

Homer Central School District Parent Volunteer & Chaperone Guidelines

This document provides general guidelines for the behavior of all adults assisting in the supervision of Homer Central School District Students, as well as guidelines for chaperones of students on field trips or other group activities.

One of the most exciting and rewarding things you can do as a parent in your child's life is being a Chaperone or Parent Volunteer. This role is a serious and fulfilling opportunity. You will have the opportunity to view first-hand how school students bond and interact with each other and the opportunity to see how your own child interacts with their peers.

One of the first things to remember is that adults need to ***set the example!*** Students will be looking to you for guidance, friendship and support. Please keep the following items in mind when acting in the role of Parent Volunteer or Chaperone.

- Remember, whether it is at a football game, a competition or an overnight trip, you will need to be available at a moment's notice. ***Chaperones need to be available for their assigned duties 24/7.***
- The use of alcohol or tobacco is not permitted at any time while acting in the role of Parent Volunteer or Chaperone. No alcohol is allowed on school property or at school events at anytime. Adults are expected to refrain from drinking alcoholic beverages for the duration of the event as well as during their travels to and from the event.
- No alcohol is permitted at anytime around students. This is to include parents who may travel on their own to view participants on any type of trip. Students may never be offered alcoholic beverages, tobacco, drugs or anything else that is prohibited by law.
- The possession or use of illegal drugs is strictly prohibited. Prescription or over the counter medications may be used by adults. These items should be kept in the original marked container.
- Weapons, as defined in the district code of conduct, are strictly prohibited.
- Avoid inappropriate conversation, vocabulary, recordings, films, or games with students. Sexually explicit or pornographic material is never appropriate.
- For the safety of all students, each chaperone may expect a check of their luggage or carry-on prior to departure similar to the security check process at an airport.

Groups of students will be assigned a specific adult chaperone who will be responsible for their direct supervision throughout the event. For older students as appropriate, an accountability system, similar to a “buddy system,” must be used whenever students go on trips away from the original location of the activity. A specific location must be designated where students will be able to locate their chaperone and where the group will meet at an agreed upon time. During overnight activities, chaperones are responsible for assisting with room checks and curfew enforcement. Adults must not go anywhere during the event where the youth may not go with them. (e.g. cocktail lounges, bars, etc.)

Both adults and youth are expected to attend all activities with the entire group. During all activities, especially a dance or other social event, chaperones should be available in the location with students where the activity takes place.

On any trip, information will be distributed to chaperones for review with all participants to help familiarize them with the program schedule and layout of the facilities where event activities will take place. It is also a good time to be sure that the students understand important safety information. Plan to meet with the group you are supervising to review any rules and address any questions that the students may have.

Because of the potential for unexpected events, school staff leading the trip will need to know where you will be when free time is permitted. Additionally, please be sure that staff members leading the trip are aware of the room you are in on overnight trips should a concern or need arise.

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I acknowledge that I have read and understand the Homer Central School District Parent Volunteer & Chaperone Guidelines. I agree to abide by the guidelines and to assist district staff to maintain a safe environment for all students.

Student Name (Print): _____

Parent Name (Print): _____

Parent Signature: _____

Date: _____