

Day Trip Chaperone Packet

(Revised July 2026)





DAY TRIP CHAPERONE PACKET

Included in this packet are the necessary guidelines, policies, and forms to approve a day-trip chaperone for your school.

Page 1: Current Page / Cover Page of Packet

Page 2: Chaperone/Parent Letter

Page 3: Chaperone Guidelines Form – Must complete, sign, and return to school / school sponsor for each trip you chaperone.

Page 4: Day Trip Chaperone Procedures

Page 5: Background Privacy Information – Must complete, sign, and upload into Raptor.

- The district cannot expedite background checks. Please know that it can take anywhere from 24-72 hours to complete a background check, and sometimes it can take longer.
- Additional time may be needed to review and/or research the results.
- Please plan for your approval to take up to a week from the time you submit your application.

Questions regarding this process should be addressed to:

Monty Wilson, HR Supervisor (wilsonm@wcschools.com)

**Current school district employees seeking to be a day time chaperone need only to complete the Chaperone Guidelines Form (page 2).*



Dear Chaperone:

Thank you for choosing to volunteer your time as a chaperone. It is our goal to make every field trip a fun, memorable, and educational experience for our students. Chaperones play a vital role in the success of these trips and your time volunteering is greatly appreciated.

The Wilson County Board of Education last updated the chaperone procedures (Board Policy 4.302) and guidelines in May 2025. These guidelines were put in place for the safety of our students, staff, and chaperones. A copy of the latest information is included with this letter or can be accessed by visiting <https://go.boarddocs.com/tn/wcschools/Board.nsf/Public#>.

All chaperones (non-Wilson County employees) are subject to background checks up to and including, local, state and federal agencies. The teacher, principal, and/or Director of Schools (or his/her designee) have final approval on all chaperones.

Chaperones for day trips must obtain background clearance through our Raptor system at a cost designated by Raptor (currently \$6.00). All applicants will receive an email from Raptor designating their approval or denial. This email may be located in the applicants SPAM folder.

In order to apply to be a chaperone, the applicant should complete an application in Raptor. This application may be accessed by visiting <https://apps.raptortech.com/Apply/MTQ3OTplbi1VUw%3D%3D>, or by using the QR code listed below.



A completed and signed copy of the Chaperone Guidelines form is required for EVERY field trip and should be submitted to the school sponsor. Additionally, chaperones cleared by Raptor for day trips will be required to submit fingerprints to TBI and FBI for an overnight trip, if they have not already been fingerprinted by the district.

If you have questions regarding the contents of this packet, please contact your child's teacher and/or school administrator.



CHAPERONE GUIDELINES FORM

(Submit to School ONLY)

CHAPERONE NAME (please print): _____

Do NOT physically restrain a child. Unless a child poses an imminent threat to the safety of himself/herself or others, chaperones should NEVER physically handle a student. Should the student refuse to follow your directions, inform the teacher immediately.

Unless otherwise instructed or approved, chaperones and students are expected to ride the bus to and from the field trip. Your assistance in supervising students is expected on the bus.

Do NOT administer ANY medications to a student. All medical situations must be referred to the teacher.

At no time will a chaperone be alone with a student, unless the student is their own child. You must always be with the group.

Upon return of the field trip, students are expected to remain until dismissal. Early dismissal will affect a student's attendance. Only teachers can release the students.

ALL chaperones are subject to background checks, up to and including local, state, and federal agencies. Please complete the background check by following the instructions provided in the Chaperone Packet. Chaperones may not be in possession of any firearms/weapons, alcohol, drugs, tobacco, or vape/vapor products while serving as a chaperone.

No younger siblings or other minors are allowed to accompany a chaperone on a field trip.

These guidelines are put in place for the safety of our students, staff, and the chaperone. The teacher, principal, and/or Director of Schools (or his/her designee) have final approval.

By your signature below, you acknowledge and agree to these guidelines.

Chaperone Signature

Date

School/Teacher: _____

Field trip name/date: _____

Day Trip Chaperone Procedures



Day Field Trips

A minimum of one (1) adult chaperone per fifteen (15) students is required for all field trips. Teachers and school system employees are counted as chaperones. The bus driver *cannot* be considered as a chaperone. While on the bus to and from the field trip location, there must be at least one educator or school system employee present on the bus to provide supervision. If county school buses are being used for the field trip, chaperones shall be evenly divided among the buses. Chaperones who are employees of the school system are to supervise and maintain discipline on the bus. Should the bus become unruly, the driver will pull over to a safe location until the chaperone regains control of the bus.

No younger siblings are allowed to accompany a chaperone on a field trip.

Any persons other than employees of Wilson County Schools who participate in daytime field trips, as a chaperone must

- Obtain background clearance through our Raptor system at their cost (currently \$6.00). This application may be accessed by visiting <https://apps.raptortech.com/Apply/MTQ3OTplbi1VUw%3D%3D> , or by using the QR code listed below.



- Complete and sign the Chaperone Guidelines Form for each field trip attended. A copy of this form is included in this packet.

