



CHAPERONE/PARENT VOLUNTEER PACKET

Included in this packet are the necessary guidelines, policies, and forms to approve a chaperone/parent volunteer for your school.

Page 1: Chaperone/Parent letter

Page 2: Chaperone Guidelines – Chaperone must complete and return this form to their child’s teacher or school office. A copy should be maintained at the school.

Page 3: Chaperone Procedures

Page 4: Background Privacy Rights – This must be completed and returned to the school office. The school office will scan this document into Laserfiche using the School Share file.

Page 5: Applicant’s Privacy Rights

Pages 6-10: Instructions to register for fingerprinting. The chaperone/parent will be responsible for the cost of fingerprinting (currently \$31.15) and must submit their receipt to the school upon completion of the fingerprinting. Results are posted on the shared Cleared Chaperone list in Google.

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

Questions regarding this process should be addressed to Christina Harris, HR Supervisor – Classified Personnel (harrichr100@wcschools.com), or Vickie Jennings, HR Generalist – Classified Personnel (jenningsv@wcschools.com).

WILSON COUNTY SCHOOLS
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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, effective with the 2018-2019 school year. These guidelines are put in place for the safety of our students, staff, and chaperones. A copy of the updated 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 has final approval on all chaperones.

DAY TRIPS: Chaperones for day trips will have a background check through our Raptor system. When asked, please provide a copy of your valid driver's license to the school's designee.

OVERNIGHT TRIPS: Chaperones for overnight trips must be fingerprinted at the chaperone's cost. The registration process is online and specific instructions are included with this letter. Once fingerprinted, please submit a copy of your receipt to the school's designee. The Central Office will receive and maintain all results and the school will be notified once results are received and 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.

**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 fingerprinted.*

A completed and signed copy of the Chaperone Guidelines form is required for EVERY field trip.

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

"Excellence in all we do!"



Chaperone Guidelines

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.

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 has final approval.

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

Chaperone signature

Date

School/Teacher: _____

Field trip name/date: _____



Wilson County Schools 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.

Any persons other than employees of Wilson County Schools who participate in field trips must be cleared by the Raptor system. These chaperones must also complete and sign the Chaperone Guidelines form for each field trip attended. A sample of the form is included.

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.

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.

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 field trips must be cleared by a state (TBI) and federal (FBI) background check. This background check will be paid by the individual but must be registered under the school system ORI number. (**TN930190Z** – Please note that the only letters are TN and Z. The 0's are the number zero.) After being printed the individual will be given a receipt with a unique transaction number. A copy of that receipt must be given to the school and then kept on file at the school. 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, you will be notified.

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 2 weeks prior to the field trip. Due to changes in the law, appointment availability is limited. Once an individual has passed a background check with our school system, they will not need to be printed again. However, 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.

These chaperones must also complete and sign the Chaperone Guidelines form for the field trip attended. A sample of the form is included.

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.

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 notification¹ 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).

To register for fingerprinting with IdentoGO, go to <https://tn.ibtfingerprint.com/> and follow the screens as shown below. The appearance of several screens has changed due to recent upgrades.

1. Select the "green" box to schedule a new appointment.

The screenshot shows the IdentoGO website for Tennessee. The page title is "Fingerprinting & Enrollment Services" with the subtitle "For Licensing, Certification or Employment requirements in Tennessee". There are three main sections:

- For New Appointments:** Includes a "Schedule a New Appointment" button. Text: "To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check."
- To Change an Existing Appointment:** Includes a "Registration ID (REGID)" button. Text: "To reschedule or cancel your appointment, we need to lookup your registration. Please choose one of the below methods to locate your record."
- For Fingerprint Rejection Notices:** Includes a "Transaction Control Referral (TCR)" button. Text: "To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record."

2. Using the pull-down menu, select "State Schools/Colleges" and then "GO."

The screenshot shows the "Application Details" page on the IdentoGO website for Tennessee. It features a pull-down menu labeled "agency id" with "State Schools/Colleges" selected. Below the menu are "Go" and "Reset" buttons.

3. Next, select "School Worker Volunteer" and then "GO."

Tennessee Application Details

agency id *

Wilson County Schools

applicant type *

School Worker Volunteer

4. Enter the school system's ORI number (TN930190Z) and answer "Yes" when asked if for Wilson County Schools. This number routes the results back to the school district.

Tennessee Application Details

agency id *

State of Tennessee

applicant type *

School Worker Volunteer

ori number *

TN930190Z

You have selected to be fingerprinted for

WILSON COUNTY SCHOOLS

Is this correct?

