CHAPERONE WORKSHOP

CHULA VISTA LEARNING COMMUNITY CHARTER 2024-2025

9/10/24

OBJECTIVE

REVIEW THE ROLES AND RESPONSIBILITIES AS A CHAPERONE

WORK IN COLLABORATION WITH STAFF TO ENSURE THE SAFETY OF ALL STUDENTS

CVLCC SCHOOL EXPECTATIONS

- **Be Safe**
  - To be careful and free of danger or harm
- **Be Respectful**
  - To treat others the way you would want to be treated
- **Be Responsible**
  - To behave in a way that allows others to trust you
  - To be accountable for your actions and materials

GUIDELINES



ALL SCHOOL RULES AND CORE VALUES APPLY ON SCHOOL FIELD TRIPS



STUDENTS MAY NOT TRAVEL BY PRIVATE VEHICLE, EVEN FOR SHORT DISTANCES



THE CHAPERONE IS TO FOLLOW THE TRIP PLAN DEVELOPED BY THE TEACHER. THIS INCLUDES TRAVELING BY SCHOOL BUS WITH THE CHILDREN YOU ARE SUPERVISING



SHARING OF FOOD AND SNACKS IS NOT PERMITTED AS STUDENTS MAY HAVE ALLERGIES TO CERTAIN INGREDIENTS OR FOODS THAT WE ARE NOT AWARE OF



STUDENTS ARE NOT PERMITTED TO PURCHASE FROM GIFT SHOPS WHILE ON THE FIELD TRIP

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GUIDELINES(CONTINUED)



SIBLINGS MAY NOT PARTICIPATE IN A SCHOOL SPONSORED FIELD TRIP



PICTURES OF STUDENTS MAY NOT BE UPLOADED ONTO SOCIAL MEDIA WEBSITES



DO NOT USE YOUR CELL PHONE FOR NON-EMERGENCY OR NON-TRIP RELATED PURPOSES



IT IS NOT ACCEPTABLE FOR OUTSIDE WORK TO BE COMPLETED WHILE YOU ARE SUPERVISING STUDENTS

ROLES AND RESPONSIBILITIES

CHAPERONES ARE EXPECTED TO:

- COMPLY WITH SCHOOL POLICIES
- FOLLOW THE DIRECTIONS GIVEN BY THE COORDINATING TEACHER
- MODEL APPROPRIATE BEHAVIORS FOR STUDENTS
- SUPERVISE A SMALL GROUP OF STUDENTS
- REVIEW RULES AND STANDARDS FOR BEHAVIOR, SAFETY EXPECTATIONS, AND ANY SITE-SPECIFIC RULES WITH STUDENTS
- WHILE YOU ARE RESPONSIBLE FOR STUDENT BEHAVIOR, IT IS THE REPONSIBILITY OF THE TEACHER TO DISCIPLINE A STUDENT

ROLES AND RESPONSIBILITIES(CONTINUED)

CHAPERONES ARE EXPECTED TO:

- BE SURE YOU KNOW WHEN AND WHERE TO MEET THE REST OF YOUR GROUP AT THE END OF THE VISIT
- BE MINDFUL OF THE TIME. ONE PERSON'S TARDINESS WILL AFFECT THE WHOLE GROUP EXPERIENCE
- ENSURE THAT STUDENTS DO NOT GET INVOLVED IN ANY EXTRA ACTIVITIES NOT PRE-APPROVED BY THE COORDINATING TEACHER
- ACCOUNT FOR ALL STUDENTS AND PARTICIPANTS REGULARLY AND BEFORE CHANGING ACTIVITIES

FIELD TRIP BACKPACK

TEACHERS WILL RECEIVE A BACKPACK TO TAKE ON THE FIELD TRIP

INSIDE YOU WILL FIND:

- FIRST AID SUPPLIES
- MEDICATIONS (IF APPLICABLE)

INHALERS, EPIPENS, PAIN MEDS, ETC

- MEDICATION INSTRUCTIONS
- EMERGENCY CONTACT INFORMATION

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IF YOU HAVE ANY TYPE OF EMERGENCY OR ANY SITUATION THAT IS OUT OF THE ORDINARY DURING YOUR FIELD TRIP, CONTACT THE COORDINATING TEACHER IMMEDIATELY



IMPORTANT!

PLEASE KEEP IN MIND THAT IF ANY OF THE GUIDELINES OR PROCEDURES ARE NOT FOLLOWED, THE PARENT WILL LOSE THE PRIVILEGE OF BEING A CHAPERONE IN THE FUTURE

RUN DOWN OF THE STEPS TO BE CLEARED AS A CHAPERONE FOR ONE DAY FIELD TRIPS

1. REVIEW THIS WORKSHOP AND GAIN AN UNDERSTANDING OF YOUR ROLE AND RESPONSIBILTY
2. Please fill out the required information using the link: Required Parent Chaperone Information

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RUN DOWN OF THE STEPS TO BE CLEARED AS A CHAPERONE FOR MORE THAN ONE DAY

1. REVIEW THIS WORKSHOP AND GAIN AN UNDERSTANDING OF YOUR ROLE AND RESPONSIBILTY
2. Please fill out the required information using the link: Required Parent Chaperone Information
3. OBTAIN FINGERPRINTING CLEARANCE (Fulvia Burquez will provide more information Fulvia.Burquez@cvesd.org)

FREQUENTLY ASKED QUESTIONS

DO I HAVE TO BE FINGERPRINTED AND SHOW PROOF OF A NEGATIVE TUBERCULOSIS TEST IN ORDER TO ATTEND A FIELD TRIP?

AS OF RIGHT NOW, THESE ADDITIONAL REQUIREMENTS ARE ONLY NEEDED IF YOU PLAN ON BEING A VOLUNTEER FOR 3 OR MORE DAYS OUT OF THE WEEK. IF YOU ARE INTERESTED IN DOING SO, PLEASE EMAIL FULVIA.BURQUEZ@CVESD.ORG

HOW WILL MY STUDENTS TEACHER KNOW THAT I HAVE BEEN CLEARED TO BE A CHAPERONE?

ONCE YOU HAVE COMPLETED THE REQUIREMENTS, YOU WILL BE ADDED TO A SPREADSHEET WHERE TEACHERS CAN CROSS REFERENCE. A MESSAGE TO YOUR STUDENTS TEACHER WOULD BE APPRECIATED.