

Classified Orientation Handbook

Montgomery County Public Schools
Engage, Encourage, Empower



**Montgomery County
Public Schools**

2
0
2
4

Welcome to MCPS



We are delighted to have you join our dedicated team of classified employees, a vital part of our school community. The onboarding plan aims to ensure that all classified employees are effectively integrated into the MCPS system, enhancing recruitment, retention, training, and a positive workplace culture. We believe that every member of our team plays a crucial role in the success of our students, and we are committed to supporting you as you begin this important journey with us.

As you embark on your new role, you'll find that MCPS is more than just a workplace; it's a community where your contributions are valued, and your professional growth is a priority. This handbook is designed to provide you with the essential information, resources, and guidance you need to succeed. From understanding our policies and procedures to exploring opportunities for professional development, we are here to help you thrive in your position.

Welcome aboard, and thank you for choosing to be a part of the Montgomery County Public Schools family. Together, we will continue to build a bright future for our students and our community.

Mission

Highest aspiration and purpose of the school; a declaration of the unique identity to which the school aspires, its specific purpose, and the means by which it will achieve its purpose

MCPS is an innovative educational community. We value diversity, and we are committed to equity and inclusion. MCPS empowers learners to realize success in an ever-changing global society through collaboration with communities, families, staff, and students. MCPS provides a safe, engaging learning environment and intentional exposure to positive social, emotional, and academic experiences.

Beliefs

An expression of fundamental values, ethical code, overriding convictions, inviolable principles

1. All students can learn in order to pursue their dreams.
2. Schools are safe places of joy, wonder, and creativity.
3. Every person deserves to be loved, valued, and respected.
4. Kindness is an essential skill of a responsible, productive community member.
5. The diversity of our community is one of our greatest strengths.
6. All people deserve equitable access to opportunities and resources.
7. Every child deserves an advocate.
8. Honoring the voices of students and other stakeholders strengthens the school community.
9. Open communication and feedback are vital to our growth.
10. Learning and teaching are collective efforts that begin at birth and involve the entire community.
11. Relationship building and high expectations are foundational to student success.



1.

Make student well-being the core of all decisions.

2.

Support the civil and human rights of everyone.

3.

Exhibit behaviors that are positive role models.

4.

Avoid actions that compromise professional standards

5.

Fulfill job responsibilities with honesty and integrity.

6.

Seek to improve through professional development.

7.

Avoid using position for personal gain.

8.

Fulfill or release contracts with integrity.

9.

Avoid inappropriate relationships with students.

10.

Follow guidelines for online communication.



Montgomery County
Public Schools

CODE OF ETHICS (POLICY 5-1.5)

#WeAreMCPS

Table of Contents

Table of Contents	1
Welcome to Montgomery County Public Schools (MCPS)	2
Onboarding Plan for Classified Employees at Montgomery County Public Schools (MCPS)	2
Applying for a Job.....	2
The Hiring Process: Step-by-Step Guide.....	2
1. Job Offer and Initial Communication.....	2
2. Background Checks and Required Paperwork.....	2
3. Finalizing Your Employment.....	3
4. Orientation and Completion of Onboarding.....	3
Employment Conditions	4
Criminal History and Child Abuse Checks	4
You've Been Hired!	4
What To Expect on Your First Day	4
Housekeeping Items for the First Two Weeks: Setting You Up for Success.....	4
1. Understanding Your Role.....	4
2. Building Connections.....	5
3. Getting Comfortable in Your Workspace.....	5
Mapping the Lay of the Land.....	5
Your First Day of Work (By Department)	5
First Day Paraprofessionals Information.....	5
First Day Custodial Information.....	6
First Day Nurses Information.....	7
First Day Transportation.....	7
First Day Facilities.....	7
Embracing Growth and Continuous Support	8

Welcome to Montgomery County Public Schools (MCPS)

We are thrilled to have you join our community and look forward to your contributions to the success of our students and staff. This handbook is designed to guide you through the hiring and onboarding process, ensuring a smooth transition into your new role at MCPS.

Onboarding Plan for Classified Employees at Montgomery County Public Schools (MCPS)

Purpose: The onboarding plan aims to ensure that all classified employees are effectively integrated into the MCPS system, enhancing recruitment, retention, training, and a positive workplace culture.

