

# Monroe Township School District Applegarth School

Chaperone Training



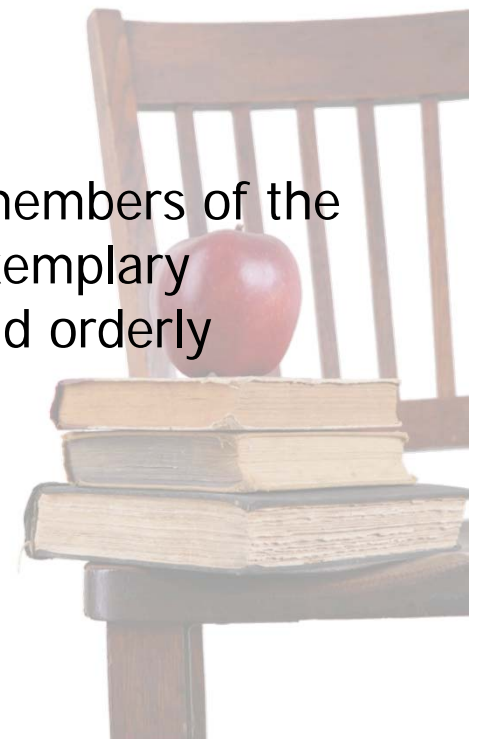
# Monroe Township Schools

## **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.

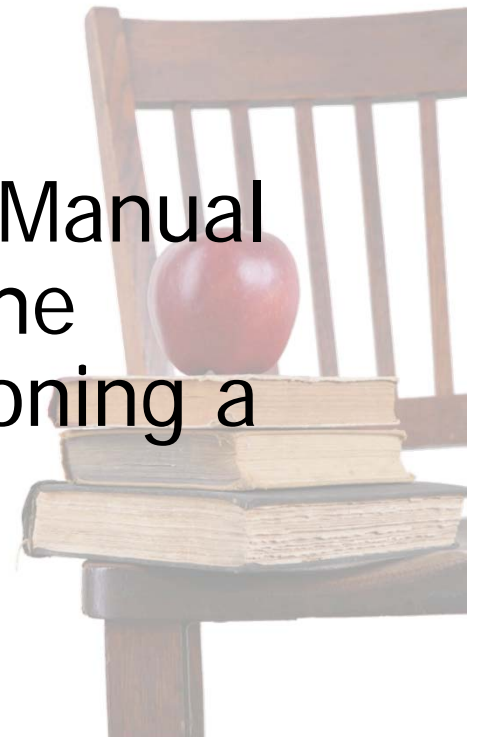
## **District Mission Statement**

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.



# Chaperone Training

- 🍎 Must be completed before chaperoning a trip in the Monroe Township School District.
- 🍎 The back page of the Chaperone Manual must be signed and returned to the appropriate school before chaperoning a trip.



# Duties and Responsibilities

🍎 Safety

🍎 Presence and Attentiveness

🍎 Student Behavior Monitoring and Intervention

🍎 Proper Supervision



# Safety

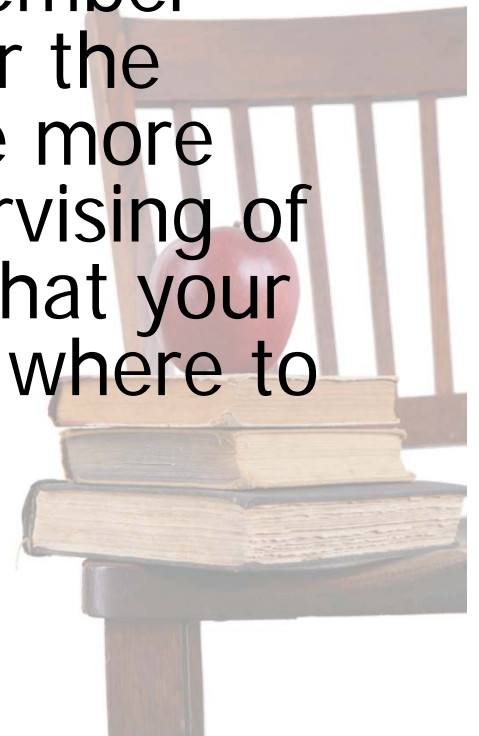
The best way to reduce the risk of accidents, both physical and emotional, is for the chaperone to be visible and available. By being visible, the students are provided with a reminder that an adult is available to help ward off or address situations that they may not be able to handle on their own.

Chaperone visibility will also help deter students from doing things that they know will get them or others into trouble.



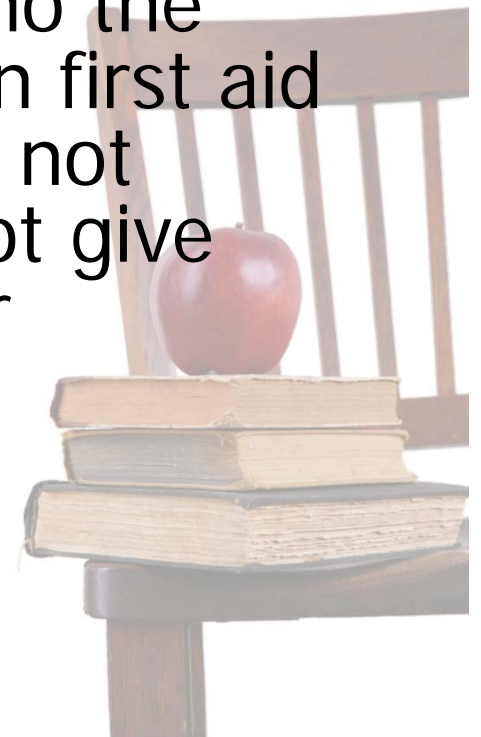
# Emergency Situation

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.



