

MONROE TOWNSHIP PUBLIC SCHOOLS

**Woodland Elementary School
42 Harrison Avenue
Monroe Township, NJ 08831
Phone 732-251-1177
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**Adam Layman
Principal**

**Samantha McCloud
Assistant Principal**

School Trip Chaperone Training

Dear Parent/Guardian,

I'd like to take this opportunity to thank you for volunteering to chaperone our upcoming trip.

Monroe Township School District Policy states that all school trip chaperones must carefully review the information in the attached Chaperone Manual. Please sign the last page of the manual and return it to school to my attention. This will let us know that you have reviewed & understand this information. In addition, the Woodland School website has a link titled, **Field Trip Chaperone PowerPoint Presentation**.

Thank you for your cooperation in this matter.

Sincerely,



Adam Layman
Principal

Monroe Township School District

Chaperone Manual



District Vision Statement

The Monroe Township Board of Education commits itself to all children by preparing them to reach their full potential and to function in a global society through a preeminent education.

District Mission Statement

The Monroe Public Schools in collaboration with the members of the community shall ensure that all children receive an exemplary education by well trained committed staff in a safe and orderly environment.

Introduction:

The duties and responsibilities of a chaperone are vital to the success of any trip. As a chaperone, your primary responsibility is to help the staff ensure the safety of the students.

We have gathered some important guidelines to better help you understand what is expected of chaperones and students on a trip. If you have any further questions, please do not hesitate to ask a Monroe Township staff member for assistance.

Duties and Responsibilities of a Chaperone:

Safety

- **Safety First!** The best way to reduce the risk of accidents, both physical and emotional, is for the chaperone to be visible and available. By being visible, the students are provided with a reminder that an adult is available to help ward off or address situations that they may not be able to handle on their own. Chaperone visibility will also help deter students from doing things that they know will get them or others into trouble.
- In an **emergency situation**, you may be asked to assist the staff members in charge. Should you experience an emergency with a student or fellow traveler, please be sure to contact a Monroe Township staff member immediately. It is also necessary for the chaperone team to spread out to be more accessible and effective in our supervising of the student group. Always be sure that your students know how to reach you or where to find you.
- If a **student becomes ill**, you will be responsible for contacting the nurse(s) and a Monroe Township staff member for further instructions.
- All chaperones must be aware of who the nurse is and the location of the main first aid kit. **If an injury occurs**, please do not hesitate to ask for assistance. Do not give any prescription or over-the-counter medications to any student. Defer immediately to the nurse.

Presence and Attentiveness

- Know where your students are and that they are safe at all times.
- Give your group your full attention.
- Do not allow any student to be disrespectful or take advantage of you. Do not allow them to be disrespectful to others. We all represent Monroe Township Schools.

- A chaperone must maintain an **adult-student relationship** to sustain his or her leadership of the group.

Student Behavior Monitoring and Intervention

- A **chaperone's authority** is limited to the general supervision of the students and the enforcement of appropriate behavior. Authority must be balanced with common sense, courtesy and respect. Physical contact is never acceptable and must be avoided. Avoid verbal discourse with students.
- When students do not make appropriate choices, **redirect them in a positive manner** and ask a Monroe Township staff member for assistance.
- If a situation develops into a confrontation or need for **disciplinary intervention**, please contact a Monroe Township staff member immediately for assistance.

Proper Supervision

- Use your best judgment when approaching situations as “Mom or Dad,” “Aunt or Uncle.” Our goal is to make sure that the students are well-supervised and *all* students enjoy the trip. **Be fair**. Be careful not to only give your ear and attention to your child. Listen to the wants and needs of the group. Favoritism and unfairness is the fastest way to lose the respect of your group.
- Core *Group* Values may not be the same as values of the *individual* chaperone or student. All group members, especially the chaperone, should be flexible and adjust for the uniformity for the group. Try **not to give special treatment** to your student group that is not available to others.
- **SOCIAL MEDIA**: Please note that we must obtain written permission from parents before posting any pictures to social media. Please refrain from posting pictures of other students to your social media pages.
- As a chaperone you will have to be open to last minute, unforeseen changes that often occur during trips. These changes will have to be adapted to with an **open, positive attitude** to shelter the students from frustration and negativity.

SIGN AND RETURN THIS PAGE TO THE SCHOOL:

Sign and return this document to the main office after you have read the attached Monroe Township Chaperone Manual. Please contact the appropriate school if you have any questions.

By reading and signing this training manual, I understand and will comply with the standards set forth in this document.

I _____ have read and understand the responsibilities as a chaperone in the Monroe Township School District. I am aware that even though I have been trained as a chaperone this training does not guarantee a place as a chaperone for this trip.

Print Your Name

Signature/Date