Applying for a Job

Your journey at Montgomery County Public Schools begins with the application process. To apply, you'll need to complete an application online using our [TalentEd Hire](#) online application system. A personal interview is required for all applicants, which allows us to get to know you better and assess your fit for the position. It's crucial to provide accurate information during this process, as any false information could lead to dismissal or refusal of your application.

We are committed to hiring the best-qualified candidates. If you're already working within our school division and are interested in a new position, you'll have the opportunity to apply for roles that match your qualifications. We advertise all job vacancies throughout the school division, ensuring that everyone has access to new opportunities.

The Hiring Process: Step-by-Step Guide

Once you've successfully completed the application and interview process, and we've extended an offer, the following steps will guide you through becoming a part of MCPS:

1. Job Offer and Initial Communication

- **Offer Acceptance:** After you accept our job offer, we send a follow-up email to recap the offer details and confirm any appointments or meetings.
- **Notification of Acceptance:** We then inform your supervisor of your decision and proceed to close the job posting.
- **Interview with the Superintendent:** Before being recommended for hire by the Montgomery County School Board, an interview will be scheduled for designated employees with the superintendent.

2. Background Checks and Required Paperwork

- **Fingerprinting and Background Checks:** You'll need to complete fingerprinting and a background check.

- **New Hire Paperwork:** We'll provide a packet of forms that you need to complete, including an I-9 Form, voided check or verification of account information from your bank (most are available online) for your direct deposit.
- **Tuberculosis Certification:** Before starting, you must submit a TB-free certificate from a licensed healthcare provider. This certification must be based on recent tests and exams (within the last 12 months). The School Board may require re-screening during your employment.
- **Restraint & Seclusion Module:** If applicable, we will send you a link to the Restraint & Seclusion training module, which must be completed before you begin work.
- **ParaPro Assessment** - Candidates interested in becoming a paraprofessional for MCPS who do not have a minimum of 48 college credit hours must successfully pass the [ParaPro Assessment](#). The ParaPro Assessment is a general aptitude test that offers certification for paraprofessionals and ensures that classroom aides have met the higher standards of qualification required by the Every Student Succeeds Act.

3. Finalizing Your Employment

- **Background Check Results:** Once we confirm that your background check results are satisfactory, we finalize your start date.
- **Contract Preparation:** We prepare your employment contract and delete you from the New Hire Queue by approving the hire in TalentED.
- **Documentation for Board Report:** We then prepare the necessary documentation for the school board, including copies of your application cover sheet and any change forms. **All candidates are required to be approved by the Montgomery County School Board before beginning employment.**
- **Orientation Preparation:** You will be added to the orientation master list, and if applicable, to the paraprofessional CPR Sheet (for Lunchroom Aides and Special Education Paraprofessionals).
- **MUNIS Entry:** Your details will be entered into MUNIS, and your supervisor will be notified of your start date. You will also receive a MCPS Google email account. Munis is our system for managing and tracking employee information.

4. Orientation and Completion of Onboarding

- **Orientation Attendance:** Attending orientation is required for all new hires. There, you will receive important information and training. During orientation you will learn about Montgomery County Public Schools' policies and procedures, benefits, retirement, compensation, and receive required training.
- **Final Checks:** We ensure that your employment contract is signed, your employee badge is made, and your TB Risk Assessment is on file.
- **[Payroll and Benefits:](#)** All completed paperwork is forwarded to Payroll and Benefits. The Payroll Department will ensure that your salary and benefits are properly set up.

The **MCPS Human Resources** office is located in the [Montgomery County Administration Building at 750 Imperial Street, Christiansburg, VA 24073](#). Please access the MCPS office

through the entrance at the back of the building. Upon entering, you will find the Human Resources office on your right. Please remember to sign in at the window.

Employment Conditions

We offer three types of employment for support staff:

- **Temporary Employees:** Hired for short-term needs on a daily basis. These employees do not receive benefits and are paid only for the hours worked.
- **Probationary Employees:** Fully qualified new hires who are employed on a month-to-month basis.
- **Regular Employees:** After successfully completing an 18-month probationary period, some employees become regular staff and are eligible for all employment benefits.

Criminal History and Child Abuse Checks

As part of our commitment to maintaining a safe environment, all applicants must disclose any prior convictions. You will also undergo a criminal background check, including fingerprinting, and if applicable, checks for any founded cases of child abuse and neglect in other states.

You've Been Hired!

