

Hello NCS Families,

Parent Volunteers at NCS are highly valued and respected. Our school simply could not function without the many volunteers who do such a great job supporting our learners and staff. Along with the usual background check, we ask volunteers to read and sign these guidelines and turn them in at the NCS school office. Thanks again.

Jim Ruder, Director

New Century School Volunteer Guidelines

Confidentiality

While in the school building, volunteers may hear/see information about a student that needs to remain confidential. This may include information regarding student progress, behavior and any personal tidbits students may share with you. You must not discuss any information concerning students with anyone but designated school staff. Volunteers with concerns a student may be a victim of abuse or neglect should immediately inform a school official.

Dependability

If you are unable to fulfill a volunteer shift you have already agreed to, please try to find a substitute. If that is not possible, please inform the school/teacher.

Non Discrimination

Under no circumstances shall a volunteer discriminate against a student for reasons of race, religion, demographics, handicap or any personal issues that exist with the student or the student's family.

Phone/Camera Usage

Please limit cell phone use to a need-only basis while in the classroom. No pictures are to be taken on personal electronic devices unless you have prior consent from a school official.

Safety

Always remember to sign in and out with the school office and wear your visitor pass.

Your Role/Behavior

A volunteer's role may include assisting the teacher with general tasks around the school, helping students one-on-one or working with a small group. If a volunteer should encounter some behavior or discipline issues with a student, they should report the problem to the teacher rather than trying to solve the issue themselves. Likewise, if a volunteer is ever uncomfortable in any situation, they should let a school staff member know immediately.

Thank you! We appreciate your help!

Printed Name

Signature

Date