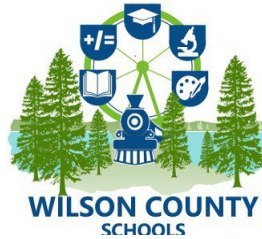


Overnight Chaperone Packet

(Revised December 2024)





OVERNIGHT CHAPERONE PACKET

Included in this packet are the necessary guidelines, policies, and forms to approve an overnight chaperone for your school.

Page 1: Chaperone/Parent letter

Page 2: Chaperone Guidelines Form – Must complete, sign, and return to school sponsor for each trip you chaperone.

Page 3: Chaperone Procedures

Page 4: Background Check Registration Form – Must complete and return to school.
The school will scan/email the registration form to Angie Rowland in HR.

Page 5: Background Privacy Information – Must complete, sign, and return to school.
The school will scan/email this form to Angie Rowland in HR.

Page 6: Applicant's Privacy Rights

OTHER NOTES:

Current employees do not have to be fingerprinted again if they have been fingerprinted within five (5) years.

Background check results may be completed within 48 hours. Additional time may be needed to review and/or research the results.

Results are posted for authorized school personnel to view on the shared Cleared Chaperone list in Google.

Questions regarding this process should be addressed to either of the following:

Monty Wilson, HR Supervisor (wilsonm@wcschools.com)
Chrystal Poston, HR Generalist (postonc@wcschools.com)



Dear Parent/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 is greatly appreciated.

The Wilson County Board of Education updated the chaperone procedures and guidelines in January 2022. These guidelines are put in place for the safety of our students, staff, and chaperones. A copy of the latest information is included with this letter.

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.

OVERNIGHT TRIPS: Chaperones for overnight trips must be fingerprinted, unless they are an active employee. The registration form needed for fingerprinting is included in this packet, and it must be completed and submitted along with the chaperone packet to the school. The school will scan/email the registration form to the Human Resources department in order to be registered. The Central Office will receive and maintain all results and the school will be notified once the chaperone is cleared.

The TBI fingerprint background check will be required every five years until Tennessee is accepted into the Rapback program and documentation for the cleared chaperones will be maintained at the child's enrolled school.

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

(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: _____

Overnight Trip Chaperone Procedures



Overnight 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 or other minor children are allowed to accompany a chaperone on a field trip.

Any persons other than employees of Wilson County Schools who participate in an overnight field trip as a chaperone **must**:

- Be cleared by a state (TBI) and federal (FBI) background check. This background check will be processed through the school district. A background check registration form is included in this packet and must be completed and returned to the school with the rest of the chaperone packet;
- The school will scan the registration form to the Human Resources department to schedule the fingerprinting. Registration and appointment information will be emailed to the chaperone. The chaperone must keep the appointment in order to be properly processed for the field trip;
- The results of the check will come back to the Central Office. Should there be a reason to prevent any individual from accompanying students on a field trip, the individual will be notified; and
- Complete and sign the Chaperone Guidelines form for each field trip attended. A sample of the form is included in this packet.

To insure that the results are received prior to becoming a chaperone, it is imperative that anyone wanting to go on an overnight field trip be fingerprinted at least two (2) weeks prior to the field trip. Due to changes in the law, appointment availability may be limited. Once an individual has passed a background check with our school system, the fingerprints will need to be re-done every five years until the Rapback system has been fully implemented. The school in which the child is enrolled must have a copy of the documentation as described above. If there are siblings in separate schools, a copy must reside in each school.



BACKGROUND CHECK REGISTRATION FORM

All information provided is held confidential and used only for the purpose of the volunteer screening process. Please complete and return this form to the school with the rest of your chaperone packet.

This information is used to secure you a fingerprint appointment with L1 Identity Solutions. Therefore, it is imperative that you complete the Availability section of this form in order to establish an appointment without delay.

NAME: _____
LAST, FIRST, MIDDLE (MAIDEN)

DATE OF BIRTH: _____ **SSN:** _____

BIRTH STATE: _____ **COUNTRY OF CITIZENSHIP:** _____

SEX: Male Female **RACE:** Black / Asian / Indian / White / Other: _____

CURRENT ADDRESS: _____

CITY/ST/ZIP: _____

PERMANENT ADDRESS (if different): _____

CITY/ST/ZIP: _____

PHONE NUMBER: _____ **E-MAIL:** _____

AVAILABILITY (please list four (4) dates/times of availability): *Ex. 9/1/15 before Noon*

1. _____ 2. _____

3. _____ 4. _____

DRIVER'S LICENSE INFORMATION:

Number: _____ State: _____ Expiration: _____

Height: _____ ft _____ in Weight: _____ lbs

Hair Color (circle one):
Bald / Black / Blonde / Brown / Gray / Red / Sandy / White / Other: _____

Eye Color (circle one):
Black / Blue / Brown / Gray / Green / Hazel / Multi / Other: _____

2021

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification ¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b).

⁴ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21 (c), 20.33(d) and 906.2(d).