



ADMINISTRATIVE SERVICES
315 N. Lapeer Street
Lake Orion, MI 48362

PHONE: 248-693-5400
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Field Trip Chaperones and Volunteers
Criminal Conviction History Form

I understand that as a Field Trip Volunteer/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
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**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.



## RESPONSIBILITY CONTRACT FOR OVERNIGHT TRIPS

It is a privilege for you to participate in the District-sponsored trip to \_\_\_\_\_.  
Because this trip is part of the District's educational program, it is imperative that you adhere to the Code of Conduct for overnight trips as well as the applicable provisions of the general Code of Conduct. You must remember that from the time of departure to your arrival home, you are the responsibility of the District.

**I agree to:**

- A. refrain at all times from the consumption of alcoholic beverages, use of tobacco and/or drugs unless said drugs are prescribed by a physician and dispensed by school personnel;
- B. sleep in my assigned room and not entertain members of the opposite sex in my room, unless my room door is fully opened, and an adult chaperone is notified;
- C. keep my assigned chaperone advised of my whereabouts at all times;
- D. attend all mandatory activities and meal functions;
- E. adhere to all established curfews;
- F. conduct myself in such a manner as to bring pride to myself, my family, my school, and my community;
- G. adhere to any established dress code;
- H. comply, throughout the trip, with any and all instructions directed to me and/or the group by a chaperone or staff member.

If a problem arises that is serious enough in nature to warrant the below-named student's removal from the travel group, we (the student and parent/guardian) agree to bear any additional costs to return the student home. NOTE: This removal decision will be made by the accompanying professional staff member after a student has been provided the opportunity to respond to any allegations. The student may also be subjected to discipline upon return home in accordance with general District policies.

Student Signature	Date
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Parent Signature	Date
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# FIELD TRIP VOLUNTEER DRIVER FORM

Building		Student's Name		School Year
Driver's Name		Phone Number	Will you have a cell phone with you? <input type="checkbox"/> yes <input type="checkbox"/> no Cell phone number: _____	
Driver's Address		City	State	Zip
Driver's License #			Expiration Date	
Type of Vehicle		# of Seat Belts	License Plate Number	
Owner of Vehicle		Address		
Vehicle Insured by (Company Name and Policy Number)		Address		

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>The vehicle I will be driving is in proper working condition.</li> <li>I am covered by a no fault insurance policy as required by the State Of Michigan.</li> <li>I have a valid driver's license.</li> <li>I am 21 years of age or older and/or the parent of a child attending the field trip.</li> <li>I have not received a moving violation traffic ticket during the three years prior to the date of the field trip.</li> </ol> | <ol style="list-style-type: none"> <li>I have completed and submitted a Field Trip Volunteers and Chaperones Criminal Conviction History form.</li> <li>I will ensure that any child:             <ol style="list-style-type: none"> <li>who is less than 4 years of age is properly secure in a child restraint (booster seat) system.</li> <li>who is 4, 5, 6, or 7 years of age AND who is less than 4 feet 9 inches in height is properly secure in a child restraint (booster seat) system.</li> <li>who is 8 years of age or older is properly secure in a safety belt.</li> </ol> </li> </ol> |
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Signature of Driver	Date
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FT-007 0a/b1/03



# FIELD TRIP VOLUNTEER DRIVER FORM

Building		Student's Name		School Year
Driver's Name		Phone Number	Will you have a cell phone with you? <input type="checkbox"/> yes <input type="checkbox"/> no Cell phone number: _____	
Driver's Address		City	State	Zip
Driver's License #			Expiration Date	
Type of Vehicle		# of Seat Belts	License Plate Number	
Owner of Vehicle		Address		
Vehicle Insured by (Company Name and Policy Number)		Address		

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>The vehicle I will be driving is in proper working condition.</li> <li>I am covered by a no fault insurance policy as required by the State Of Michigan.</li> <li>I have a valid driver's license.</li> <li>I am 21 years of age or older and/or the parent of a child attending the field trip.</li> <li>I have not received a moving violation traffic ticket during the three years prior to the date of the field trip.</li> </ol> | <ol style="list-style-type: none"> <li>I have completed and submitted a Field Trip Volunteers and Chaperones Criminal Conviction History form.</li> <li>I will ensure that any child:             <ol style="list-style-type: none"> <li>who is less than 4 years of age is properly secure in a child restraint (booster seat) system.</li> <li>who is 4, 5, 6, or 7 years of age AND who is less than 4 feet 9 inches in height is properly secure in a child restraint (booster seat) system.</li> <li>who is 8 years of age or older is properly secure in a safety belt.</li> </ol> </li> </ol> |
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Signature of Driver	Date
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