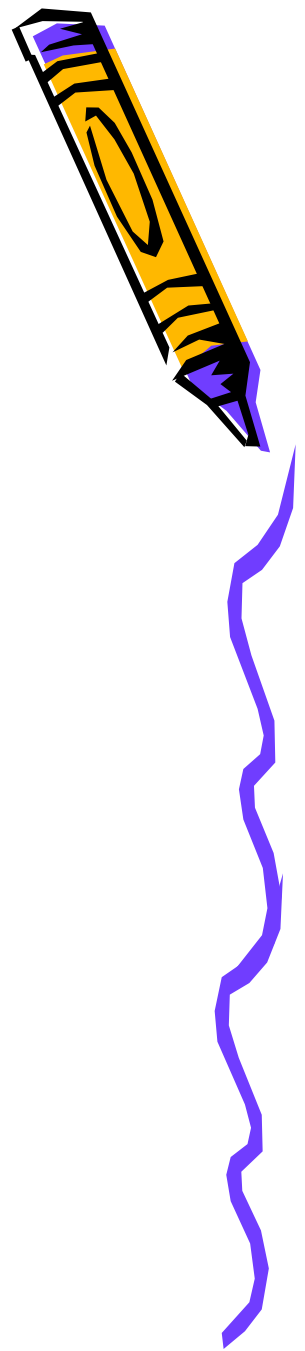


# Chesapeake Public Schools Field Trip Chaperone Guidelines and Orientation for Elementary Schools



# CPS Mission Statement

Through the combined efforts of students, parents, community, and staff, our mission is to provide a quality education in a safe environment that will ensure that all students attain the knowledge, skills, and attitudes to become lifelong learners and productive citizens.

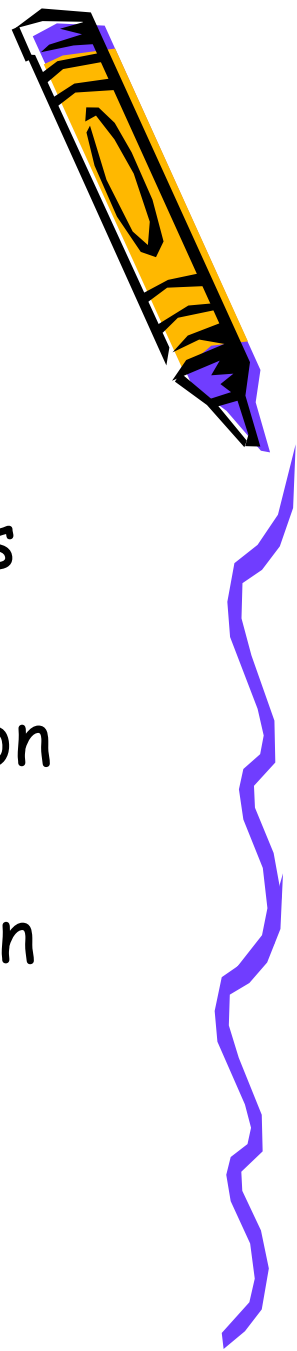


# Please note

As a safety precaution all chaperones will be screened through the Sex-offender Registry



# Guidelines for Field Trip Chaperones (Non-School Employees)



- You must reflect a positive attitude
- You must be supportive of the decisions made by the teacher
- You must use good judgment and common sense
- You should assist in maintaining order on the bus



- You must be aware of and strive to achieve the expectations of the teacher and the students
- The safety of the students is the number one priority
- In case of an accident or injury, ask for assistance and notify the teacher
- If you have a question, ask the teacher





- You should have a cell phone with you at all times
- You should have the school's phone number, and teachers and chaperones may exchange cell phone numbers if mutually agreeable.
- You should dress in accordance with the school policy

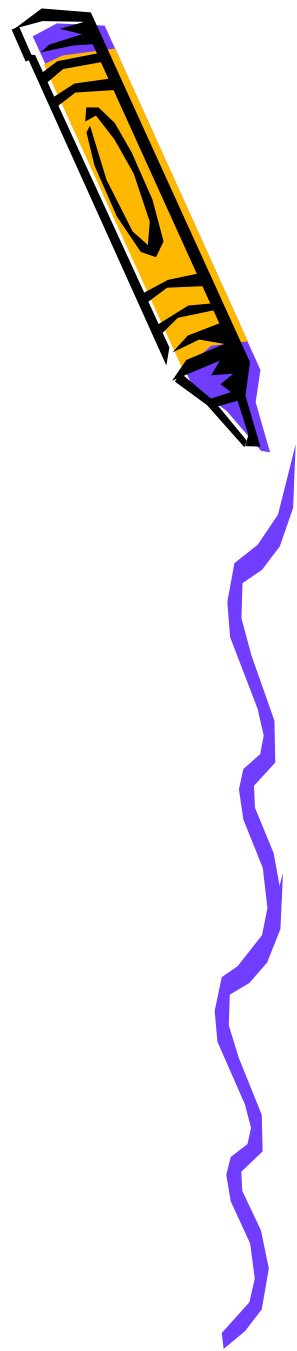


# Specific Duties:

- Enforce rules established by the teacher.
- Supervise each activity closely
- Provide proper guidance at all times
- Warn of inherent risk
- Conduct yourself in accordance to school guidelines



# *SUPERINTENDENT'S DO'S AND DON'TS*



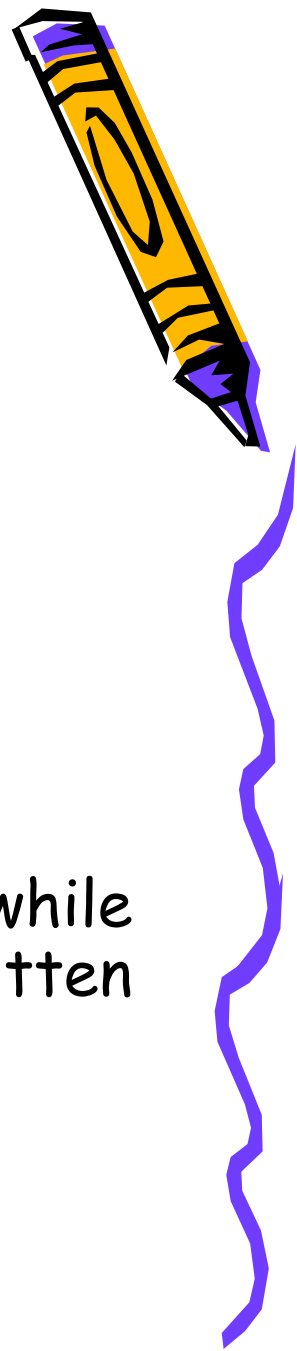
## Do's

- Communicate clearly with
  - Students
  - Parents
  - Teachers
  - Administration





# *SUPERINTENDENT'S DO'S AND DON'TS con't.*



## Do's

- Document discipline concerns
- Be careful what you say to the media
- Speak appropriately at all times
- Avoid inappropriate physical contact

## Don'ts

- Never administer medications of any kind
- Never take photos of another parents child while on a field trip for any reason without written consent of affected parents and students.



# THANK YOU!!!

- We appreciate your help in providing a positive field trip experience for our students.

