VOLUNTEER CODE OF CONDUCT

All volunteers with the Little Rock School District are expected to abide by the following code of conduct:

→ Complete a Volunteer Application provided by the ViPS Office before reporting for volunteer service. Vetting does not guarantee placement, and certain volunteer opportunities may be restricted or prohibited.

→ Sign IN and OUT of the building during each visit and adhere to all check-in policies and procedures for visitors and volunteers.

→ Always work under the guidance and supervision of a district employee while in a school. Volunteers should never supervise students or classes in the event of teachers and employees absent due to sickness or strike.

→ Do not establish or make decisions about instructional objectives, grades, student progress or ability.

→ Do not discipline students. Refer all disciplinary issues to teachers or other district employees.

→ Refer all emergency situations and all students in need of first aid or medication to teachers, the school nurse or other school administrators.

→ Always work with individual students in publicly designated areas of the school. Never use or enter student designated facilities or restrooms.

→ Share any concerns you may have related to student welfare or safety with the school counselor. School volunteers are recognized as mandated reporters by the state of Arkansas and should report suspected child maltreatment to 1-800-482-5964.

→ Students should not be transported to field trips or school-related activities in personal or private vehicles without permission from each student’s guardian and approval from the school principal. LRSD Form 900112 and/or current proof of insurance, copy of driver license, and background check are required to be filed prior to a transport.

→ Maintain confidentiality of all student, classroom and school information.

→ Silence your cell phone. Respect areas designated as restricted or limited use.

→ Upon entering a school, all adults are expected to conduct themselves appropriately through dress, words and actions.

→ Be reliable and on time. Notify the school if you will be late or absent for a scheduled volunteer assignment.

→ Report your volunteer service (1) with the school OR (2) online: LRSD.org/ViPS

Please contact the ViPS office with any questions involving the Volunteer Code of Conduct.

Thank you for volunteering with the Little Rock School District.