

Savage Middle School

Volunteer Code of Ethics, Rights and Responsibilities

Code of Ethics for Volunteers

- Confidentiality – You may observe that students learn at different rates, need extra support or have emotional behaviors. Your observations are confidential. If you have concerns discuss them with the teacher, not with other volunteers, with other parents, or in the community.
- Dependability – The teachers/staff have planned activities for you and the students. If something comes up, please be considerate of those depending on you and notify the office.
- Communication – When you have questions or concerns about policy and procedures, please ask the appropriate person—the teacher, office staff or principal as needed. Most problems can be solved with respect and honest communication.
- Support – As a school volunteer, you will be in a support position. Your role is to support the classroom teacher and the administrators of the building.
- Attitude – Come to school with a positive attitude, one that will say to the students, “You are amazing.” I’m glad that I have an opportunity to work with you.” In order to promote volunteerism in our schools, it is essential for all school volunteers to adhere to a professional code of ethics.

Rights of Volunteers:

- To receive clear and specific directions from cooperating staff.
- To feel that you are an important part of the team by having your accomplishments recognized.
- To not be left in charge of a class without the presence of a teacher
- To expect to have fun!

Responsibilities - Guidelines and Expectations for Savage Middle School Volunteers:

- Volunteers are required to sign in and out at the Student Services Office of the school.
- Volunteers are required to wear a visitor badge at all times while in the school building and on campus.
- Please make sure you dress appropriately. Revealing clothing or clothing that contains inappropriate words or messages is not allowed.
- Cell phones are to be kept on “silent” and you should not be accepting phone calls or texting during volunteer time if you are working with students. In volunteer capacities outside the classroom, phones should still be turned to silent and you should refrain from private communications on electronic devices.
- Your commitment is valued! Please be reliable and on time. If you are unable to volunteer on your scheduled day, please contact the front office and the cooperating staff member.
- Volunteers are not allowed to be alone with students or out of the line of site of the teacher.
- Faculty and staff will handle ALL behavior or discipline with the students. A volunteer must never reprimand or get involved in disciplining students outside of reporting directly observed behaviors to teachers.
- Volunteers serve only in a support capacity; only teaching staff members are responsible for educational planning and teaching of new concepts.
- A volunteer should perform no duties other than those expressly assigned to him/her. Roaming halls, visiting your child’s classroom, and/or attempting to conference with teachers is not permitted. Volunteers are expected to report directly to the location where they are volunteering and refrain from participating in other business or activities in the building unless specifically asked to do so.
- A volunteer should follow the specific directions given by the cooperating staff member. Please try to follow them as closely as possible and ask if you have any questions.
- If we find that your child has a hard time working with you in the classroom, we might need to adjust the time and place that you do your volunteer work at school.
- Notify a staff member immediately if a student confides in you about an abusive situation. Staff will do the necessary follow-up.
- It is not appropriate to bring gifts or food for individual students when volunteering.
- If a teacher needs you to volunteer in the classroom, days and times will be provided as needed.
- Prior to using the Riso, copy machine, and paper cutter, please seek assistance and training from office staff or make sure the teacher has informed the office that they trained the volunteer.