

# Day Trip Chaperone Packet

(Revised July 2026)





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## 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](mailto: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.



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## **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.

## BACKGROUND PRIVACY INFORMATION

I acknowledge and understand that my record will be searched against sexual predator, court, and other databases maintained for the purpose of assessing and reviewing state and national criminal history that may pertain to me directly. Volunteer drivers will not be required to submit fingerprints as part of the background check.

I acknowledge that I have been notified of the procedures to challenge the accuracy or completeness of my record. All information provided during the check is held confidential and will be used only for the purpose of screening. Furthermore, I have the right to request the opportunity to complete or challenge the accuracy of the information in the record. This may be done by putting the request in writing to the Deputy Director of Employee Relations for Wilson County Schools. I also understand that I have fifteen (15) days to correct or complete the record or to decline to do so before a final decision will be made on my volunteer status. I also understand that an extension for good cause can be granted by the Deputy Director, if requested in writing.

NAME: \_\_\_\_\_

PRINTED NAME SIGNATURE

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**SCHOOL/ORGANIZATION:** \_\_\_\_\_

**I am applying to be a:**

☐ parent volunteer/chaperone    ☐ contractor/vendor    ☐ non-school team coach    ☐ Other \_\_\_\_\_

I am a Wilson County Schools Employee/Non-Faculty Coach: ☐ Yes ☐ No      Position: \_\_\_\_\_

**Please read and choose from one of the following:**

☐ I do NOT agree to the terms and conditions of the background check. By checking this box, the process will be terminated.

☐ I AGREE and affirm that I have read and fully understand the above and consent to this background check and to the results being released to Wilson County Schools with which I am or am seeking to serve as a volunteer. By checking this box and my signature below, I am indicating my agreement with the terms and conditions of the background investigation.

**Please select the appropriate answer (Failure to disclose a conviction may prevent approval of request):**

☐ I have NOT been convicted of a crime.      ☐ I have been convicted of a crime (misdemeanor or felony)

If convicted, please describe the crime(s) and the details of the conviction(s) below.

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