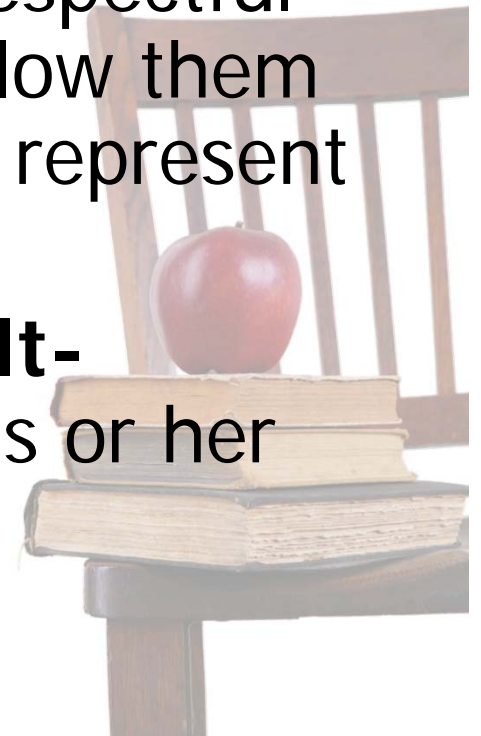
# Illness or Injury

- 🍎 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.





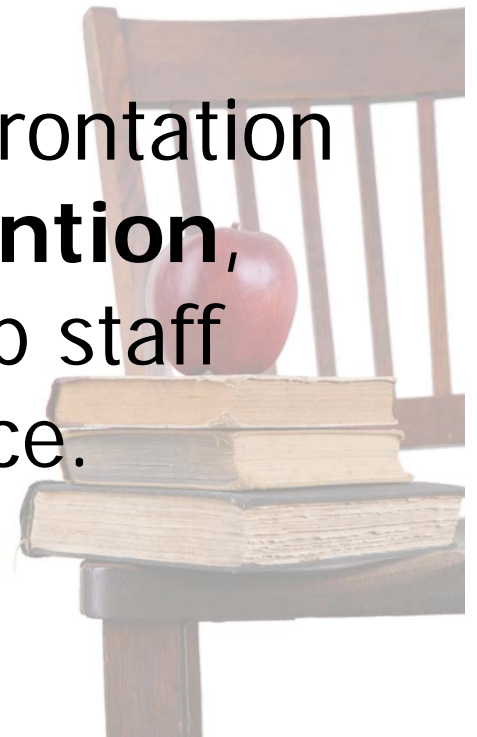
# Student Behavior Monitoring and Intervention

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.



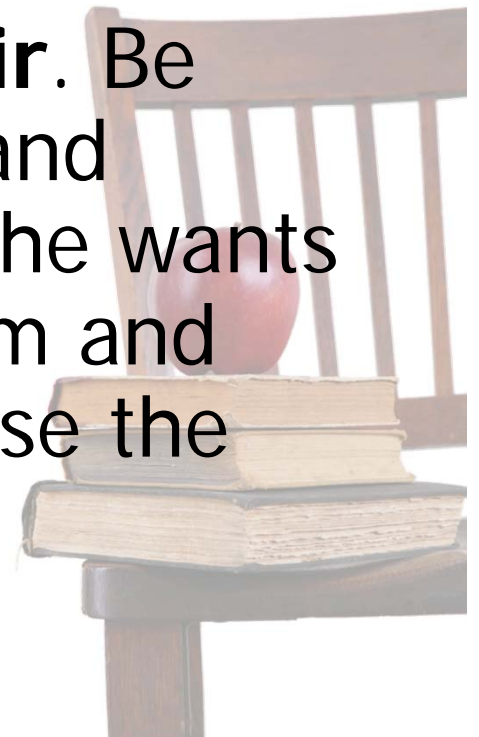
# Student Behavior Monitoring and Intervention

- 🍎 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.



# Proper Supervision

- 🍎 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.



# Proper Supervision

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.



# Reminder

🍎 Please sign and return this page of the Chaperone Manual to the appropriate school.

To: Mr. Dennis Ventrello, Principal, Applegarth School  
Mrs. Patricia Dinsmore, Principal, Oak Tree School

From : (Chaperone's Name) \_\_\_\_\_

Child's Name \_\_\_\_\_

Teacher \_\_\_\_\_

Grade \_\_\_\_\_

I have completed the Chaperone training by reading this Power Point carefully. I agree to abide by its contents.

Chaperone's Signature \_\_\_\_\_

Date: \_\_\_\_\_

I will address any questions I have to Mr. Ventrello by calling him at 609-655-0604 or Mrs. Dinsmore at 609-655-7642.

