Chaperone Guidelines and Responsibilities

Adult chaperones are responsible for overseeing the safety, behavior and educational experience of the students, and for setting a positive example for students to follow. Through full participation and compliance with the regulations of the NJ School of Conservation, your trip will be a memorable and influential experience for all students and chaperones.

In Classes
1. Lead your group to each class on time and stay with the group during the entire class.
2. Take students to restrooms before and in between sessions.
3. Take attendance before and after each session.
4. Do not answer questions directed at students. Never interrupt or speak over the educator.
5. Monitor behavior to ensure that students are respectful and attentive.
6. Pay attention to the class. Don’t spend the time talking to other chaperones, texting, or surfing.
   Remember you are setting an example for the students!
7. Ensure that students are not using cell phones or other electronic devices during classes.
8. Silence your cell phone. If you must take a call, step away to avoid distracting the class.
9. Ensure that students are accompanied by a chaperone if they leave the class for any reason.

In Cabins and Dining Halls
1. Oversee students in the cabins at all times; never leave them unsupervised.
2. Ensure that students are dressed appropriately for the whole day’s weather and activities BEFORE going to breakfast.
3. Arrive at meals on time. Assist cruisers as needed.
4. Encourage proper table manners and positive behavior during meals. Every table MUST have at least one chaperone.
5. On departure day, work with students to clean and sweep cabins and remove all personal belongings before going to breakfast.

During Your Visit
1. Remember that you are NOT on vacation. You are a role model, a leader and a disciplinarian with important responsibilities on this trip. You must set a good example.
2. Remember, never taunt, embarrass or bully students, or play practical jokes on them.
3. Treat all students with respect. Do not give preferential treatment to your own child.
4. Forego your own interests to meet the needs of the students; this experience is for them.
5. Please use the recycling bins on campus.

Thank you for being part of your child’s educational experience at Montclair State University’s School of Conservation