank you,

Amy

MCPS Regulation- User Responsibilities for Computer Systems, Electronic Information, and Network Security:

- **[IGT-RA](#)**

Virtual Field Trip on MCPS Zoom WITH Their Teacher AFTER ADMIN APPROVAL

- [Field Trip Log](#)
- **[MCPS Regulation IIB-RA: Evaluation and Selection of Instructional Materials](#)**
- **[Request for Zoom Access for a Guest Speaker](#)**

Virtual Field Trips – on Non-MCPS Virtual Platform AFTER ADMIN APPROVAL

- [Field Trip Approval Request](#)
- [MCPS Virtual Field Trip/Program Addendum](#)

Volunteer

- **[MCPS policy for volunteers](#)**
- **[MCPS Volunteers in the Virtual Classroom form](#)** New as of **12.16.20**

Amy J. Crabapple,
Ed.D. Principal
Grove Elementary School

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: ABA, ABA-RB, ABC, ABC-RA, CNA, CNA-RA, COA-RB, EIB-RA, GDA-RB, IPD-RA, JHC, JHC-RA

Responsible Offices: Chief Academic Officer
Deputy Superintendent of School Support and Improvement

Volunteers in Schools

I. PURPOSE

To establish procedures to encourage and effectively utilize the services of parent/guardian and community volunteers in Montgomery County Public Schools (MCPS)

II. BACKGROUND

The academic achievement and educational experiences of all students are enhanced by a community invested in their learning. Volunteers who become active in the student learning process assist school personnel to meet the needs of students more effectively, provide students with additional role models, and enrich the educational experience of students as well as their own understanding of MCPS.

Volunteers may include parents/guardians and other family members, as well as other members of the community interested in the education of children, who are willing to donate their time and energies to support the students of Montgomery County.

III. PROCEDURES

- A. The Office of Student and Family Support and Engagement (OSFSE) supports MCPS schools and offices in their efforts to encourage and effectively utilize the services of parent/guardians and community volunteers.
 - 1. OSFSE publicizes best practices guidelines for schools regarding the use of volunteers and other information of interest to parent/guardian and community volunteers.
 - 2. OSFSE provides technical assistance in volunteer program development.

- B. Decisions regarding the selection, placement, and replacement of volunteers are at the discretion of the principal. Examples of permissible activities for volunteers include, but are not limited to, assisting students as directed by teachers, chaperoning field trips, and supporting school activities and community engagement events.
- C. Local school staff members are responsible for the following:
 - 1. Ensuring there is a positive environment in their buildings where parents/guardians and community members feel welcomed and are treated with respect.
 - 2. Familiarizing staff with the requirements of this regulation.
 - 3. Informing parents/guardians of volunteer opportunities and responsibilities at least annually and providing orientation and training as needed.
 - 4. Provide appropriate supervision.
- D. Volunteers are expected to do the following:
 - 1. Volunteers are to 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.
 - 2. Volunteers may not access confidential student or personnel records, and should otherwise respect the confidentiality of students.
 - 3. 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.
 - 4. 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.

5. Volunteers must comply with all Montgomery County Board of Education policies and MCPS regulations and rules.
6. OSFSE will provide screening language for partnership agreements with organizations or businesses providing volunteers to MCPS. The language will include the requirements that:
 - a) volunteers' identification information is cross-referenced with state and local sex offender registries; and
 - b) volunteers are required to complete background checks and training consistent with this regulation.
7. Any accident or injury involving a volunteer must be reported consistent with MCPS Regulation EIB-RA, *General Liability Insurance*.

E. Training and Background Checks

1. 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.
2. 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.
 - a) Schools have the option of using the online module as a resource to provide individual or small group training sessions for their volunteers, especially if accommodations for disabilities or language interpretation are needed.
 - b) Parents/guardians will not be barred from participation in their schools due to the need for accommodations.
 - c) If schools provide trainings, the school is responsible for collecting a list of participant names and contact information and providing the list to OSFSE for input into the volunteer training database.

