



Volunteer Code of Ethics & Guidelines

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.

Guidelines

- All volunteers are expected to use the front entrance and sign in with the office.
- Work routines will be explained by the school staff or volunteer coordinator.
- Please respect the teaching process by not using your time in the school to conference with your child's teacher. Arrangements can be made to meet at an appropriate time.
- As a volunteer you are not expected to be responsible for the actions of children or the administration of discipline. If a child continues to be disruptive after one request for cooperation, seek assistance from the teacher or staff member you are assisting.
- Please make other arrangements for siblings.
- Background checks must be conducted, and clearance given before volunteers can work in the building or with students.

Hints for Becoming Part of the School Team:

- Follow the directions given to you by the classroom teacher and staff. DO NOT make changes in directions unless permission is given.
- Respect the confidentiality of school records, student work, and student behavior.
- Refer all discipline problems to the teacher.
- 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.
- Be flexible. The amount of time needed for the volunteer program varies.
- Be reliable. Stop at the office to sign in before going to your assignment. Advise the school as soon as possible when you will be delayed or unable to help on a given day.
- Be punctual! Students and staff have tight schedules which necessitate timeliness. Arrive at the time agreed upon and depart just as promptly.
- Be a model for the students. Dress appropriately.
- Have fun and enjoy your time with our amazing students and staff.
- Never leave students unattended.

Signature & Date: _____