# Organization Responsibility and Assurance Certification Document

**Office of Student and Family Support and Engagement Student Service Learning**
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)
Rockville, Maryland 20850
See Maryland Student Service-Learning Guidelines
*http://marylandpublicschools.org/programs/pages/service-learning/index.aspx*

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| **Register** | Register with the Montgomery County Volunteer Center (MCVC) at *www.montgomeryserves.org* and provide updates when requested |
| **Training** | Attend orientation training on SSL procedures provided by MCPS every three years. |
| **Supervision** | Provide ongoing supervision for MCPS students either directly or through appropriately authorized designee(s). |
| **Expectations** | Advise students of the need that will be addressed by this service, overall expectations, and safety information. |
| **Activities for which MCPS Students MAY NOT earn SSL hours** | • Door-to-door distribution or neighborhood canvasing of any kind;<br>• Service supervised by parent or relative;<br>• Service without sponsorship of an approved registered nonprofit organization;<br>• Service of a religious nature where the chief purpose is to convert others to a particular religious or spiritual view and/or which denigrates the religious or spiritual views of others.<br>• Service of a religious nature where the chief purpose is to help prepare and/or participate in the performance of a religious service or religious education activity.<br>• Service supervised by an individual younger than 18 years of age;<br>• Service performed on private property or in a private residence/home (unless specifically approved by the MCPS SSL coordinator);<br>• Service that replaces a paid staff worker of the participating agency.<br>• Service resulting in money, goods, services, or other compensation. |
| **Liability** | Maintain general liability insurance that covers MCPS student volunteers. |
| **Meet the Maryland Seven Best Practices of Service-Learning** | • Meet a recognized need in the community.<br>• Achieve curricular objectives through service-learning.<br>• Reflect throughout the service-learning experience.<br>• Develop student responsibility.<br>• Establish community partnerships.<br>• Plan ahead for service-learning.<br>• Equip students with knowledge and skills needed for service. |
| **Logs** | Maintain a log and verify student service on MCPS Form 560-51, *Student Service Learning Activity Verification* according to program timelines. |
| **Awarding of Hours** | Award one (1) SSL hour for every hour of service, not exceeding eight (8) hours within a 24-hour period. |
| **Ethical Conduct with Students** | Build positive relationships with MCPS students to support learning and adhere to standards of professional practice, including but not limited to Section 2 of the MCPS *Employee Code of Conduct*, available on the MCPS website: *www.montgomeryschoolsmd.org*. |
| **Sex Offenders** | Shall not knowingly employ a registered sex offender at the site where an MCPS student is placed. |
| **Compliance with Applicable Laws** | Comply with labor laws including the Fair Labor Standards Act, 29 U.S.C. Chapter 8; and all other applicable federal, state, and local laws and regulations. The Organization Supervisor shall be responsible for reviewing and assuring compliance with the following Board of Education policies and MCPS regulations, available on the MCPS website at *www.montgomeryschoolsmd.org/departments/policy/:* Board Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency;* MCPS Regulation ACA-RA, *Human Relations; Board Policy ACF, Sexual Harassment;* Board Policy JHC, *Child Abuse and Neglect; and* MCPS Regulation JHC-RA, *Reporting and Investigating Child Abuse and Neglect,* including but not limited to those that prohibit discrimination, verbal abuse, threats, physical violence, or sexual harassment directed at others.<br><br>**(Organizations are encouraged to complete the online training on Recognizing and Reporting Child Abuse and Neglect, available at: *www.montgomeryschoolsmd.org/childabuseandneglect/*)** |

**As a representative of the Organization listed below, my signature certifies and verifies that all individuals who supervise MCPS students participating in SSL opportunities with this Organization will be required to agree to adhere to the MCPS SSL guidelines stated above.**

Print Name _____ Title_____

Signature _____ Date _____/_____/_____

Organization _____

Address_____

Telephone _____-_____-_____ Fax _____-_____-_____

Email_____