

# **CONDUCT of VOLUNTEERS**

## **CELL PHONES**

The use of cell phones while volunteering is *not* prohibited. However, we ask that you refrain from use while in a school building unless there is an emergency or urgent situation that needs your immediate attention. If you must take a call while volunteering, please try to find a location, such as the main office, where you will not disrupt learning.

## **DRESS CODE**

Although there is no official dress code for volunteers, please use discretion and good taste. Remember, volunteers set an example for the students.

## **ETIQUETTE**

Please refrain from the use of any inappropriate language while you are at school. Remember you are setting an example for the children in our schools. In addition, remember to always treat other adults as well as students with respect. Likewise, you should expect teachers and students to treat you with the respect you deserve. If you believe you have not been treated with respect while volunteering, please let the teacher or the principal know.

## **DISCIPLINE**

It is the role of the teacher or the principal to administer discipline. If you witness a situation where you believe discipline is needed, please report it to the classroom teacher or the principal and he or she will handle it. Volunteers should never discipline students.

## **CONFIDENTIALITY**

To make sure students, staff and families feel comfortable, we all need to respect each other's privacy. Volunteers must be especially careful to honor confidentiality. Breaching confidentiality can be hurtful to children, their families and the staff. Volunteers should never post anything from their volunteer assignment on social media or any other website. This includes photos and videos taken while volunteering as well as written commentary that references anything that happened while you were volunteering.

To help, here are some sample issues that could arise: "Wasn't it cute when John ..." No matter how innocent, cute, funny or charming a classroom event may be, it is not okay to repeat stories about students. What happens in the classroom stays in the classroom. In addition, it is never okay to post that adorable photo of John on your personal social media page.

Many parents are tempted to ask you about how their children behave in school. This is especially likely if you are friends outside of school. It is not acceptable to put volunteers in this awkward position. If parents do have concerns, encourage them to talk to the classroom teacher. As a volunteer, you may see or hear things from staff or students that should not be repeated outside the school. What happens in the classroom (or the hall, or the cafeteria) stays at school.

As students see you more often and become comfortable around you, they might decide to share something personal. You need to keep this information private, even if you know the child and their family outside of school. If a student tells you something that causes you concern or if you observe something that troubles you, tell the classroom teacher or inform the principal. Do not handle this matter on your own.

## **ACCIDENT REPORTS**

Any accident involving a student, employee or volunteer that occurs on school property must be reported to the school office using the appropriate district accident report forms. Such forms are needed for prevention of future accidents, regardless of insurance coverage or liability issues. Accident report forms can be secured from the nurse's office.

## **COMPLAINTS**

Any person believing that a volunteer should not be allowed to continue volunteering within the district must submit a written and signed complaint to the building principal. The principal must inform the superintendent of all such complaints that are received. The principal will investigate the complaint and make a report of his/her findings to the superintendent. All complaints and investigation reports will be kept confidential. The final recommendation will be made by the superintendent.

## **DRUG/SUBSTANCE ABUSE POLICY**

It is the goal of the Carlynton School District to maintain an environment that is free of drugs and alcohol as it offers a disciplined environment conducive to learning. No person may possess, use, produce, sell, distribute, or aid in the distribution of alcohol, narcotics, drugs, or distribute paraphernalia for the purpose of drug use at any time in a school building, on school property/grounds, in a school sponsored vehicle or at a school sponsored event (at other sites). For complete information on this policy, please refer to school board Policy #227 Drug Awareness, available on the district's website. Visit [www.carlynton.k12.pa.us](http://www.carlynton.k12.pa.us) and select School Board then Policy Manual.

## **SMOKING AND TOBACCO POLICY**

The Carlynton School District policy forbids all individuals from using and possessing cigarettes and other tobacco/nicotine related products such as chewing tobacco, snuff, vaping and E-cigarettes on school grounds or buses at any time. For more information, please refer to school board Policy #222 Tobacco, which can be found on the district's website. Visit [www.carlynton.k12.pa.us](http://www.carlynton.k12.pa.us) and select School Board then Policy Manual.

## **FIRE AND EMERGENCY PROCEDURES**

Before you begin your volunteer assignment, please ask the classroom teacher or another staff member to review the emergency procedures for the building. Keep in mind our fire and emergency procedures vary between buildings.

## **HARASSMENT POLICY**

The Carlynton School District and Board of School Directors strive to provide a safe, positive learning environment for all students and staff. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. For additional information, please refer to school board Policy #248 Unlawful Harassment on the district's website. Visit [www.carlynton.k12.pa.us](http://www.carlynton.k12.pa.us) and select School Board then Policy Manual.

## **INTERACTION WITH STUDENTS**

The following are guidelines for interacting with students:

- Avoid situations where you and a child are completely unobserved/unsupervised.
- Physical violence or actions (including rough grabbing and shaking) should never be used on a child. If a situation is escalated with a student, please notify the nearest teacher or principal to gain assistance.
- Do not assist with activities of a personal nature that children can do for themselves.
- Do not leave a child unsupervised.
- Do not initiate physical contact with a child.
- If a child seems distressed in any way or misinterprets something you have done, please report this to the teacher as soon as possible.