

VOLUNTEER CODE OF CONDUCT AGREEMENT

Thank you for your interest in volunteering in North Thurston Public Schools. This information is provided for your safety as well as for the protection of the children with whom you will be working. Please review it carefully and ask any questions that may arise. We want the time you spend volunteering in a North Thurston school to be a positive experience for all.

Remote Learning: Volunteers may participate in teacher hosted and supervised class video calls or provide pre-recorded videos to teachers for sharing with their students. Volunteers must never be alone with a student in an online setting, receive access to a teacher's learning platform, or access a student's personal information. Volunteers may also participate in letter writing projects with students, or outdoor cleanup and planting projects approved by the district.

Relationships: For the protection of all, the relationship between you and all students you with whom volunteer must be kept appropriate at all times. Continuing your volunteer relationship through out-of-school contact, such as phone calls, home visits, or invitations to your home, social events, office, vehicle, or activities is not permitted without a specific directive from a teacher and/or prior written parental permission. This prohibition, of course, would not restrict out-of-school contact with students who are family friends or known to you through other community contacts.

Appropriate touching: Handshakes, "high five's", an arm or hug around a shoulder are the only safe and friendly ways to touch a child when you are volunteering. For some children, or for some cultures, even these gestures may be unwelcome. No child should be subject to unwelcome touching no matter how well intended. If a child ever inappropriately touches you, please inform a staff member right away.

Communication: You are a role model. Your conversations with students, staff, and other volunteers should demonstrate respect for others and avoid language that may be perceived as discriminatory, profane, sexist, or offensive. No student, staff, or volunteer should ever be treated differently, spoken to disrespectfully or denied services on the basis of race, religion, disability, age, national origin, marital status, gender identity or expression, or sexual orientation. In addition, school personnel or volunteers cannot encourage or promote religious beliefs by class activities, comments or invitations to their place of worship.

Confidentiality: As a volunteer, you must respect and maintain confidentiality in regard to personal information obtained regarding a child or his/her family with certain exceptions. Reasonable suspicion of abuse, neglect, sexual abuse, illegal, or dangerous activities should be shared with staff. Be assured they will follow up on the information.

Discipline: Any discipline of a student should be left up to a staff member. Physical punishment is never permitted.

School safety plan: In the event of an emergency while you are on site (fire, earthquake etc.) you need to be familiar with the Safety Plan of the building in which you volunteer. Each school will provide their Safety Plan to volunteers at orientation and training sessions.

Check in/out: All visitors, including volunteers, are required to sign in at the main office in the school and wear an identification badge with their name while on campus.

Volunteer orientation & training: All volunteers will receive orientation to general building procedures, including an understanding of school policies, rules, and expectations; a tour of the campus; and instructions on what to do in the event of an emergency while you are on site. Specific training for the program you will be working in and instructions on how you will communicate with the assigned staff member should also be provided.

A more comprehensive guideline for conduct and school procedures can be found in the volunteer handbook, which can be found here: <https://www.nthurston.k12.wa.us/volunteer>. As a volunteer, you are required to review the handbook before volunteering.

