Volunteer’s Code of Ethics

1. Respect the confidentiality of the teacher and the students and refrain from discussing them outside the school situation.
2. Practice tolerance and understanding toward all children and teachers.
3. Refrain from discussing concerns regarding a specific staff member or other volunteers until the person in question has been consulted or informed.
4. Be dependable. Follow through on tasks by attending at the times or dates arranged. Inform the school of any absence as far in advance as possible.

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This brochure is directed to volunteers and contains important information to make your volunteer experience a success.

Call for details (631) 244 6510
**The Application:** Sayville requires that each volunteer complete a volunteer application. These applications are available at each school building. Please check with the building principal or the coordinator of athletics. Potential volunteers are required to supply references and may be required to submit to a background check.

**Confidentiality:** As a volunteer, you will have access to our schools, thus giving you opportunities to work with students and staff. It is likely that you may observe, read, and/or hear about children and staff while working as a volunteer. We ask that you not repeat anything about individual students or staff. The names of students, teachers, and staff, their actions and abilities, are NEVER appropriate topics for discussion outside of school.

**Sign In:** Unless otherwise advised, please report to the main office when you arrive at school.

**Communicate:** As a volunteer, it is very important that the lines of communication always be open with you and the staff member in charge. If you are unsure about what is expected of you, please ask the staff person for direction.

**Commitment:** Whether volunteering on a regular basis or for one evening or project, please arrive a little early so there is time for communication and direction. Also, please be sure that if you want to volunteer, that you are aware of your schedule so that you are able to be there. You will see how easily the children and staff will grow to depend on you.

**Student Discipline or Behavior:** As a school volunteer you may notice students disobeying school or classroom rules. Your responsibility is to call such matters to the attention of the supervising school personnel. The responsibility of discipline rests solely with the school staff.

**Student Interaction:** Volunteers are required to work well and equally with all children with whom they come in contact. Please make an effort to know the names of students with whom you are working. Protect yourself by not being alone with any student. Always leave a door open or ask the assistance of another adult when necessary. Volunteers should always be working under the direction and supervision of a staff member.

**Student Injury:** No matter how minor, you must report any injury or accident to the teacher or staff member in charge. You may be asked to assist the nurse in completing an accident report if necessary.

The Board of Education recognizes that the use of volunteers strengthens school/community relations through positive participation, builds an understanding of school programs among interested citizens, and can assist district employees in providing more individualized and enriched opportunities in instruction. The Board encourages volunteers from all backgrounds and age groups who are willing to share their time, training, and experience to benefit the students of the district.

Volunteers may be involved in many facets of school operations. Volunteers shall not be used to provide transportation for school-sponsored activities. No volunteer shall be permitted to have unsupervised direct contact with students, with the exception of chaperones on approved school field trips under the general supervision of a staff member.

School personnel who are responsible for tasks or projects that involve the use of volunteers shall identify appropriate tasks and time schedules for such volunteer activities, as well as make provisions for adequate supervision.

Persons wishing to volunteer must contact the Superintendent or Building Principal or other individual designated by the Superintendent or Building Principal and must complete a volunteer application form. The application form shall require the volunteer applicant to disclose any criminal convictions.

The district shall retain a complete record of all information obtained through the application process for the same period of time it retains information regarding district employees.

All volunteers are required to act in accordance with district policies, regulations, and school rules. Any staff member who supervises volunteers may ask any volunteer who violates district policies, regulations, or school rules to leave school grounds.

Each Building Principal shall be responsible for maintaining a current and complete list of all active volunteers and their assignments.