

PARKVIEW CODE OF ETHICS FOR VOLUNTEERS

1. MAINTAIN CONFIDENTIALITY

In your role as a volunteer, you may read and hear information about students and staff that is confidential. The confidential information may be test data, attendance, financial or personal information or social or behavioral information. There are 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 to students or between district personnel. All of these situations are confidential and should not be discussed with anyone that does not have a legitimate need to know. If you suspect a child is being abused or neglected, this should be reported to the building principal immediately.

Parents, friends or community members may in good faith ask you questions about the progress or problems of a student knowing that you volunteer. Discussion about individual students, teachers or staff or their actions and/or abilities is considered a breach of conduct and the student's or staff member's privacy.

2. BE RELIABLE

Remember that students and staff members depend on and appreciate your presence. If you find that you are unable to meet your obligation, please contact the school office as soon as possible.

3. BE A GOOD ROLE MODEL

All faculty, staff, administrators, board members and school volunteers serve complimentary roles in promoting positive character development. In schools, as in families, children care about our values because they know we care about them.

- Volunteers serve as **caregivers** – respecting student, helping them succeed, treating each student as having dignity and worth and enabling students to gain a firsthand appreciation of the meaning of ethics by being treated in an ethical way
- Volunteers serve as **role models** – ethical persons who demonstrate a high level of respect and responsibility both inside and outside the school setting
- Volunteers serve as **mentors** – providing guidance through explanation, storytelling and encouragement of positive behavior

4. PRACTICE OPEN AND POSITIVE COMMUNICATION

Address any concerns or issues promptly and productively. Volunteers may contact the staff member they are working with or the building principal to express their concerns. Communication is the key to establishing good relationships that benefit everyone.

My signature below indicates that I have read the Code of Ethics for Volunteers, understand them and will comply with them.

Printed Name

Date

Signature

APPROVED: April 19, 2010
 MAY 18, 2015