

## **VOLUNTEER CODE OF CONDUCT AGREEMENT**

Thank you for your interest in volunteering with North Thurston Public Schools (NTPS). This information is provided for your safety as well as for the protection of the children with whom you will be working. Please review it carefully and ask any questions that may arise. We want the time you spend volunteering in an NTPS school to be a positive experience.

**Relationships:** For the protection of all, the relationship between you and all students with whom you volunteer must be kept appropriate. Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits or invitations to your home, social events, office, vehicle, or activities is not permitted without a specific directive from a teacher and/or prior written parental permission. This prohibition, of course, would not restrict out-of-school contact with students who are family friends or known to you through other community contacts.

**Appropriate touching:** Handshakes, “high five’s,” fist bumps, or an arm or hug around a shoulder are the only safe and friendly ways to touch a child when you are volunteering. For some children, or for some cultures, even these gestures may be unwelcome. No child should be subject to unwelcome touching no matter how well intended. If a child ever inappropriately touches you, please inform a staff member right away.

**Communication:** You are a role model. Your conversations with students, staff, and other volunteers should demonstrate respect for others and avoid language that may be perceived as discriminatory, profane, sexist, or offensive. No student, staff, or volunteer should ever be treated differently, spoken to disrespectfully or denied services based on race, religion, disability, age, national origin, marital status, gender identity or expression, or sexual orientation. In addition, school personnel or volunteers cannot encourage or promote religious beliefs by class activities, comments, or invitations to their place of worship.

**Confidentiality:** As a volunteer, you must respect and maintain confidentiality regarding personal information obtained regarding a child or his/her family with certain exceptions. Reasonable suspicion of abuse, neglect, sexual abuse, illegal, or dangerous activities should be shared with staff. Be assured they will follow up on the information.

**Discipline:** Any discipline of a student should be left up to the staff. Physical punishment is never permitted.

**School safety plan:** In an emergency while you are on site (fire, earthquake etc.) you will follow the Safety Plan of the building where you volunteer. In case of an emergency or emergency drill, you will exit the building with staff and students. Follow the lead of school staff.

**Check in/out:** All visitors, including volunteers, are required to sign in at the main office in the school and wear an identification badge with their name while on campus.

A more comprehensive guideline for conduct and school procedures can be found in the volunteer handbook, which can be found here: <https://www.nthurston.k12.wa.us/volunteer>.

