

## THE TEANECK PUBLIC SCHOOL DISTRICT

### Chaperone Guidelines

When you volunteer to serve as a chaperone on a Teaneck Public School District Activity, you will be helping to extend the regular curriculum beyond the classroom and the school. Your role as a chaperone is an important one, and while enjoyable, requires that you accept certain responsibilities. These Chaperone Guidelines provide you with an overview of a chaperone's responsibilities and recommendations for appropriate responses to various situations that may arise during the course of a field trip. Should you require any additional information, or have any other questions or concerns; you are invited to meet with the activity supervisor or principal to discuss the matter.

1. Students on approved trips are under the jurisdiction of the Board of Education and chaperones are expected to enforce all the Teaneck Public School District, school and fieldtrip/activity rules and to report a violation of the rules to the appropriate teacher or designee.
2. Adults, both chaperones and school staff members, should address the needs of all students, not just those in your assigned group. If you see that a child needs help or is not following the rules, please do what you can to remedy the situation.
3. It is the responsibility of the chaperone to keep track of their group for the entire duration of the field trip. At no time should students be left unsupervised. Keep children within your sight at all times. Do not leave students alone or unescorted.
4. Chaperones should arrive a minimum of 20 minutes prior to departure and bring a watch and cell phone. Delays may disrupt the activity for everyone.
5. Chaperones shall be 21 years of age or older, unless the parent of a child in this class
6. Chaperones are expected to serve as positive role models and must refrain from the use of tobacco and/or inappropriate language, from the time of arrival at the school until departure from school when the activity has been completed.
7. Chaperones shall be responsible for the continuous monitoring of their group's activities and remain with the group of students assigned until chaperone duties are completed. Our students' safety comes first. Be alert to potential dangers - strangers, stray animals, etc. Do not take chances. If necessary, move students to a safe place and inform the teacher. Follow all safety rules.
8. Chaperones are expected to supervise the students in a firm but courteous manner. (1) If a student requests to participate in an activity that the chaperone is uncertain about, seek the teacher's approval. (2) If the chaperone must direct a student who is not behaving appropriately, the chaperone needs to be firm and respectful. (3) If a student becomes oppositional to a chaperone, the chaperone **must report the matter to the Trip Leader and if necessary, contact the local police**
9. Chaperones will be assigned to a small group of students. Introduce yourself and please be sure that you know student names. ID badges, nametags or a list of student's names will be furnished by the teacher. Teachers reserve the right to assign and/or reassign students to groups.
10. Chaperones must remember that the purpose of the trip is to supplement the curriculum. Students should be kept on task at all times.