



## Carnation Elementary School Volunteer Code of Conduct

Thank you so much for volunteering in our school. You are a valued part of our school family, and we know your time in our classroom will be very rewarding. It will be a tremendous help to us. Thank you for investing the time in our students and school.

When volunteering in our school we ask that you keep a few things in mind and follow these guidelines when you are working with students. These guidelines are in place to protect our students, staff, and you as a volunteer.

- Always check in at the front office first, sign in, and get your name badge.
- Be sure you have completed a “Washington State Patrol Background Check” prior to volunteering (must be updated every 2 years in office)
- Be prompt in reporting to your place of volunteering. Our teachers, staff, and students count on you and plan for you. You are greatly missed when you are gone. Please call ahead, send a note, or try calling a replacement volunteer on the list if you are going to be late or gone so we can adjust accordingly.
- Remember to always keep what happens in the classroom confidential. Please do not discuss the lives or learning of students you assist or observe other students or adults outside of the classroom. On the other hand, if you do have a concern, please feel free to bring it to the teacher’s attention immediately.
- Be positive and supportive with students and the work that they do. Maintain realistic standards for their work. Remember, all children learn and they do so in many different ways, abilities, and rates.
- Feel free to help a student. However, we encourage student to do all the work. Students learn by experimenting...so let them do their own work. Ask them first, “What do you think you should do?” and then respond appropriately. Asking questions promotes thinking!
- Try to stay as professional as possible. Please keep in mind that we are always role-models for the students and should lead by example.
- Have fun with the students and enjoy yourself!

We appreciate your time and efforts!  
Thanks!

*Please sign the back agreement and return to your child’s teacher.*



# Carnation Elementary School Volunteer Code of Conduct Agreement

Dear Parent \_\_\_\_\_,

Thank you for volunteering to work in our school. Your volunteer time is...

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Please let me know if this would fit your schedule. I am looking forward to having you assist and I know that “Together We Can Make a Difference” for our students at Carnation Elementary School.

Thank you for your assistance!

Sincerely,

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*Please sign and return*

Parent/Volunteer Name: \_\_\_\_\_ Child’s Name: \_\_\_\_\_

- The above time/activity will work for me.
- I have read, understand, and agree to follow the Volunteer Code of Conduct.

Comments/Questions: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Contact