



LIBERTY CHRISTIAN SCHOOL CHAPERONE GUIDELINES & APPLICATION

Liberty Christian School greatly depends on the involvement of volunteers to chaperone field trips and other off-site events. Your support of Liberty Christian School is greatly appreciated. **Every field trip chaperone must have this signed form and a Limited Criminal History Report on file before accompanying a school-sponsored event.** The chaperone application and Limited Criminal History Report are valid only for the current school year and must be submitted and approved annually.

General Instructions for Chaperones

- If you own or have access to a cellular telephone, please bring it with you on the trip for safety reasons. In case of illness or an emergency, please notify the school immediately.
Call: 644-7774 (Secondary); 644-7773 (Elementary)
- It is important for volunteers to realize that they are acting as Christian role models for our students. It is expected that chaperones set an example by demonstrating maturity in actions, attitudes, speech, and dress.
- A classroom teacher will be in charge of each field trip and will direct the volunteers and chaperones as to what is expected of them.
- Only children enrolled in the class or activity may go. Under no circumstances may guests or siblings attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited. Many of our field trip destinations, especially commercial businesses, will not allow smaller children to accompany the field trip. Please do not make arrangements for someone else to meet you at the field trip or event site with siblings. It is nearly impossible for a parent of a small child to give that child the proper attention and also be able to give the necessary vigilance to supervising a group of field trip students. The first responsibility of each volunteer is to the students being supervised. Thank you for understanding our priorities.
- Chaperones are responsible for the behavior of those students assigned to them. In private vehicles, the driver is responsible for children's behavior. In school-owned or rented vehicles, the teacher is responsible, with help from volunteers. If you are experiencing difficulties, please report the problem immediately to the teacher or other supervising adult. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior on the trip.
- Chaperones should make it a special point to remain with the students for whom they are responsible. They should keep the students who rode with them close to them. They should vigorously resist the temptation to group with other adults while allowing the students to "do their own thing."
- Know exactly how many students are in your small group and count, count, count, all day! Keep a roll if necessary. Be sure that all are present before moving from one place to another (especially when heading home.)
- Students are to return with the same person and vehicle that transported them for this event. Only an administrator or the sponsoring teacher can make exceptions to this. Usually, exceptions are reserved for emergency situations only.
- Drivers and chaperones should refrain from purchasing special treats for the children they are supervising unless all the children in the class benefit equally.
- If you have questions about any aspect of the field trip, expectations of drivers/chaperones, or expectations for student behavior, please ask for assistance from the teacher or other person in authority.

Liberty Christian School

Chaperone Application



I. Declaration & Signature

_____ I have read and agree to abide by the chaperone guidelines given by Liberty Christian School. I understand that a Limited Criminal History Report will be completed and kept on file with this form. This form is only valid for the current school year and must be updated annually.

Name of Chaperone – PRINTED: _____

Signature of Chaperone: _____ Date: _____

II. Criminal Background Check

Liberty Christian School requires volunteers to submit to a criminal background investigation prior to volunteering at school functions. The Criminal Records Section of the Indiana State Police performs the investigation at the school's expense. Please complete the "Criminal History Affidavit" below, authorizing the school to perform a criminal background check. This affidavit, together with the Indiana State Police report, will be maintained with our volunteer files.

Criminal History Affidavit

I affirm that I have never been convicted of any of the following offenses involving children in Indiana or any other state:

1. Rape (as defined in IC 35-42-4-1).
2. Criminal deviate conduct (as defined in IC 35-42-4-2).
3. Child molesting (as defined in IC 35-42-4-3).
4. Child exploitation (as defined in IC 35-42-4-4).
5. Vicarious sexual gratification (as defined in IC 35-42-4-5).
6. Child solicitation (as defined in IC 34-42-4-6).
7. Incest (as defined in IC 35-46-1-3).
8. Child selling (as defined in IC 35-46-1-4).
9. Child seduction (as defined in IC 35-42-4-7).
10. Sexual battery (as defined in IC 35-42-4-8).

Furthermore, I also affirm that I have never been charged with any of the crimes listed above and had the charges plea-bargained to an offense not listed above. I also give my consent for LCS to initiate a criminal background check with the Indiana State Police, and to check my driving record, if applicable, with the Bureau of Motor Vehicles.

Signature _____

Date _____

Legal Name (Printed) _____

Date of Birth _____

III. – Office Use Only

_____ Criminal Background Check Completed

Applicant is: _____Approved _____Rejected

Superintendent's Signature: _____ Date; _____

_____ If approved, added to Approved Chaperone List (public on 'fs2')

_____ Notify applicant of status

Liberty Christian School does not discriminate on the basis of race, color, sex, national or ethnic origin in its admissions, educational, financial, or employment policies.