A past that illuminates the future

ROCHAMBEAU
THE FRENCH INTERNATIONAL SCHOOL
1955 2025

2026 / 2027 School Year
Chaperone Background Clearance Process

Rochambeau, The French International School, takes meaningful and reasonable actions to promote a safe and secure environment for the entire community. The following explains the process for the mandatory background checks for Day Chaperones and Night Chaperones. The background investigation process is completed initially, when selected, and again every three years thereafter, as a condition of remaining on the cleared Chaperone List.

Individuals who express an interest in volunteering their time to day chaperone a field trip or to night chaperone for an overnight trip, will be required to complete the following background checks and to obtain results that are satisfactory to the School to be formally cleared and accepted. The HR Department will obtain background checks through third-party secure vendors who shall conduct the background checks by local and federal law, including the Fair Credit Reporting Act (FCRA), as amended.

The background checks must be fully completed with confirmed results that are satisfactory to the School prior to the first day of chaperoning.

Vendor 1 - HireRight: a secure, online background investigation that searches the national, state, and county criminal records and the National Sex Offender Registry.

- Individuals will receive an email from HireRight requesting they open an account and respond to the questions, which will customize the background search.
- Results are delivered to Rochambeau and takes approximately 48-hours.

Vendor 2 - American Identity Solutions (AIS): provider of CJIS-authorized Livescan fingerprint services.

- Individuals will receive an American Identity Solutions Invoicing **Authorization Form**. The form specifies the approved locations the individual my visit to complete the fingerprint supported background investigation through the **Criminal Justice Information System (CJIS).**
- Individuals will need to schedule an FBI screening through American Identity Services (AIS). You can call one of the locations listed on the authorization form or schedule online at www.americanident.com. The process is quick, usually takes 15-20 minutes. You will need to take the authorization form along with a valid government ID (driver's license, passport, etc.) to the appointment. Once this is completed, you should share the AIS receipt via email at hr@rochambeau.org.
- The HR Department will initially review the CJIS criminal history record to determine position relatedness. Convictions disclosed in the clearance process and any additional convictions that may exist on the criminal record will be confidentially reviewed and may be considered cause for denying a chaperone status based upon the nature of the role. Failure to disclose a conviction(s) is deemed a falsification and may result in ineligibility.
- Any information related to criminal history will be maintained in the strictest confidence. Only essential personnel involved in the selection process may be informed of the background investigation results.

As a condition of continued chaperone status, approved chaperones must inform the Director of Human Resources within five (5) calendar days of any conviction (not including a minor moving and non-moving traffic infractions). Convictions that must be reported include but are not limited to beliefs of: a criminal drug law based on conduct occurring in or outside of the workplace; or an alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in or outside the workplace, or a criminal law prohibiting violence, sexual misconduct, or the unlawful possession of a firearm or other weapon.

Please contact Melissa Galloway (Sr HR Generalist) or Lori Leatherman Belke (Director of Human Resources) with any questions. We can be reached at hr@rochambeau.org.