

**BRADLEY CREEK ELEMENTARY VOLUNTEER POLICY**

**Bradley Creek Volunteer Code of Ethics Pledge**

1. I will keep confidential matters confidential. I understand that all matters of business conversations and behavior of children will be kept strictly confidential.
2. I interpret "volunteer" to mean that I have agreed to work without compensation in money, but having been accepted as a worker, I expect to do my work according to standards, as the paid staff are expected to do their work.
3. I plan to find out how I can best serve the activity for which I have volunteered.
4. I believe that my attitude toward volunteer work should be professional and I will dress according to the NHCS Dress Code.

Signature of Volunteer: \_\_\_\_\_

Printed Name of Volunteer: \_\_\_\_\_

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

## **BRADLEY CREEK ELEMENTARY VOLUNTEER POLICY**

**Confidentiality** - Confidentiality is of the utmost importance in the volunteer's association with teachers and students. Any information, data or behaviors observed by the school volunteer is confidential. Information observed while visiting the school shall not be discussed with anyone outside the school setting. Information shall not even be shared without use of the student's name because it is possible that the information could still be linked to the student. **(Policy 8700)**

**Confidentiality** - Volunteers shall not work with confidential data. Personnel and student files shall not be in the file cabinet/file rooms that are accessible to volunteers. Volunteers may work with student directory information as defined in **Policy 8700 Student Educational Record**.

Cell Phones and Other Electronic Devices - Cell phones or electronic devices shall not be used while volunteering with students. **(Policy 6086)**

**Classroom Assignments for any classroom or program must be approved in advance by the Principal/Program Director. The Principal/Program Director will determine:**

- ❖ The appropriateness of volunteers to the curriculum and/or classroom or program needs;
- ❖ The skill and experience requirements for the volunteers;
- ❖ The ideal or maximum number of volunteers to be utilized;
- ❖ Volunteers assigned to classrooms are to be under the direction of the classroom teacher, unless directed otherwise by the Principal/Program Director.
- ❖ Wear a school identification badge at all times that is visible;
- ❖ Sign in and out of each school site when arriving and departing;
- ❖ Use appropriate language;
- ❖ Discuss age-appropriate topics;
- ❖ Follow the student and employee relationship policy for appropriate interaction with students **(Policy 6442)**
- ❖ Refrain from disciplining students (Behaviors needing discipline shall be directed to the appropriate teacher or administrator.);
- ❖ Refrain from giving students gifts, rewards, or food items of any kind without the teacher's permission;
- ❖ Follow the employee/volunteer dress code **(Policy 6435)**
- ❖ Keep confidential any information about a student or any school-related incident.
- ❖ If there is a safety concern or an emergency issue, it shall be immediately communicated to someone in authority;
- ❖ Abide by the same code of ethics and standards of conduct for school employees
- ❖ Abide by all other applicable policies and school rules

*Policy 6082 Code of Ethics and Standards of Conduct*

### **Photographs and Social Media:**

Pictures of students are to be taken by our staff photographer in order to ensure the safety of all students. Photos may only be posted on social media of students at Bradley Creek, by Bradley Creek Staff.