

VOLUNTEER CODE OF CONDUCT & CONFIDENTIALITY STATEMENT

In some cases, parent/guardian volunteers maybe 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/guardian volunteers are asked to follow these rules regarding conduct.

Thank you for helping us to enhance the children's educational experiences.

- **CONDUCT:** Volunteers are supervised at all times by an LCNS staff member. You should never be alone with a child other than your own.
- **BEHAVIOR:** Volunteers will allow teachers to handle any and all behavioral issues.
- **CONFIDENTIALITY:** Do not discuss a child's work, behavior or progress or any conversation you hear in the classroom between teachers and families with anyone. Should you have a concern or question, please bring it directly to the teacher's attention.
- **SOCIAL MEDIA:** Do not take pictures of individual children other than your own child.
- I have not been convicted of child abuse.

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

Sign in on our Volunteer Sheet in the school office and pick up a Volunteer name tag. The name tag should be worn at all times. Sign out and return your name tag when you have completed volunteering.

WHAT YOU SEE, WHAT YOUR HEAR, WHEN YOU LEAVE, LEAVE IT HERE

Signature

Printed Name

Date