

Volunteer Code of Conduct

Below are the requirements for volunteer conduct:

Background Check

- All volunteers must complete a background check before serving any hours

Attendance

- Please be reliable! Because each job is important and needs to be completed, please notify the Volunteer Coordinator if you are unable to serve at the designated time.

Recording Volunteer Hours

- All volunteer hours must be recorded. Please make sure to sign in and out each time you volunteer. Sign in is normally recorded in the school office. You can also send your start and end times to our program coordinator via email.

Name Tags

- Volunteers must wear a Visitor's Name Tag at all times. You can obtain a name tag in the School Office.

Dress Code

- Please make sure to dress appropriately and modestly as an example to students.

Conduct

- Your conduct should provide for and reinforce the safety and well-being of all students. You are a role model for the students and should dress and act appropriately.

Confidentiality

- Working with students is always confidential. Please keep your observations on a professional level. A volunteer will not divulge information to which he or she may have access, such as grades or discipline issues.