

**Policy**

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CHAPERONES

The Jersey City Board of Education believes that the position of a chaperone for a school-sponsored function requires a commitment to a definite period of student supervision. This period of student supervision is continuous and means that the students will be under direct adult observation, guidance and authority during ALL of the activities which accompany a field trip or other approved function.

Chaperones shall adhere to the following principles:

- A. Chaperones shall take all necessary steps to ensure student safety and proper conduct;
- B. Chaperones shall be present and participate with the group in all aspects of the trip or function, including, but not limited to, transportation, meal arrangements, entertainment, accommodations, etc. The role of the chaperones is to provide proper supervision of the activity;
- C. The use of personal vehicles by chaperones or students is prohibited unless such use is specifically approved in advance by the school principal according to board policy 3541.31 Privately Owned Vehicles;
- D. Chaperones shall not consume alcoholic beverages, use controlled and dangerous substances or mind altering drugs, or use tobacco while accompanying and supervising students;
- E. Chaperones shall report violations and/or specific problems to the school principal within a reasonable time so that corrections may be made;
- F. Children of chaperones who are not part of the field trip are not allowed to attend the school-sponsored function.

Qualifications for Chaperones

Any adult other than a school board employee who serves as a chaperone at any school-sponsored function or approved field trip shall be:

- A. An adult over the age of 21;
- B. Approved by the school principal to act as chaperone;
- C. Subject to a background check as to character and/or dependability;
- D. Subject to the direct supervision and direction of the sponsor of the trip or function;
- E. Subject to evaluation by the sponsor for future assignments and/or responsibilities;
- F. Responsible for his/her own transportation unless previously approved by the school principal;
- G. Responsible for meeting or contacting the teacher concerning the event or trip;
- H. Required to stay with the group of students assigned until chaperone duties are completed; and
- I. Required to conduct themselves in a proper supervisory manner.

All chaperones must bear in mind that student safety is the prime concern. Chaperones must govern their own behavior to ensure that the field trip or other school-sponsored function is a rewarding educational

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experience for the students. Chaperones should recognize that they serve as models for the students, in conduct, speech and dress, and must strive to act, speak and dress appropriately.

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 Readopted: October 17, 2013

Key Words

Field Trips, Trips, Chaperones

**Legal References:** N.J.S.A. 18A:25-2 Authority over students  
N.J.S.A. 18A:36-21  
 through -23 Field trips; costs to be borne by parents or guardians ...  
N.J.S.A. 18A:39-20.1 Transportation to and from related school activities in  
 private vehicle with capacity of eight or less; authorization  
 of qualified school personnel, state employees or parents  
N.J.S.A. 18A:40-12.3 Self-administration of medication by students; conditions ...  
 through -12.4  
N.J.S.A. 18A:40-12.5 Policy for emergency administration of epinephrine to public  
 school students  
N.J.S.A. 18A:40-12.6 Administration of epinephrine; primary responsibility;  
 parental consent  
N.J.A.C. 6A:27-1.1 et seq. Student transportation  
See particularly:  
N.J.A.C. 6A:27-1.1(b),  
 -7.6, -11.1, -11.2

Possible

**Cross References:** 1210 Community organizations  
 \*1230 School-connected organizations  
 \*3450 Money in school buildings  
 \*3541.31 Privately owned vehicles  
 \*5020 Role of parents/guardians  
 \*5131 Conduct and discipline  
 \*5141.21 Administering medication  
 \*6153 Field trips  
 \*6145 Extracurricular activities

\*Indicates policy is included in the Critical Policy Reference Manual.