5. Please read the acknowledgement/release section and answer appropriately.

Tennessee	<h2 style="text-align: right; margin: 0;">Acknowledgement/Release</h2> <p style="text-align: center; font-size: small; margin: 10px 0;"> IMPORTANT-READ CAREFULLY BEFORE SIGNING Fingerprint-Based Criminal History Record Request Authorization and Notification Form </p> <p style="font-size: x-small; margin: 5px 0;"> By signing this authorization, I hereby acknowledge that I consent to the collection and retention of my fingerprints as part of the application/employment/licensing process. </p> <p style="font-size: x-small; margin: 5px 0;"> I acknowledge and understand that my fingerprints will be searched against the fingerprint databases maintained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation for the purpose of assessing and reviewing state and national criminal history that may pertain to me directly, pursuant to 28 CFR, Sections 16.36-16.34. </p> <p style="font-size: x-small; margin: 5px 0;"> I acknowledge that I have been notified of the procedures to challenge the accuracy or completeness of my record, set forth in Title 28 CFR 16.34. I am aware that a copy of these procedures may be downloaded from FBI.gov. </p> <p style="margin: 5px 0;"> <input type="checkbox"/> I do NOT agree to the terms and conditions of this background check. By checking this box, the process will be terminated. </p> <p style="margin: 5px 0;"> <input type="checkbox"/> I AGREE and affirm that I have read and fully understand the above and consent to this </p>
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6. Enter the zip code of the area nearest to you.

Appointment Details

Search By Zip Code
Search By Region

Enter a zip code to determine the closest fingerprinting location.

Go >

7. Select the location, date, and time best suited for your appointment by clicking on "Schedule".

Commercial Centers (CC) offer a variety of additional products and services. Please refer to the service icon for availability by location.

		Monday 3/4/2019	Tuesday 3/5/2019	Wednesday 3/6/2019	Thursday 3/7/2019	Friday 3/8/2019	Saturday 3/9/2019	Sunday 3/10/2019	
Zip Code: 37087 Change	Next Week >	<div style="font-size: x-small; margin-bottom: 5px;"> Directions </div> <div style="font-size: x-small;"> Lebanon- N Castle Heights Guaranty Research Services 1020 N Castle Heights Ave Ste A Lebanon, TN 37087 </div>	Schedule Full	Schedule	Schedule	Schedule	Schedule	Closed	Closed
CC		<div style="font-size: x-small; margin-bottom: 5px;"> Directions </div> <div style="font-size: x-small;"> Mt Juliet- Lebanon Rd The Mail Box Store 11205 Lebanon Rd. Mt Juliet, TN 37122 </div>	Schedule Full	Schedule	Schedule	Schedule	Closed	Closed	

8. Enter your information. Fields with "red" asterisks are required.
 These screens will look different with recent upgrades to their system.

Applicant Information

Instructions
 Items marked with an * are required. A red exclamation mark will appear to the right of any field that has an error. Click on the exclamation mark for a description of the error.

Applicant Name

Prefix ▼	First Name * []	Middle Name []	Last Name * []	Suffix ▼
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Applicant Alias or Maiden Name

Prefix ▼	First Name []	Middle Name []	Last Name []	Suffix ▼
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Add Alias (up to 5)

Applicant Home Address

Number * []	Direction ▼	Street Name * []	
Unit Designator [] ▼			
Country * United States ▼	City * []	State * [] ▼	Zip Code * []

Methods of Contact

Phone 1 * ### ### ####	Phone 1 Type * ▼	Phone 2 ### ### ####	Phone 2 Type ▼
Email []		Confirm Email []	
Preferred Contact Method * ▼	Preferred Contact Time ▼	Contact Notes/Instructions []	
<input type="checkbox"/> Yes, please email me educational materials, special offers and information about other MorphoTrust USA products and services.			

Applicant Demographic Data

Date of Birth (MMDDYYYY) * []	Gender * ▼	Height * [] ft. [] in.	Weight * []	Race * ▼
Hair Color * ▼	Eye Color * ▼	Place of Birth * [] ▼	Citizen Country * United States ▼	
Social Security Number * []	Drivers License Number []			

9. Review your information for accuracy and then "GO."
These screens will look different with recent upgrades to their system.

Information Verification

YOUR APPOINTMENT IS NOT YET COMPLETE

Please review all of the following information.
If any of this information is incorrect, please click the change button at the bottom of each section to make any needed changes to that section.

If All Information Appears Correct → go

Application Details (1)

Agency Name: State Schools/Colleges
ORI Number: TN930190Z - WILSON COUNTY SCHOOLS
Applicant Type: XXXXXXXXXX

10. Enter your payment information. Currently, you can select Money Order, Cashier's Check, or Credit Card. The cost should be \$31.15. Submit your payment information.

Payment Collection

Your total is \$ XXXX. Please choose a payment method below.

1) Method of Payment
Money Order (pay onsite) ▼ select

2) A Money Order or Cashier's Check payable to MorphoTrust USA will be accepted onsite for the exact amount.

3) Referral Code - What is this?

4) Send Payment Information

11. Please print the registration confirmation for your records.

Registration Complete

Register Another Applicant Print

Registration Completed for XXXXXXXXXX

<p>Appointment Details</p> <p>Location Lebanon - Main St E & A Solutions 1037 W Main St, Ste A Lebanon, TN 37087 United States Get directions from Google Maps</p>	<p>Appointment Date: 08/25/2016 Time: 11:10 AM</p> <p>Registration ID O416003458H</p>
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Payment Details