



LIVINGSTON CLASSICAL ACADEMY

A VOLUNTEER'S CODE OF ETHICS

- Respect the confidentiality of the teacher and the students; refrain from discussing them outside the school setting.
- Practice tolerance and understanding towards the children and the teachers with whom you come in contact.
- Be dependable. Follow through on tasks by attending at the times or dates that are arranged.
- Inform school of your absence as far in advance as possible.
- Read and sign a statement of confidentiality which is included in this package.

VOLUNTEER PROCEDURES

ALL VOLUNTEERS ARE EXPECTED TO USE THE FRONT ENTRANCE TO SIGN IN.

PICK UP A VISITOR TAG FROM THE OFFICE STAFF. To promote school security, volunteers are asked to sign **IN** and **OUT** on the visitor register which is located at the front desk.

WORK ROUTINES WILL BE EXPLAINED BY THE SCHOOL STAFF WITH WHOM EACH VOLUNTEER WORKS. School personnel will provide on-the-job training.

PLEASE RESPECT THE TEACHING PROCESS BY NOT USING YOUR TIME AT SCHOOL FOR AN INFORMAL PARENT/TEACHER CONFERENCE. Please make other arrangements at a separate time to discuss your child's progress with the teacher.

FAMILIARIZE YOURSELF WITH THE RULES AND ROUTINES OF THE SCHOOL AND THE CLASSROOM. Relax and take the opportunity to get to know your environment and its routines. This will take some time so don't be afraid to ask if you have any questions.

AS A VOLUNTEER, YOU ARE NOT EXPECTED TO BE RESPONSIBLE FOR THE ACTIONS OF THE CHILDREN OR THE ADMINISTRATION OF DISCIPLINE TO THEM. If a child continues to be disruptive after one request for cooperation, seek assistance from the teacher.

BE OPEN AND HONEST IN YOUR COMMUNICATIONS TO THE STAFF AND ADMINISTRATION. If you feel that any problems exist, please help us to identify them by communicating with us. If you have any questions or concerns, please discuss these with the staff members as well. If necessary, you can go to the School Principal with problems, concerns, and questions that still need to be further addressed.

PLEASE MAKE OTHER ARRANGEMENTS FOR SIBLINGS. Experience has shown us that trying to divide your attention between the volunteer task at hand and keeping an eye on the little ones does a disservice to both.

BACKGROUND CHECK. You MUST have cleared a background check through ICHAT. Please complete the accompanying form.

GENERAL VOLUNTEER GUIDELINES

Hints for Working with Students:

1. Be yourself. It will take time and patience for everyone to feel comfortable.
2. Call the students by name. Students should address you formally, ie Mrs. Smith, Ms Smith, Mr. Smith.
3. Make certain the student knows your name.
4. A few minutes of casual conversation is a good way to begin with a student. Face the student. Maintain eye contact with the student.
5. Be enthusiastic about what you are doing. Your interest in the activity will be conveyed to the student.
6. Be a good listener. Students may share ideas about their home or school problems. Listen, remain neutral, refrain from advising. **Maintain confidentiality.**

Hints for Becoming Part of the School Team:

1. Follow the directions given to you by the classroom teacher and the principal. DO NOT make changes in directions unless permission is given.
2. Respect the confidentiality of school records, student work, and student behavior.
3. Refer all discipline problems to the teacher.
4. Feel free to ask questions about your responsibilities. If possible, ask questions before or after classes are done. Questions asked during a class interrupt the teacher's instructional time.
5. Offer suggestions about improving or enhancing the volunteer program to the Principal or Office Manager. Help the school to evaluate the volunteer program.
6. Be flexible. The amount of time needed for the volunteer program varies.
7. Be reliable. Stop at the office to sign in before going to the classroom. Advise the school as soon as possible when you will be delayed or unable to help on a given day.
8. **Be punctual!** Students and staff have tight schedules which necessitate timeliness. Arrive at the time agreed upon and depart just as promptly.
9. Be a model for the students. Dress appropriately.

Volunteering in the Classroom:

If you are in the classroom and a student is having problems, please report this to the classroom teacher so that he/she can take care of the problem. You may be asked to assist a teacher—to be an extra pair of hands or an extra pair of eyes. We want you to feel comfortable in the situation in which you are volunteering. If you find yourself in a situation in which you feel uncomfortable, please let the teacher or the Principal know and you will be removed from that situation. We want this to be a positive experience for both you and the students here at LCA. Volunteers are urged to give students positive comments whenever possible.

Livingston Classical Academy Volunteer Confidentiality Agreement

What you hear or observe about students or staff while volunteering in a school is confidential. Even a seemingly harmless comment repeated to another can be misunderstood and cause harm to the school team.

In order for our building to be a safe, secure place for our students to learn and grow, we ask that parents working within our school show respect for students and teachers alike by honoring our request for keeping information regarding students and teachers confidential.

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I understand that my services are being offered on a voluntary basis without anticipation of financial remuneration.

What I hear or observe about students or staff while volunteering will remain confidential.

While performing volunteer services, I am bound by laws and policies which protect the privacy of student information I am given access to. I agree to keep this information in the strictest confidence and the failure to do so may result in my being denied the opportunity to volunteer.

I have read and understand:

- Volunteer's Code of Ethics*
- Volunteer Procedures*
- General Volunteer Guidelines*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*This form should be accompanied by the signed iChat form and returned to Cindi Hartmann, Office Manager.*