

Beechwood Elementary Volunteer Code of Conduct Form

Thank you for offering your time and talents to Beechwood Elementary School. We would not be able to serve our community as well as we do without the help and cooperation of parents, community volunteers, and non-teaching professionals. We are so grateful for the volunteer contribution that you are making.

We ask that you please read the following items below carefully. The protocols and procedures listed ensure the safety of our children and staff as well as preserves the dignity of our Beechwood families. In order to serve as a volunteer for the Beechwood community, we would ask that all persons adhere to the following:

- **Judicial Record:** All volunteers must complete a judicial record check. Forms are available at the main office. It can take some time to perform the background check, so please ensure that your forms are completed at the beginning of the year.
- **Sign in/out:** Volunteers must sign in and out at the main office, and wear a volunteer tag at all times while volunteering at the school. Tags are to be returned to the main office.
- **No interruptions:** In order to reduce traffic, noise and interruptions during class time, we ask that once you have completed your volunteer time that you do not use this opportunity while in the school to visit with your child and/or teacher. Classes in session are to be respected. Do not wander hallways or enter classrooms to speak to staff about your child's progress during school hours or bus duty/yard duty. Do not approach the administration, teachers or other staff members during teaching hours. Should you have any questions and/or concerns please proceed to the main office for assistance.
- **Confidentially:** From time to time, while volunteering, you may find yourself privy to information and/or a conversation confidential in nature. It is common courtesy to excuse yourself from the room, particularly if you are at the main office. Discussions about students or teacher/ staff issues with others on school property is strictly forbidden. Volunteers who do not respect confidentiality may be asked to exit the building.
- **Discipline:** Everyone who is privileged to work with Beechwood children may occasionally witness inappropriate behaviors. Parents are asked to bring this to attention of a Beechwood staff member rather than handle it themselves.
- **Respect:** We expect all volunteers to treat each other, students and staff with politeness and respect at all times whether in person or via email. If you feel you have been disrespected as a volunteer, you may file a formal complaint through the Principal and the Home and School Chairperson.
- **Fire/Safety Drills:** Volunteers are expected to adhere to fire and safety procedures and protocols while in the building.



- **Injuries:** If injuries occur to staff member or student, please alert the nearest teacher /staff member. Do not attempt to “help” in the situation.
- **Siblings:** When volunteering in the classroom, library or other areas (where you are working with the students), please refrain from bringing younger siblings with you.
- **Technology:** Cell phone ringers should be turned off or set to vibrate while in the school. As well, please refrain from taking pictures of students or staff.
- **Volunteers represent the school:** As a volunteer, you not only serve the needs of the children and help out the staff; you provide an important link between the school and the community. Students, their parents and the community at large will view you as a representative of the school. They will pay close attention to what you say about the staff and the educational programs. Your volunteer experience will enable you to share the many positive things that students and staff are doing.

Thank you for contributing to the important work of teaching and guiding our students.

Acknowledgement of Beechwood Elementary School Volunteer Code of Conduct

I have read the volunteer code of conduct and understand the guidelines and procedures, promising to uphold them while I am a volunteer at Beechwood Elementary School. If for any reason, my actions contravene the above agreement, my volunteer privileges may be revoked.

Volunteer Name (please print): _____

Signature: _____ Date: _____

Internal use ONLY

Principal of Beechwood Elementary School: _____

Signature: _____ Date: _____