We are excited to have you as part of the MCPS family. We look forward to seeing the positive impact you will make on our school community. By now, you have successfully navigated the hiring process and been offered the job, which you have accepted. You've received your pay and benefits package, been approved by the Montgomery County School Board, and are now ready to begin work. Additionally, you have completed the required testing, fingerprinting, background check, and attended our mandatory orientation for all employees.

Since we value your continued growth and professional development while working with our team, the onboarding process continues even beyond your first day on the job.

What To Expect on Your First Day

Welcome to Our Team!

To help you get started, here's a detailed guide on what to expect on your first day and in the weeks ahead. This will ensure you're well-prepared and feel supported as you begin your journey with us.

Housekeeping Items for the First Two Weeks: Setting You Up for Success

1. Understanding Your Role

- **Review of Job Role & Responsibilities:** Your supervisor will review your role and how you will contribute to the team. They will also ensure that any necessary

on-the-job training is provided. For paraprofessionals this will be your building administrator.

- **Setting Performance Goals:** Your supervisor will meet with you to establish clear goals to guide your progress.

2. Building Connections

- **Meetings with Key Players:** You will be introduced to key colleagues and collaborators.
- **Overview of Common Programs & Useful Websites:** You will receive a walkthrough of essential tools, programs, and websites needed to carry out your roles and responsibilities specific to your area. This will also include training on our [Employee Self Service \(ESS\)](#) website, which allows you, among other things, to request time off and document absences. For more information regarding payroll and benefits, please refer to the [orientation website](#) for our MCPS Payroll and Benefits Department.
- **Providing Employee Directory:** You will be granted access to contact information for your colleagues and supervisor.

3. Getting Comfortable in Your Workspace

- **Workspace Setup and Requests:** Information on how to set up your workspace and request additional items.
- **Scheduling Weekly 1:1s:** Regular check-ins with your supervisor and mentor will be set up.
- **Inclusion in Team Meetings:** You'll receive a schedule of any relevant team meetings.

Mapping the Lay of the Land

Your first day will include a tour of the workspace:

- **Break Rooms:** Locations for relaxation and meals.
- **Bathrooms:** Locations for convenience.
- **Conference Rooms:** Spaces for meetings and collaboration.
- **Photocopy & Fax Machines:** Locations and usage instructions.
- **Supplies & Purchasing Policies:** How to obtain the supplies you need.
- **Parking:** Information on parking.
- **First Aid Kit & Emergency Supplies:** Locations for safety and emergency resources.

Your First Day of Work (By Department)

First Day Paraprofessionals Information

On your first day as a paraprofessional, please follow these steps to ensure a smooth start:

1. **School Arrival/Check-In:** Start and end times will vary depending on the school and student/s you support.
 - a. **Elementary Arrival:** Elementary staff should arrive by 8:30 AM at your assigned school.

- b. **Secondary Arrival:** Secondary staff arrive by 7:30 AM at your assigned school.
2. **Meet the Team:** Introduce yourself to the front office staff and ask to meet the Lead Special Education Teacher in your building. The lead will introduce you to other staff members in the building including the building administrators, special education teachers, and other paraprofessionals
3. **Building Tour:** Someone from the school will give you a tour of the building. Ask about where you can keep your belongings during the day and what refrigerator you can put food in.
4. **Receive Handbook:** Ask your lead to provide you with a copy of the paraprofessional handbook. You will need to read this information and review your role and responsibilities.
5. **Duties Overview:** Review the Paraprofessional handbook for your role and specific responsibilities as a paraprofessional
 - a. **Shadowing:** After this orientation, you will have the opportunity to shadow a paraprofessional in the building. This hands-on experience is vital for understanding the day-to-day operations
6. **Q&A Session:** Feel free to ask any questions of the building administrator and lead special education teacher. It is important to clarify any uncertainties about your role within the classroom setting.
7. **What to bring:** You can pack your lunch or buy a lunch in the cafeteria
8. **Breaks:** You will have a 30-minute lunch break, which is unpaid. Work with the building administrator and special education on your daily schedule

First Day Custodial Information

On your first day as a custodian, please follow these steps to ensure a smooth start:

