

Sept 7, 2010

Dear District 428 Parent/Guardian:

We would like to let you know about the new procedures that will be implemented regarding parents/guardians who wish to chaperone field trips with our students. Starting with the 2010-2011 school year, these procedures will be implemented in order to further ensure the safety of all of our students in District #428.

The following screenings will be conducted for parents who wish to chaperone field trips:

- **For one day in town/out of town field trips:** The District #428 School Resource Officer will conduct a name background check.
- **For overnight field trips and field trips where parents/volunteers have unsupervised (by a certified District 428 employee) times with students:** parents/guardians must be fingerprinted, names are run through the Illinois State Police and FBI database. Fingerprinting is conducted through the DeKalb County Regional Office of Education. An appointment is needed as well as appropriate paperwork, which can be obtained from the District #428 Department of Human Resources.

The names of parents who wish to go on field trips as chaperones will be submitted to the building principal, and then to the Assistant Superintendent of Human Resources. Depending upon the type of field trip, the appropriate screening will be conducted. If fingerprinting is necessary, the parent must pick up a form from the District 428 Education Center and be fingerprinted at the Regional Office of Education. The turnaround time for fingerprinting results is typically 24-48 hours. If, due to the results of the screening, parents will not be able to chaperone, they will be notified by the building principal. The results of the screening are confidential and will be returned only to the Assistant Superintendent of Human Resources—principals will not be made aware of the actual results, they will only know if a parent is eligible to chaperone.

Should you have any questions, please call Dr. Lindsey Hall, Assistant Superintendent of Human Resources, at 815-754-2328.

Thank you!

Dr. Lindsey Hall, Asst. Supt. of HR

This letter is also found on the DeKalb CUSD #428 Website