

VOLUNTEER CODE OF CONDUCT & CONFIDENTIALITY STATEMENT

LINGLESTOWN CHRISTIAN NURSERY SCHOOL

Parent volunteers may, in some cases, be involved with the children directly in the classroom. Volunteers are supervised at all times by a LCNS staff member. Having volunteers in the classroom and office is intended to enhance the children's educational experience. To this end, parent volunteers are asked to follow these rules regarding conduct.

- † You'll notice that our classrooms are typically quiet, but busy. Try to mimic the teachers' behavior and speaking patterns,
- † Model polite behavior at all times.
- † Keep to the task assigned. Volunteers must not try to give any lessons to the children other than what the teacher has asked them to do.
- † No physical punishment shall ever be used at LCNS. Volunteers are expected to read and understand the LCNS Classroom Management guidelines found in the Family Handbook. Volunteers must allow teachers to handle any and all behavioral issues.

Parents who are working as volunteers should conduct themselves in a professional manner at all times, regardless of where they are at LCNS or outside the school environment. Parent volunteers are asked to follow these rules regarding privacy and confidentiality:

- † Do not discuss a child's work, behavior or progress with any other parent or child. Should you have a concern or question, please bring it directly to the child's teacher.
- † Should another parent voice a concern regarding their child to you, please ask him or her to discuss it directly with their child's teacher.
- † Should another parent voice a complaint, describe a conflict, or begin to discuss a problem with you, encourage that parent to discuss the issue with their child's teacher or the director. LCNS strives to solve all issues in a quick, professional manner, but cannot address unknown concerns. Volunteers are not asked, nor expected, to address other parents' individual concerns.
- † LCNS and its students' parents expect this highest level of discretion by staff and parents in regard to confidential information, files or personal data on the children. Conversations and behavior must reflect this level of discretion.
- † Classroom incidents and interactions among children observed by volunteers should be regarded as confidential information. They should not be discussed with other parents.
- † Although the teaching staff must at times allude to other children in discussing classroom social matters with parents, they should never make any negative comments about another child. Every effort should be made not to use children's names in these types of situations. Volunteers should never discuss classroom social matters with other parents.

_____ Signature of Volunteer _____ Date

I have read and understand the Volunteer Code of Conduct and with abide by this document.