3. Examples of volunteer activities that do not require completion of the MCPS online Recognizing and Reporting Child Abuse and Neglect volunteer training, include:
 - a) Volunteer support at large events:
 - (1) High school/college recruiters and volunteers at job and college fairs
 - (2) Parents/guardians staffing concessions and ticket booths at large events
 - b) Volunteer assistance at one-time events under supervision of school staff members:
 - (1) Guest readers and speakers in classrooms
 - (2) MCPS student volunteers who are helping in schools and who must be supervised at all times by MCPS staff
 - (3) Parents/guardians or other relatives who are observing or supporting a celebration (e.g., a parade) or helping with a class party
 - (a) Parents/guardians who are visiting the school to eat lunch in the cafeteria with their own children are not considered volunteers.
 - c) Other volunteers as designated by MCPS.
4. 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
5. The following categories of volunteers are required to complete criminal background checks, including fingerprinting -
 - a) Volunteer coaches;

- b) Grade 6 Outdoor Environmental Education Programs (Outdoor Education) overnight chaperones;
 - c) Volunteers on overnight field trips;
 - d) 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;
 - e) Other volunteers as designated by MCPS.
6. Criminal background checks, including fingerprinting, may be obtained at locations identified on the MCPS Child Abuse and Neglect Information website.
- a) Individuals seeking to volunteer are responsible for the cost of the background check.
 - b) On a case-by-case basis, schools may work with volunteers to make alternative arrangements to cover the cost.
 - c) Outdoor Education overnight chaperones will not be required to pay for background checks if completed through MCPS. Outdoor Education chaperones who use other service providers will need to pay a fee.
7. The Office of Human Resources and Development will notify schools if volunteers successfully completed the background check.
8. The Office of Employee Engagement and Labor Relations will conduct a case-by-case analysis and follow-up with the potential volunteer, when the results of a criminal background check contains information regarding any offenses involving distribution of drugs or other controlled substances, as well as the following crimes listed in Section 6-113 of the Education Article of the Annotated Code of Maryland:
- a) A sexual offense in the third or fourth degree under § 3-307 or § 3-308 of the Criminal Law Article of the Maryland Code or an offense under the laws of another state that would constitute an offense under § 3-307 or § 3-308 of the Criminal Law Article if committed in Maryland;

- b) Child sexual abuse under § 3-602 of the Criminal Law Article, or an offense under the laws of another state that would constitute child sexual abuse under § 3-602 of the Criminal Law Article if committed in Maryland; or
 - c) A crime of violence as defined in § 14-101 of the Criminal Law Article, or an offense under the laws of another state that would be a violation of § 14-101 of the Criminal Law Article if committed in Maryland, including: (1) abduction; (2) arson in the first degree; (3) kidnapping; (4) manslaughter, except involuntary manslaughter; (5) mayhem; (6) maiming; (7) murder; (8) rape; (9) robbery; (10) carjacking; (11) armed carjacking; (12) sexual offense in the first degree; (13) sexual offense in the second degree; (14) use of a handgun in the commission of a felony or other crime of violence; (15) child abuse in the first degree; (16) sexual abuse of a minor; (17) an attempt to commit any of the crimes described in items (1) through (16) of this list; (18) continuing course of conduct with a child under § 3-315 of the Criminal Law Article; (19) assault in the first degree; (20) assault with intent to murder; (21) assault with intent to rape; (22) assault with intent to rob; (23) assault with intent to commit a sexual offense in the first degree; and (24) assault with intent to commit a sexual offense in the second degree.
 - d) Any other criminal information that may significantly affect the safety and security of MCPS students.
- 9. MCPS will maintain confidentiality and not share details regarding a potential volunteer's criminal background check with school-based staff members.
 - 10. Potential volunteers will receive notification from the reporting agency by mail of the background check results.

F. Exemptions from Criminal Background Checks

The following individuals do not need to complete the criminal background checks, but do need to complete the MCPS online Recognizing and Reporting Child Abuse and Neglect volunteer training:

- 1. Active federal, state, and local law enforcement personnel who have completed a criminal background check as a requirement of employment are exempt from the criminal background check. However, they are

required to provide a copy of their official law enforcement agency issued identification to verify exemption.

2. Montgomery County Government (MCG) employees, (such as nurses and health room technicians), who undergo a criminal background check, including fingerprinting, at the time of hire, are exempt from the criminal background check. They must have their MCG-issued identification badge visible or on their person while in the schools.

Related Source: *Annotated Code of Maryland, Education Article, §§6-106, 6-113*

Regulation History: Formerly Regulation No. 301-7, February 16, 1979, revised December 1986; revised April 5, 1994; revised May 5, 1999; revised July 14, 2014; revised August 16, 2017.

From: Alisa <Alisa@mcpsmd.org>
Sent: Monday, November 23, 2020 8:53 AM
To: Fuller, Jacquelyn M <Jacquelyn_M_Fuller@mcpsmd.org>; Eileen <Eileen@mcpsmd.org>; Cara J <Cara@mcpsmd.org>; Killian <Killian@mcpsmd.org>; Stevens, Abigail P <Abigail_Stevens@mcpsmd.org>; Regina <Regina@mcpsmd.org>; Jennifer A <Jennifer@mcpsmd.org>; Humphrey, Elizabeth A <Elizabeth_A_Humphrey@mcpsmd.org>
Subject: Re: police visit

Thanks so much Jackie! I'm sure the kids will love this!

