

VOLUNTEER CODE OF CONDUCT

Volunteers (Lay Coaches, Supervisors and Assistants) have a special place in schools and assist in many ways. This may include interaction with individuals or groups of students in a range of different activities. To assist schools in providing a safe environment and a positive educational climate, volunteers are asked to comply with the code of conduct that is expected of volunteers when participating in school sponsored activities.

As a Volunteer, I will:

- Treat everyone with respect, loyalty, patience, courtesy, dignity, and consideration.
- Be flexible in responding to the needs of students.
- Be prompt, dependable, and agree to telephone the school if I am unable to attend at the scheduled time.
- Be friendly to students, staff, and other volunteers.
- Be appreciative of efforts of the school to educate all children and to provide maximum learning opportunities for each.
- Be supportive of administration and teaching staff.
- Be willing to discover interests and strengths of each student and able to generate enthusiasm about each student.
- Recognize the student's need to improve self-image and independent learning habits.
- Be willing to communicate regularly with the staff, expressing concerns and questions with teacher or supervisor.
- Keep all student's information confidential. Any information that indicates that a student may harm themselves or another person must be reported to the teacher or Administrator. If the student reports that they have been abused, that information must be reported to the teacher or Administrator. This information shall not be repeated to friends, relatives, coworkers, or other acquaintances.
- Refer all potential disciplinary problems to the classroom teacher or appropriate staff member.
- Obey all laws and regulations, including traffic laws.
- Obey all school policies and regulations.

As a Volunteer, I will not:

- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Pose any health risk to students, staff, or other volunteers (i.e., no fevers or other contagious situations).
- Strike, spank, shake or slap students, staff, or other volunteers.
- Humiliate, ridicule, threaten, or degrade students, staff, or other volunteers.
- Touch a student, staff, or other volunteer in a sexual or other inappropriate manner.
- Use profanity in the presence of a student, staff, or other volunteer.
- Drive any student without prior approval by the principal in accordance with HPSD procedures.

- I have been given a copy of Administrative Procedure 489 - Volunteers (Lay Coaches, Supervisors, Assistants).
- I have been briefed as to my role and responsibilities as a volunteer.
- I, _____ have read, fully understand, and accept the terms and conditions of volunteering as set out in the Volunteer Code of Conduct.

Volunteer Signature	Date
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