1. **Check-In:** Begin your day by checking in at the school's main office.
2. **Meet the Team:** You will be introduced to the Senior Custodian and your co-workers. This is an opportunity to familiarize yourself with the team you'll be working with.
3. **Receive Essentials:** You will be provided with the keys you need and a custodian information sheet. This sheet will outline important details about your role and responsibilities.
4. **Building Tour:** The Senior Custodian will give you a tour of the building. This tour is crucial for understanding the layout and specific areas you'll be responsible for.
5. **Duties Overview:** You will receive a list of your duties. This list will include daily tasks and any special responsibilities you may have.
6. **Q&A Session:** Feel free to ask any questions during this time. It's important to clarify any uncertainties about your role or the building.
7. **Breaks:**
 - o **Lunch Break:** You will have a 30-minute lunch break, which is unpaid.
 - o **Rest Breaks:** You are entitled to 15-minute breaks, the timing of which will be determined by the Senior Custodian.

First Day Nurses Information

For nurses, the first day of orientation is critical to ensure you're well-prepared to provide quality care within the MCPS system.

1. **Orientation Timing:**
 - **Lead Nurse Orientation:** You will begin your orientation with the Lead Nurse.
2. **Materials:** You will receive a nursing orientation manual, which includes MCPS nursing policies and procedures.
3. **System Access:** The Lead Nurse will assist you in logging into the various computer systems that you will use daily.
4. **Substitute Nurses:**
 - **Orientation Start Time:** Typically begins at 9:00 am, depending on the agreed-upon day.
 - **Shadowing:** After your initial orientation, you will have the opportunity to shadow work in two different school clinics. This hands-on experience is vital for understanding the day-to-day operations.
5. **Staff Nurses:**
 - **Elementary Level Orientation:** Start at 9:00 am.
 - **Secondary Level Orientation:** Start at 8:00 am.
 - **School Assignment:** Staff nurses usually report directly to their assigned schools.

First Day Transportation

For those involved in transportation services, please note the following:

1. **Arrival Time:** During training, you are expected to arrive at 9:00 am.
2. **Location:** Report to the [Operations Center](#). You may park on Sheltman Street and enter through Door #11.
3. **What to Bring:** During training, bring a pen and paper for taking notes. You may also bring a snack and a drink if you wish.

First Day Facilities

For facilities staff, the first day begins as follows:

1. **Start Time:** Report to work at 7:00 am.
2. **Location:** Report to the [Operations Center](#).
3. **Supervisor:** Upon arrival, report to the Supervisor of Facilities.

***** Each department or area will have its own unique 90-day onboarding process. This process will be provided to you and reviewed with you on your first day of work.**

Embracing Growth and Continuous Support

At Montgomery County Public Schools (MCPS), we believe that your professional journey is just beginning. We are committed to supporting your continuous learning and professional development throughout your career with us. We encourage you to take advantage of the various training opportunities and resources available to enhance your skills and knowledge, and to explore the many avenues for advancing your career within MCPS.

Your feedback on the induction and onboarding process is invaluable. We are always looking for ways to improve, and your insights will help us create an even better experience for future employees. Please feel free to share your thoughts and suggestions with us by completing our [orientation satisfaction survey](#).

Remember, questions are welcome at any time. Whether you have inquiries about your role, need clarification on procedures, or simply want to discuss your career path, don't hesitate to reach out to [Human Resources](#), [Payroll/Benefits](#), or your immediate supervisor. We are here to support you every step of the way.

Once again, welcome to Montgomery County Public Schools! We are excited to have you as part of our team and look forward to the positive impact you will make on our students, staff, and community. Your contributions are vital to our collective success, and we are eager to see all that you will achieve.

Severe Weather Codes 2024-25



Severe Weather Codes

A guide to what those codes mean at the end of the snow messages.



Code A

Two hour delay for students and staff.



Code B

Work from Home Day
Inclement weather assignments for students.
Teachers work from home.



Code C

System Shut Down
No inclement weather assignments for students.
Only essential personnel report.

In the event of snow or ice during the snow day, we try to notify parents 90 minutes before dismissal.
To sign up for severe weather announcements, visit www.mcps.org/snow.



Visit the [Emergency Communications](#) webpage to sign up for notifications about weather delays and closings. All delays and closings will also be communicated through MCPS Facebook, Twitter, and Instagram accounts.

Montgomery County Public Schools



WeAreMCPS



Montgomery County Public Schools

Contact Information :

 540-382-5100 (Ext. 1000)

 www.mcps.org

 750 Imperial Street Christiansburg VA 24073