From: Fuller, Jacquelyn M <Jacquelyn_M_Fuller@mcpsmd.org> 
Sent: Friday, November 20, 2020 3:57 PM
To: Eileen <Eileen@mcpsmd.org>; Cara J <Cara@mcpsmd.org>; Killian <Killian@mcpsmd.org>; Stevens, Abigail P <Abigail_Stevens@mcpsmd.org>; Regina <Regina@mcpsmd.org>; Jennifer A <Jennifer@mcpsmd.org>; Humphrey, Elizabeth A <Elizabeth_A_Humphrey@mcpsmd.org>
Subject: Re: police visit

Actually, I just shared the chart with all of you as a google doc. Sorry, my brain is already on the weekend 😊

Jackie

Jacquelyn Fuller PEP
Full-Day Teacher
Grove ES

From: Fuller, Jacquelyn M
Sent: Friday, November 20, 2020 3:55 PM
To: Eileen <Eileen@mcpsmd.org>; Cara J <Cara@mcpsmd.org>; Killian <Killian@mcpsmd.org>; Stevens, Abigail P <Abigail_Stevens@mcpsmd.org>; Regina <Regina@mcpsmd.org>; Jennifer A <Jennifer@mcpsmd.org>; Humphrey, Elizabeth A <Elizabeth_A_Humphrey@mcpsmd.org>

Subject: police visit

Hi! If anyone is interested in having my husband, Eric, visit your class, please let me know! He is a police officer with the City of Our Town and is happy to show your kids his cruiser, wear his uniform, and talk about some general safety information. He is off on Monday, Tuesday, and Friday the week after Thanksgiving. If you'd like him to speak to your classe, please fill in a slot in the chart below, including what me you would like him to visit and your zoom meeting information.

Have a great weekend!
Jackie

Monday, November 30	Tuesday, December 1	Friday, December 4

Jacquelyn Fuller PEP
Full-Day Teacher
Grove ES

January 12, 2021

To Whom It May Concern:

The reason I am writing today is to explain what happened with the Officer Fuller visit. Our teams zoom links were shared within our GES team and not given to anyone else. They were shared with GES co-workers, which is something that happens quite regularly in virtual teaching. In fact, class zoom links for every class are shared on a Google Doc.

In addition, in the past, we have had many visitors come to our school (firefighters, police officers, etc.) We have never had to fill out paperwork or have parents sign a form, so it never occurred to me that having a "Visitor" would be the same protocol as a "Field Trip". In my mind these are completely different. Furthermore, my understanding was that Jackie Fuller, the MCPS teacher accessed the zoom link and was with Officer Fuller during the presentations.

Thank you,

Abby Stevens

Pre-K Plus Teacher

Grove ES

January 10, 2021

The purpose of this statement is to provide additional background and clarification on what transpired regarding Officer Fuller's visit.

Our Zoom links were not shared outside of our team and/or GES staff. To my knowledge the MCPS employee (Jackie Fuller) accessed the Zoom link, was admitted to our virtual classroom and was an active participant during the presentation.

In the past these in-person events were not considered field trips and no outside paperwork was required.

A sidevnote, all classroom Zoom Links are available to all staff members in a google doc located within our GES shared drive.

Thank you,

Elizabeth Pumphrey

Head Start Teacher

Grove ES

From: Alonso, Amy <Amy_Crabapple@mcpsmd.org>
Sent: Wednesday, December 23, 2020 11:51 AM
To: Fuller, Jacquelyn M <Jacquelyn_M_Fuller@mcpsmd.org>
Cc: Heaney, Jacqueline E <Jacqueline_E_Heaney@mcpsmd.org>
Subject: Follow-up

Jackie-

Thank you for meeting with me yesterday. I took time to reflect on both conversations. Ultimately, you provided Officer Fuller MCPS employee access to your ZOOM account and our ZOOM classes which is against the regulation.

Please take care of yourself over the break.

Thank you,
Amy

Amy J. Crabapple, Ed.D.
Principal
Grove Elementary School



 **Fuller 12.22.20.pdf**
174K

Jackie Fuller <jwrhino95@gmail.com> To:
"Ray, Jacquie [MD]" <jray@mceanea.org>

Wed, Dec 23, 2020 at 3:27 PM

[Quoted text hidden]

1 attachment

 **Fuller 12.22.20.pdf**
174K