



Guidelines for Volunteers, Chaperones, & Drivers

Thank you for your interest in being a field trip chaperone and/or driver. The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. These guidelines help ensure that school district sponsored field trips result in safe and rewarding experiences for all participants.

Becoming a Volunteer Field Trip Chaperone/Driver

District procedures require that all volunteers have completed a Volunteer Disclosure Statement and have a background check (Iowa Courts Online, Iowa Department of Corrections/ FBI, and Iowa Sex Offender Registry) completed at the district's expense. Volunteer drivers will need to provide a copy of a valid driver's license and current insurance card.

Guidelines for Chaperones/Drivers

1. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip. You have the authority to enforce rules and appropriate behavior. The responsibility for assigning consequences rests with the school staff. Report any major and/or continued infractions to the teacher as soon as possible.
2. Chaperones should set a good example with regard to conduct, language, appropriate dress, etc.
3. The nature of all conversations with or in the presence of students should be positive in nature. Gossip about students, their family members, staff, or community members is unacceptable.
4. Teachers/Sponsors reserve the right to assign and/or reassign students to groups.
5. The students in your group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.
6. Always be safety conscious.
7. Be on time for designated meeting places and departure.
8. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
9. School district policies apply to all district sponsored, off-site activities. As a volunteer chaperone you:



- a. May not smoke or use tobacco or controlled substances including electronic cigarettes or look-a-likes in any form.
 - b. May not consume alcoholic beverages.
 - c. May not administer medications to students.
10. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict your cell phone use to emergencies only.
 11. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
 12. Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or at school activities. Do not post photos of students on your personal social media. Pictures may be taken and provided to the teacher/sponsor to post on school social media platforms after verification of photo restrictions are non-existent.

Additional Guidelines for Drivers

1. Follow all traffic laws including speed limits.
2. Do not text while driving.

If you have questions about any aspect of the field trip or the expectations of chaperones, please ask for assistance from the teacher/sponsor. We hope you enjoy your field trip experience.

I have read, understand, and agree to comply with the guidelines for chaperones and drivers.

Signature

Date

Printed Name

Please complete the Iowa DHS Authorization for Release of Child and Dependent Adult Abuse Information form as part of this process.



Iowa Department of Human Services
**Authorization for Release of
Child and Dependent Adult Abuse Information**

This form must be used to authorize release of child or dependent adult abuse information when the person requesting the information does not have independent access to it under Iowa law. Complete a separate form for each person for whom information is requested and email to dhsabuseregistry@dhs.state.ia.us, or fax to (515) 564-4112, or mail to the Iowa Department of Human Services, Central Abuse Registry, P.O. Box 4826, Des Moines, IA 50305.

Please specify which abuse registry you are requesting by checking the appropriate box below:

☐ Child Abuse Registry ☐ Dependent Adult Abuse Registry ☐ Both

Please specify your preferred **method of response** by checking a box and completing the information in Section 1.

☐ Address ☐ Fax ☐ Email

Section 1: To be completed by the person or agency requesting the information.

Requester: Last		First		Agency Name		Telephone Number	
Address						Fax Number	
City			State	Zip Code		Email	
List the name and address of the person whose information is being requested:							
Name (last, first, middle)				Birth Date		Social Security Number	
Address			City	County	State	Zip Code	
List maiden name, previous married names, and any alias:							
What is the purpose of your request for child or dependent adult abuse information?							
I have read and understand the legal provisions for handling child and dependent adult abuse information which is printed on the second page of this form.							
Signature of Requestor						Date	

Section 2: To be completed by the person authorizing the Department of Human Services to release their child or dependent adult abuse information.

I understand that my signature authorizes the requester to receive information to verify whether I am named on the Child Abuse or Dependent Adult Abuse Registry as having abused a child (Iowa Code section 235A.15) or dependent adult (Iowa Code section 235B.6). To the best of my knowledge, the information contained in Section 1 of this form is correct.

Signature of Person Authorizing	Date
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Section 3: To be completed by the Central Abuse Registry or designee.

- ☐ The person whose information is being requested is listed on the Child Abuse Registry as having abused a child.
- ☐ The person whose information is being requested is not listed on the Child Abuse Registry as having abused a child.
- ☐ The person whose information is being requested is listed on the Dependent Adult Abuse Registry as having abused a dependent adult.
- ☐ The person whose information is being requested is not listed on the Dependent Adult Abuse Registry as having abused a dependent adult.
- ☐ This request for information is denied because the form is incomplete.

Signature of Registry Staff or Designee	Date
Comments	

Legal Provisions For Handling Child and Dependent Adult Abuse Information

Redissemination of Child and Dependent Adult Abuse Information (Iowa Code sections 235A.17 and 235B.8)

A person, agency, or other recipient of child or dependent adult abuse information shall not re-disseminate (release) this information, except that re-dissemination is permitted when **ALL** of the following conditions apply:

- ◆ The re-dissemination is for official purposes in connection with prescribed duties or, in the case of a health practitioner, pursuant to professional responsibilities.
- ◆ The person to whom such information would be re-disseminated would have independent access to the same information under Iowa Code sections 235A.15 or 235B.6.
- ◆ A written record is made of the re-dissemination, including the name of the recipient and the date and purpose of the re-dissemination.
- ◆ The written record is forwarded to the Central Abuse Registry within 30 days of the re-dissemination.

Criminal Penalties (Iowa Code sections 235A.21 and 235B.12)

A person is guilty of a criminal offense when the person:

- ◆ Willfully requests, obtains, or seeks to obtain child or dependent adult abuse information under false pretenses, or
- ◆ Willfully communicates or seeks to communicate child or dependent adult abuse information to any agency or person except in accordance with Iowa Code sections 235A.15, 235A.17, 235B.6, and 235B.8, or
- ◆ Is connected with any research authorized pursuant to Iowa Code sections 235A.15 and 235B.6 and willfully falsifies child or dependent adult abuse information or any records relating to child or dependent adult abuse.

