**Resnik Elementary School**

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*Ms. LaTricia Thomas*

*Principal*

**Chaperone and Volunteer Definitions and Requirements**

• Definitions

o Chaperone: Someone needed on the trip to assist staff in providing supervision for students.

o Volunteer: Someone who chooses to go, but who is above and beyond what the school

needs to have the trip. A volunteer may be asked to pay their own way.

• Vaccination Requirements

o Volunteers must submit a COVID-19 Vaccination Attestation compliance requirement. This process is outlined on the MCPS Volunteers webpage

(<https://www.montgomeryschoolsmd.org/departments/student-leadership/volunteer.aspx>).

• Required Chaperone and Volunteer Training

o Per MCPS Regulation IRB-RA, (available on the MCPS website using this

link: <https://ww2.montgomeryschoolsmd.org/departments/policy/pdf/irbra.pdf> chaperones and volunteers must complete the "Preventing, Recognizing, and Reporting Child Abuse and Neglect" online training module available on the MCPS website using this link

<https://www.montgomeryschoolsmd.org/childabuseandneglect/> before attending a field trip.

■ Chaperones and volunteers who may need accommodations/access to complete

the online training should seek support from school-based staff. See Volunteer

Frequently Asked Questions (FAQ) #8 for details (Attachment B).

■ Chaperones and volunteers who have completed this online training module will

have a 100% course grade. They must share a copy of the course grade with the

field trip sponsor prior to the field trip to confirm the completion of this course.

■ If MCPS records reflect that an individual completed MCPS training offered in the

2020-2021 school year, the individual does not have to undergo additional training in

the 2022-2023 school year. Any volunteer who completed the online Recognizing

Child Abuse and Neglect training in the 2018-2019 school year or prior, will need to

renew their training certification in 2022-2023.

■ A sample parent/guardian letter regarding "Preventing, Recognizing, and Reporting

Child Abuse and Neglect" training is attached (Attachment C).

• Required Chaperone and Volunteer Fingerprint/Background Checks

o Also, per the aforementioned MCPS Regulation IRB-RA, the following categories of

chaperones and volunteers are also required to complete fingerprint/background

checks prior to attending a field trip:

■ Volunteer coaches or assistant who regularly attend practices, rehearsals or other

team/organization activities.

■ Chaperones and volunteers attending Grade 6 Outdoor Environmental Education

Programs (Outdoor Education),

■ Chaperones and volunteers on any other overnight field trip, and

■ Chaperones and volunteers on any trip that requires Office of School Support and

Well-Being approval.

■ Parents/Guardians who transport students other than their own children to events

for athletic teams, academic teams, fine arts organizations, or student organizations

that are more than 100 miles from CaNer Educational SeNices Center (CESC).

o Active federal, state, and local law enforcement personnel who have completed a criminal

background check as a requirement of employment are exempt from the MCPS background

check requirement. However, they are required to contact the fingerprinting office to receive the next steps on how to verify a fingerprinting exception, please contact the Background Screening Office at Backgroundscreening@mcpsmd.org or call 240-740-4670.

o Others who have been fingerprinted for their work (i.e. White House, a government agency, etc.), must be fingerprinted for MCPS.

o Other volunteer and chaperone fingerprint/background check requirements in addition to

those outlined above are at the principal's discretion and may be set forth as necessary.

o A fingerprinting and background check location flyer is attached (Attachment D).

o Due to the implementation of the Rap Back Federal program, the 2017-2018

volunteer/chaperones with MCPS will need to be re-fingerprinted.