

VOLUNTEER CODE OF CONDUCT

Thank you for offering your time and talents to **Forest Hill Elementary**. We would not be able to serve our community as well as we do without the help and co-operation of parents, community volunteers, and non-teaching professionals. We are so grateful for the volunteer contribution you are making.

We ask you to read the following items carefully. The procedures ensure the safety of our children and staff, as well as the preservation of the dignity of our **Forest Hill** families.

- **JUDICIAL RECORD:** All volunteers must complete Judicial Record checks every year. (Please check with principal for frequency.) Forms are sent home in a school forms package at the beginning of the year and are also available through the Main Office. It takes quite a while to perform the background check so please ensure your forms are in at the very beginning of the year.
- **SIGN IN/OUT:** Volunteers are asked to sign in at the Main Office and to wear a Volunteer tag, at all times (no exceptions please), while visiting in the school. Upon leaving, please sign out and return your tag to the office. Remember, all school staff and teachers have work to do and need their workplace free of distractions. Thank you for respecting their workplace.
- **LATE/ABSENCE:** We thank you for honoring your volunteer commitments. Please notify the appropriate contact person if you will be absent on the day that you are expected. That person may be a teacher, fellow volunteer or the volunteer coordinator of the program. When it is not possible to notify the contact person, please call the MAIN OFFICE at **514-798-0777**.
- **DISCIPLINE:** Everyone who is privileged to work with **Forest Hill** children in this learning environment may be exposed, from time to time, to inappropriate behaviors. Please bring this to the attention of the teacher or school administration, do not attempt to administer any discipline on your own.
- **CONFIDENTIALITY:** From time to time, you may also be privy to information or conversations of a confidential nature while volunteering. Often inaccurate perceptions build from a particular incident or from comments that are made. If you find yourself in the same room as school staff discussing issues with others, or staff on the telephone, it is common courtesy to excuse yourself from the room, particularly in the front office. Often times staff do not have a private space to discuss issues and should be accorded privacy. Respect confidentiality. Never discuss student or teacher/staff issues with others. Please express any concerns to the teachers or to the administration.
- **RESPECT:** We expect all volunteers to treat each other, students and staff with politeness and respect at all times, whether in person, online and in email communications. If you feel you have been disrespected as a volunteer or witness another volunteer being disrespectful, you may make a formal complaint through the principal and Home and School President. They will record and discuss the incident. The issue will then be discussed with the volunteer involved. Any communication to school administration or the principal must be done via the Home and School President. Please do not contact the staff directly. Any volunteer that the school and/ or the committee deems as not following protocol will be thanked for their time and efforts and excused from further duties on the committee. If such volunteer holds an executive position, a special meeting will be called and QFHSA protocol will be respected in such instances.

- **DRESS CODE:** We have a dress code in effect and expect volunteers to dress accordingly.
- **FIRE/SAFETY DRILLS:** During Fire and Safety Drills, the volunteers are to be accounted for in the classroom or area in which they have signed in for. They are expected to follow the same procedures and instructions as the students and staff.
- **INJURIES:** If injuries occur to a student or staff member, please alert the nearest teacher or staff member.
- **YOUNGER SIBLINGS:** When volunteering in a classroom, library or other areas (where you are working directly with students), please refrain from bringing younger siblings with you.
- **TECHNOLOGY:** Cell phone ringers should be turned off or set to vibrate while in the school. As well, please refrain from taking candid pictures of students and staff.

- **NO INTERRUPTIONS:** In order to reduce traffic, noise and interruptions during class time, we would ask that once you have completed your volunteer time that you not use the opportunity while in the school to visit with your child and / or teacher. Respect classes in session. Do not approach a teacher during teaching hours. Do not wander hallways or enter classrooms to speak to staff about your child's progress during school hours or bus/yard duty. Please remember that all school staff have important work to do.

- Should you need to meet with a teacher, please send a note via your child's pochette or Seesaw application/ email to make an appointment.

Volunteers Represent the School. As a volunteer, you not only serve the needs of the children and help out the staff, you also provide an important link between the school and the community. Students, their parents and the community will view you as a representative of the school. They will pay close attention to what you say about the staff and the educational programs. Your volunteer experience will enable you to share the many positive things that students and staff are doing.

Again, thank you for contributing to the important work of teaching and guiding our **Forest Hill** children, preparing them for success in all that lies ahead of them.

I have read the Volunteer Code of Conduct and understand the guidelines and procedures, promising to uphold them while I am a volunteer at **Forest Hill Elementary**. If for any reason, my actions contravene the above agreement, my volunteer privileges may be revoked.

Volunteer Name

Date