



Field Trip Chaperones
Criminal Conviction History Form

I understand that as a Field Trip Chaperone of Lake Orion Community Schools, I am subject to a criminal conviction history check to ensure the safety of all children.

I understand that the information below is required by Lake Orion Community Schools to conduct a criminal conviction history check using the Michigan State Police Internet Criminal History Tool (ICHAT). I authorize Lake Orion Community Schools to utilize this information for the sole purpose of obtaining a conviction-only history file search. All information received will be held in confidence. Any questionable results will be reviewed by the Assistant Superintendent of Human Resources.

Name (Please Print): Last Name Maiden Name/Other First Name MI

Date of Birth: Gender: Male Female Race: White Black Asian or Pacific Islander American Indian or Alaskan Native Unknown/Other
Driver's License #:

Please list all of your children who are enrolled in Lake Orion Community Schools.

Table with 3 columns: Student's Name, School Building, Grade/Class. Contains 4 rows for listing children.

- I agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Network and Internet Access Agreement Forms.
I will release the District of any obligation should I become ill or receive an injury as a result of my volunteer services.

Signature Date

Please return to your student's school.



# FIELD TRIP CHAPERONE AGREEMENT

**Chaperones will be defined as any adult placed in supervisory roles by the trip leader.**

**Chaperone must:**

- be a parent or guardian, OR someone else designated who must be 21 years or older
- be qualified by the trip leader as a responsible supervisor
- if driving students, have appropriate proof of insurance and valid license
- if chaperoning an overnight field trip, must have criminal history check
- be firm, yet fair if necessary when dealing with students on the trip

## CONDUCT

Chaperones attending any Lake Orion Community Schools field trip as well as any other person in attendance (student, staff or family/friend) shall at all times represent the school district and in that sense are acting as ambassador. Therefore, appropriate and professional behavior is expected at all times for the duration of the trip and at no time shall any participant cause a situation of embarrassment, safety or endangerment.

### STUDENTS

As field trips are considered an extension of the classroom, the Student Code of Conduct shall be enforced at all times. Please refer to it for details.

### ADULTS (including employees, chaperones and non-employee adults)

It is in the best interest of all of our students that each traveler must agree to the following mandated guidelines before attending a Lake Orion Community Schools field trip. If you cannot commit to the following mandated guidelines then you may not attend this trip.

- No alcoholic beverages or illegal drugs shall be consumed by any trip participant at any time during the trip
- Tobacco is not permitted by any trip participant for the duration of the trip
- No use of foul language will be tolerated by any trip participant
- Only age-appropriate topics of discussions shall occur around students during the trip
- Appropriate attire is required as an example to the students for field trip events
- Chaperones must adhere to and will not deviate from the scheduled itinerary
- \_\_\_\_\_

(blank line for trip leader to add items if necessary)

### Violations in the above standards could result in the following:

**Students:** Refer to Corrective Action outlined in the Student Code of Conduct

**Employee:** disciplinary action up to and including dismissal

**Non-employee chaperone or any other adult attending:** forfeiture of volunteer and chaperone privileges for future school trips and future school-related events.

**I agree to accept the responsibility of chaperone and in doing so, agree to abide by all the above terms and meet all requirements as specified by the trip leader.**

Chaperone Signature

Date

### TRIP PROCESS:

To ensure the best supervision for our students, all chaperones must be chosen by the trip leader.

All chaperones placed in supervisory duty shall:

- carry a list of cell phone numbers of the other chaperones attending the trip
- younger sibling of chaperones or other persons wanting to travel along should not be allowed as they could become a distraction from the supervising duty.

### Student issues:

All chaperones as well as any other adult attending the trip should be discouraged from lending money to students during a field trip.