

4. Code of Conduct

Volunteers have a special place in schools and assist in many ways. This may include interaction with individuals and small 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 for Volunteers. This code of conduct has been formulated to clarify the type of conduct that is expected of volunteers when participating in programs and activities in St James R-I School District in accordance to:

SB Policy-GENERAL ADMINISTRATION Policy 1425 School/Community Relations/School Volunteers.

- Observe similar standards of behavior and ethical conduct to that required of staff. For example, you are expected to act within the law, be honest and fair, respect other people (including students), and work at your full potential.
- Appreciate that teachers have a special duty of care for students that cannot be delegated or transferred to others. We also appreciate that the principal is the spokesperson for the school.
- Appreciate that students have rights and aspirations. Treat students with dignity and respect.
- Observe confidentiality in respect of all information gained through your participation as a volunteer. All information held by schools should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional caution in the way it is treated. For example, volunteers should not discuss nor disclose personal information about students, staff, or students' parents/careers to others.
- Accept and follow directions from the principal/supervisor and seek guidance through clarification where you may be uncertain of tasks or requirements. You may need to familiarize yourself with the department's policies and guidelines on particular issues.
- Observe safe work practices that avoid unnecessary risks, apply reasonable instructions given by supervisors, and report to the supervising staff and school administration any hazard or hazardous practice in the workplace.
- Report any problems as they arise to your supervisor including incidents, injury, or property damage.
- Avoid waste or extravagance and make proper use of it.

Signature _____

Date _____

Our goal is to make our home/school/community collaboration as supportive and meaningful as possible for our students. Won't you please become a trained volunteer at our school? Together we will make a difference for all of our students!