



2009-2010 Class Party Guidelines

For Grades Preschool through Grade 2, four class parties are typically held each year: Halloween, Winter Holiday, Valentine's Day, and End-of-Year. Grades 3-6 do not have a specific classroom party; rather they participate in a Halloween Carnival. All class parties should be kept child-centered and simple, with a snack and perhaps a craft activity and/or a game. Party favors, candy, and lavish food and decorations that require lengthy setups are discouraged. Party ideas are to be discussed with teachers before any decisions are made. Teachers should not be expected to lead activities during the parties because their main role is to supervise student behavior. In terms of off-campus class parties, please keep the following in mind:

- The site must be approved by Administration prior to the event;
- Pool swimming parties are permitted only for children in Grade 1 and above. A certified lifeguard must be supervising the children at all times.
- Beach swimming and beach water play are not allowed for any Gillispie grade level;
- Jumpers must be supervised at all times;
- Alcohol may not be served or consumed at any off-campus class parties where students are present.
- Whether held on or off campus, class parties are a special time for the classroom students only; other arrangements should be made for the care of siblings.



2009-2010 Field Trip Driver/Chaperone Guidelines

Field trips are an important part of our curriculum, and Gillispie depends upon you in providing an essential oversight role during trips.

Drivers' Responsibilities

- Drivers of individual cars should not stop for snacks or a meal on the way to/from trips without the prior approval of the teacher.
- Drivers must avoid using cell phones while driving and should always comply with all state laws and speed limits.
- Each child should have his/her own retractable, three-point (lap and shoulder) seatbelt.
- California DMV regulations must be adhered to in terms of car seats and front passenger seating.

Chaperones' Responsibilities

- Parent chaperones need to make arrangements for the care of siblings who may not attend.
- Chaperones should always remain with the children during a trip and should follow teacher instructions.
- Parent chaperones are expected to model the highest levels of courtesy, respect, attentiveness, and helpfulness during field trips. Especially when touring or listening to a speaker/performance. The school asks that you refrain from parent-to-parent socializing or using a cell phone to ensure the quality educational experience for all children in attendance.