

EXHIBIT IICC-E

Our Code of Ethics for Volunteers

CROSS REF.: IICC, School Volunteers; IAA-R, Character Education Procedure; JHG, Reporting Child Abuse/neglect

What do we live for,
if it is not to make
life less difficult for
each other?
-George Eliot

Maintain Confidentiality

In your role as volunteer, you may read and hear information about students that is *confidential*. It may be the result of classroom or achievement tests, attendance data, financial or personal family information, social or behavioral actions, or other interactions. There may be times that a staff person may need to share confidential information with you or a student may tell you something in confidence. You may hear conversations between students and teachers, students and students, or between district personnel. All these things are confidential and should never be discussed with others who do not have a legitimate need to know. If you suspect a child is being abused or neglected, this should be reported immediately to the building administrator.

Parents, friends or community members may, in good faith, ask you questions about the progress or problems of a student knowing that you are a volunteer.

Discussion of individual students, teachers, or staff, or their actions and/or their abilities, is considered a breach of professional conduct, and the student's right to privacy.



Be Reliable

Remember that students and staff members depend on, and appreciate, your presence. If you find you will be running late, please contact the school.

Be a Good Role Model

All faculty, staff, administrators, board members, and school volunteers serve complementary roles in promoting positive character development.

In schools, as in families, children care about our values because they know we care about them.

- a. Volunteers serve as *caregivers* — respecting students, helping them succeed at the work of school, treating each student as having worth and dignity, and enabling students to gain a first-hand appreciation of the meaning of ethics by being treated in an ethical way.
- b. Volunteers serve as *role models* — ethical persons who demonstrate a high level of respect and responsibility both inside and outside the classroom.

- c. Volunteers serve as *mentors* — providing guidance through explanation, storytelling, encouragement of positive behavior, and corrective feedback — especially one-on-one correction.

Practice Open and Positive Communication

Address any concerns or issues promptly and productively. You may contact the classroom teacher or the building principal to express your concerns. Communication is the key to establishing good relationships that benefit everyone.

I agree to follow the procedures for volunteers as outlined above.

Signature

Date

“You give but a little when you give of your possessions, it is when you give of yourself that you truly give.”

Kahil Gibran