

**Piedmont Unified School District  
Piedmont, California 94611**

**Field Trip Chaperones:**

You are responsible for the behavior and safety of the small group of students assigned to you. The following may seem very obvious to some of you, but we have had problems in the past and want to make sure that all parents know what is expected of them.

**Please make note of the following:**

- Arrive at school ready to go on the excursion. Please don't run errands, get gas in the car or make phone calls after the trip has started. Take care of these things first.
- **MUST SIGN IN THE OFFICE BEFORE GOING TO CLASSROOMS.**
- Don't bring younger siblings. They will require your attention, leaving you unable to adequately supervise your students.
- Cell phone use during a field trip can distract you from your responsibilities as a chaperone. Only use cell phones for a field trip related need.
- Stay with your group of students. Don't leave them unattended for any reason.
- If a student needs to use a restroom, send one or two students with him/her. Never send a child alone! Wait near the restroom until they return.
- Students are expected to have excellent audience behavior. Students should sit quietly during performances. Please do not allow inappropriate applause, yelling, or booing.  
Do not permit feet on chairs.
- Please don't make stops for special treats or activities.
- When you return to school, wait with your group in the front lunch patio until the teacher arrives.
- **SIGN OUT IN THE OFFICE TO REPORT THAT ALL STUDENTS ARE ACCOUNTED FOR.**

I agree to follow these procedures while supervising the students assigned to me.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date