



## ÉCOLE CAPITOL HILL ELEMENTARY

350 Holdom Avenue, Burnaby, B.C., V5B 3V1

Phone: (604) 664-8637 Fax: (604) 664-8718

Principal: Mr. Chow

Head Teacher: Mrs. Pitt

<http://capitolhill.sd41.bc.ca>

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### **Expectations for Parent Volunteers on School Field Trips**

All teachers value the contributions that volunteers can make to the educational program of their students. Thank you in advance for volunteering your time and effort in supporting the classroom field trip experience. Here are some guidelines about the role of a parent volunteer.

1. You are under the direct supervision of the classroom teacher.
2. When school staff, students and parents are on a school field trip, they are representing our school and school district. Please be aware of the school and school district's code of conduct, which is on the reverse side of this sheet for your information.
3. On a field trip one of our main concerns is everyone's safety, so we ask that you make sure all students are continually supervised and safe. Also, we ask that you not bring siblings along on the field trip as your full attention is needed for supervision and supporting the program.
4. If you encounter any inappropriate student behavior during the field trip please report it immediately to the classroom teacher so they can help resolve the situation.
5. If you should have any concerns or issues regarding the field trip details please bring it to the attention of the classroom teacher.