VOLUNTEER CODE OF CONDUCT

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

1. Complete a Volunteer Application provided by the ViPS Office before reporting for volunteer service within the Little Rock School District. Application and screening does not guarantee placement, and certain volunteer opportunities may be restricted or prohibited.

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

3. Always work under the guidance and supervision of a district employee while in a school. Volunteers should never supervise a class in the event of a certified teacher’s absence due to sickness or strike.

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

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

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

7. Always work with individual students in publicly designated areas of the school.

8. Share any concerns you may have related to student welfare or safety with teachers, counselors or other school administrators.

9. Do not transport a student in a personal or private vehicle without permission from the student’s guardian and the school principal. Provide a current proof of insurance to school administration immediately prior to any transport.

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

11. As a role model for students, all volunteers should dress and act appropriately.

12. Always be prompt or notify the school if you will be late or absent for a scheduled volunteer assignment.