

**WELLPINIT SCHOOL DISTRICT
CHAPERONE RESPONSIBILITY GUIDE**

All student activities shall have an adult as a supervisor. The adult shall be a school district employee or designee by the school superintendent. All student travel and activities shall be approved for travel by the school district superintendent or school principal. The chaperone for any student activity shall adhere to the following:

1. The chaperone assumes responsibility for students in their charge at all times. Students shall be supervised at all times and never left alone.
2. Students shall follow all school rules when on travel status.
3. Parent permission forms shall be completed and signed by each student attending an out-of-school activity. The form shall include a medical release responsibility signed by the parent.
4. The chaperone shall insure and enforce student discipline and appropriate behavior at all times.
5. The chaperone shall maintain personal and professional conduct commensurate with the highest ideals of the Wellpinit School District.
6. The chaperone shall refrain from all alcohol consumption and not frequent an establishment that serves alcohol when on a school sponsored activity.
7. The chaperone is familiar with all pertinent rules, regulations, policies, and procedures of the school district staff handbook and student handbook.
8. The chaperone shall report any infraction of school rules to a school administrator at the first opportunity.
9. The chaperone shall have a contingency plan should an unforeseen circumstance be encountered.
10. The chaperone shall have in his/her possession a valid driver's license.
11. Shall adhere to any other duties, pertinent to the activity that may be required.

Signed: _____ Date: _____

Administrator: _____ Date: _____