

# VOLUNTEER CODE OF ETHICS

The Eugene Village School strives to create a community of love and support for all of our students. This is only accomplished with a dedication of all community members to the success of the school, and more importantly, the students. Volunteers are an essential resource; without the volunteer assistance, the mission of the school cannot be accomplished.

**Initial each section on the sideline indicating you have read and understood the policy:**

## \_\_\_\_ **Dependability**

- Be aware that teachers and volunteer coordinators are depending on your attendance.
- Please make every effort to communicate your absence and find your own substitute in the event that you need to be absent.

## \_\_\_\_ **Procedures and Scheduling**

- Always check in and out at the volunteer station in the office.
- Volunteers are to wear a badge at all times.
- If you are volunteering for a job set up by our Volunteer Coordinator, please see her for the details associated with that job.
- Please check with the teacher to schedule the best time for volunteering in the classroom
- Be aware that staying longer than your scheduled volunteer time may have an effect on the flow of the classroom environment. Always check in with the teacher in advance if you would like to extend your time.
- If you wish to observe your child in the context of the class (as opposed to volunteering) please talk to the teacher to schedule an appropriate time to do this.
- Always work with students in small or large groups where there is plenty of visibility; do not work alone with a student.

## \_\_\_\_ **Role**

- Your role is to support the needs of the teachers, students and programs. Volunteering is not a time for the observation and evaluation of a teacher.
- As a volunteer your job is to work to support the requests of the staff member you are assisting.
- If you have a concern or issue with a teacher/staff member please discuss it with her/him first.
- If you are not satisfied with the discussion with the staff member be sure to follow the proper steps such as the *Complaint Process* which can be found in our **Family Handbook**.
- If, at any point a concern escalates to an official complaint then we would ask that you not volunteer in the classroom until the complaint is resolved.

## \_\_\_\_ **Communication**

- Always direct your or other parents' concerns to the classroom teacher. If problems or concerns arise, first discuss them with the appropriate staff member, and then, if necessary, the Administrative team.
- It is the school's responsibility to inform parents of student progress.
- Do not exchange telephone numbers, home address, or email address with students.
- If you suspect that a student is in danger of hurting him/herself or others or being hurt by someone else report it to the appropriate teacher/administrator immediately.

## \_\_\_\_ **Respect for Others**

- Practice patience and understanding toward the children and staff.
- If you are experiencing difficulty with a student please check in with a staff member for guidance.
- The VS community strives to treat everyone with dignity and respect.
- Respect all VS policy and procedures.

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### **Cell Phone and Camera Use**

- Please keep your phone away during volunteer hours.
- In the case of an emergency, remove yourself from the classroom or task before taking a call.
- Always ask the teacher permission before taking pictures in the classroom.
- Do not post, transmit, publish, or display any school related content without prior permission from the teacher/administrator. This includes any harmful or inappropriate material that is threatening, obscene, disruptive, sexually explicit or that could be construed as any form of harassment.

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### **Siblings**

- Please check in with the classroom teacher if you wish to bring younger siblings with you during your volunteer time.
- Each teacher has their own policy regarding siblings in the classroom and on field trips.
- Siblings are not allowed to attend overnight field trips (with the exception of the Greek Games)
- Siblings under the age of 18 can never ride 4J buses due to 4J liability guidelines.

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### **Alcohol, Tobacco, and Drug Use**

- The Village School is drug-free, alcohol-free, tobacco (including vaping)-free.
- Volunteers must be in an appropriate mental and physical condition when at school.
- Do not possess, distribute, sell, or be under the influence of alcohol, illegal drugs, or marijuana.
- Also, please be aware of the strong smells associated with tobacco, marijuana and alcohol. The odors are a distraction and may raise concern.

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### **Transportation**

- Volunteers agree to not transport students without the written permission of parents/guardians or without the expressed permission of the school. **DON'T** go anywhere other than trip destination.

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### **Obligations of Confidentiality**

- The Village school staff and administration take seriously the need for all personal information and conversations pertaining to students and families to be kept confidential.
- The only person who should be told about student's work or behavior is their teacher.
- If parents ask you about their student kindly refer them to the student's teacher.
- If a student shares something of concern with you, do not share it with anyone else, except for the supervising staff member.
- If you have a concern regarding a student's personal safety, immediately contact the teacher or school principal.
- Do not speak to others about children in the classroom that you have observed during your volunteer time.
- Refer to the **Family Educational Rights and Privacy Act of 1974 (FERPA)**. And the ***Volunteer Confidentiality Agreement*** for more information.

The staff and students of The Eugene Village School appreciate all you do for our community. Thank you for being a Volunteer!

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**Volunteer Parent Name (please print)**

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**Volunteer Parent Signature & Date**

## VOLUNTEER CONFIDENTIALITY AGREEMENT

Village School

**Please read and *initial* each paragraph on the side line.**

\_\_\_\_ There are federal and state laws that protect the privacy rights of students and families. In a school situation, there are many instances in which confidential information is discussed in order to better understand students and how we can help them. When working in the school as a volunteer, there may be times when confidential information is heard. Our staff will make every effort to prevent this from happening; however, as a volunteer you must agree that if you do hear information about a student or family you will not repeat it outside of the school. This will ensure the protection of our students' interest and their families, thus creating a better environment for all.

\_\_\_\_ Additionally, three laws govern special education confidentiality, FERPA (Family Educational Rights and Privacy Act), IDEIA (Individuals with Disabilities Education Improvement Act), and the NC Policies Governing Services for Children with Disabilities. All three bodies of regulations indicate that confidentiality must be maintained relative to special education students. Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of the laws. A volunteer should not discuss a child's disability with any individual outside of the classroom instructor, building principal, or staff member. The volunteer should not use any written or verbal statements outside of the school that would divulge the child's disability; this includes notes, email, text messages, and/or social media sites. In essence, only those who work directly with the student are considered as those with a "need to know." If at any time these terms of confidentiality are violated by a volunteer, termination of volunteer services may occur. I will keep confidential matters private.

I also understand that volunteering at Village School is a privilege and a responsibility. The school's principal reserves the right to deny or remove any volunteer violating confidentiality or any Village School policy.

**By initialing all of the paragraphs and signing this document, I am acknowledging that I have read, understand, and agree to the Volunteer Code of Ethics and Confidentiality Agreement set forth by The Village School.**

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**Volunteer Parent Name (please print)**

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**Volunteer Parent Signature & Date**