Upon conviction for each offense, the person is guilty of a serious misdemeanor punishable by a fine or imprisonment.

Any person who knowingly, but without criminal purposes, communicates or seeks to communicate child or dependent adult abuse information except in accordance with Iowa Code sections 235A.15, 235A.17, 235B.6, and 235B.8 is guilty of a simple misdemeanor punishable, upon conviction for each offense, by a fine or imprisonment.

Any reasonable grounds for belief that a person has violated any provision of Iowa Code Chapters 235A or 235B shall be grounds for the immediate withdrawal of any authorized access that person might otherwise have to child or dependent adult abuse information.



Iowa Division of Criminal Investigation
Criminal History Record Check Request Form



DCI Account number: 6338-FC

REQUESTOR INFORMATION PLEASE WRITE CLEARLY:

Name: Midland Community School District **Mailing address:** PO Box 109, 106 West Webster Street, Wyoming, IA 52362
Phone number: (319)259-5340 **Fax number:** **Email address:** midlandhr@midland.k12.ia.us

SUBJECT OF REQUEST INFORMATION. Please provide all required demographic information on the form or it will be returned.

Last Name	First Name	Middle Name
Date of Birth	Gender	Social Security Number

Other Last Name if Applicable:

RELEASE AUTHORIZATION INFORMATION: Without a signed release from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a signed release from the subject of the request. This form (DCI-77) is the only approved release authorization form for this purpose.

This response only includes public criminal history data. Under Iowa law, most juvenile records are confidential. Confidential juvenile court records cannot be included in this response. A signed release authorization is not sufficient to obtain this information from the DCI. In order to request the release of confidential juvenile records, if any, an application must be filed pursuant to Iowa Code 232.147(18) through the Clerk of Court. Criminal history data concerning convictions for certain juvenile sex offenses can be found online through the Iowa Sex Offender Registry (SOR). Even though some information is available online through the SOR, the actual records for juveniles may still be confidential and cannot be provided. In order to request the release of confidential juvenile records, if any, an application must be filed pursuant to Iowa Code section 232.147(18) through the Clerk of Court.

RELEASE AUTHORIZATION: I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law. I understand this can include information concerning completed deferred judgments and arrests without dispositions. I understand the signature below certifies the information provided is true and accurate. Furthermore, I understand this is an official statement and record. Any false statement(s) made in this record may result in further action.

RELEASE AUTHORIZATION SIGNATURE :

Date:

FOR DCI USE ONLY

As of a search of the information provided revealed:

NO IOWA CRIMINAL HISTORY RECORD FOUND WITH DCI

AN IOWA CRIMINAL HISTORY RECORD WAS FOUND. A COPY OF THE RECORD IS INCLUDED - DCI#

Processed by

ADDRESS: Iowa Division of Criminal Investigation
Support Operations Bureau
Dissemination Unit
215 E 7th St
Des Moines IA 50319

FAX: 515-725-6080

EMAIL: www.dcirecordchecks@dps.state.ia.us

QUESTIONS: www.dcirecordchecks@dps.state.ia.us

HOW TO REQUEST AN IOWA CRIMINAL HISTORY RECORD CHECK:

- Please write clearly on the Request Form.
- Complete all Requestor Information and all required fields. If the form is incomplete it will be returned to you without being processed.
- Send in a separate Request Form for each last name.
- A \$15.00 fee is required for each Request Form/last name submitted.
- A completed Billing Form must be submitted with a Request Form. If the Billing Form is not complete or the fee is not included, all forms will be returned. Please submit only one Billing Form when submitting multiple requests.
- Please specify on the Request Form if you want the results mailed, faxed or emailed to you and provide the appropriate information. If not specified the results will be mailed.
- Indicate if you are required (i.e. for immigration, for employment in another country, etc.) to have the results of the record check notarized.

Iowa criminal history record checks are based on name and exact date of birth. Without fingerprints, positive identification cannot be determined. The records maintained by the Iowa Division of Criminal Investigation (DCI) are Iowa criminal history record checks are based on name and exact date of birth. Without fingerprints, positive identification cannot be determined. The records maintained by the Iowa Division of Criminal Investigation (DCI) are based on information provided to us, as required by the Code of Iowa, from other criminal justice agencies in Iowa. Therefore, the DCI cannot guarantee the completeness of the information provided. If an individual disputes the accuracy of information maintained by the DCI, please contact our office at www.dciirecordchecks@dps.state.ia.us.

RELEASE AUTHORIZATION INFORMATION:

Iowa law does not require a release authorization to request an Iowa criminal history record check on another person. However, without a signed release authorization from the subject of the request, deferred judgments where the DCI has received notice of the successful completion of probation cannot be released to non-law enforcement agencies. In addition, any arrest over 18 months old, without a final disposition, cannot be released.

Please note: If the “No Iowa Criminal History Record found with DCI” box is checked, it could mean the information on file is not releasable per Iowa law without a signed release authorization.

Furthermore, it could mean there is juvenile information that isn’t releasable per Iowa Code 232.147. However, the release authorization does not pertain to juvenile information.

ADDITIONAL INFORMATION:

A criminal history record check of the DCI files do not include other states’ records, FBI records, or subjects convicted In federal court within Iowa.

In Iowa, a deferred judgment is not generally considered a conviction once the defendant has been discharged from the deferred judgment after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain multiple offense crimes, i.e. second offense OWI. If a disposition indicates that a deferred judgment was given, you may want to inquire of the individual’s current status.

A deferred sentence is a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.