

# Ivy Creek Elementary School Volunteer Guidelines 2010-2011

Ivy Creek needs your time and talents! By choosing to volunteer you are demonstrating your commitment to education as well as making a positive impact in our school. Please remember to sign in and wear a volunteer badge when in the school.

## **Confidentiality**

As you work with our students and staff please remember that the abilities, problems, relationships, and confidences of students, their parents and staff must never be discussed with anyone other than a professional staff member of our school. If you have concerns, please discuss them with the teacher or an administrator. Educators are held to an unwavering Code of Ethics that applies to all substitutes and volunteers. Should confidentiality be breached, we must ask that the person not return to the volunteer position.

To help, here are some sample issues that can arise:

**“Wasn’t it cute when Johnny.....”**No matter how innocent, cute, funny or charming a classroom event may be, it is not appropriate to repeat stories about students. What happens in the classroom stays in the class room.

**When parents ask you questions.....**Many parents are tempted to ask you about how their children or others behave or achieve at school or how the teacher may interact with the class. It is inappropriate for parents to put you in this awkward position.

**When students tell you about their family, pet, vacation, etc.....**As students become comfortable working with you they may decide to share something personal. This information must be kept private even if you know the child and the family outside of school.

We appreciate your contributions to Ivy Creek and helping us to make it the best school possible!

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I have read and will adhere to the Ivy Creek Volunteer Guidelines, and understand a break in confidentiality may result in my not returning to Ivy Creek as a volunteer.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_