

# NORTH THURSTON PUBLIC SCHOOLS VOLUNTEER CODE OF CONDUCT

**Communication:** 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. NTPS expects all volunteers to refrain from abusive language and act with civility in all interactions while volunteering. No student, staff, volunteer, or other person 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.

**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. This prohibition 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, an arm around the shoulder, or a side hug are the only safe ways to touch a child when you are volunteering. For some children, even these gestures may be unwelcome. If a child ever inappropriately touches you, please inform a staff member right away.

**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:** You should make plans to volunteer with school staff ahead of time. All volunteers are required to sign in at the main office. Some events, like field trips, may meet off campus. Volunteers can log their hours in CERVIS if they are unable to sign in at the school.

**Volunteering is a privilege. All volunteers serve at the discretion of the building principal and district volunteer liaison. If you do not adhere to this code of conduct and the policies outlined in the volunteer handbook, you may be dismissed from your volunteer service.**

A more comprehensive guideline for conduct and school procedures can be found in the volunteer handbook, which can be found on the [district volunteer webpage](#).

