

Responsibilities

Code of Ethics

Read and agree to follow the Lapeer Community Schools' Volunteer Code of Ethics:

- Be dependable and arrive promptly as scheduled. If you are not able to keep a commitment, call the school.
- Be discreet. All information about children, teachers, and schools is to be kept confidential.
- Act as a role model for the students and dress appropriately.
- Always sign-in and out at the school. School personnel need to know who is working in the building, and it allows us to keep a record of the amount of time volunteers contribute.
- Always wear a volunteer "badge." This identification enables students, teachers, other school personnel, and other volunteers to recognize you.
- Communicate honestly and openly with the principal. We want your experience as a volunteer to be rewarding for you, as well as for students and staff.



1. Confidentiality:

You may have access to grades, records, and other information about students. It is important to remember that any information pertaining to a child must be left in the classroom. As school volunteers, you should not be responsible for sharing any information that might be detrimental to a child. Confidential information about staff and school business should also be kept confidential.

2. Dependability:

Please be dependable. Teachers are planning activities for the students, and you as well. It is disruptive if you fail to keep a scheduled commitment. If you are unable to be at school at your arranged time, please call to let them know.

3. Attitude:

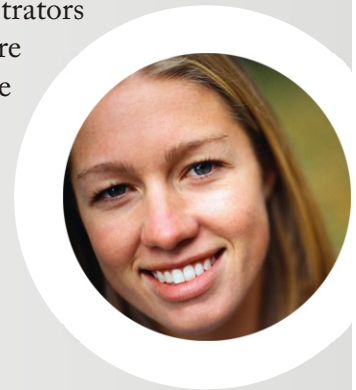
You should bring a warm, friendly, and flexible attitude, which will allow you to work with others in a variety of situations. You must be able to accept individual differences in students and have an appreciation for all racial and ethnic groups.

4. Communication:

You should be open to sharing ideas and asking questions. Open communication with staff, volunteer coordinator, and students is essential to the successful volunteer experience.

5. Support:

Volunteers working in the classroom serve only in a supporting capacity under the direction of professional school personnel, NEVER as substitute teachers or professional staff persons. Staff and administrators in the buildings are responsible for the education of the students at the school and volunteers will work to support the work being done in the building.



6. Cooperation:

In order to provide a smoke-free environment for the students, staff, and patrons of the School District, and also to support the health education objectives of the District's curriculum, the Board, under the authority of State law, shall not allow use of tobacco products at any time on School District properties and to the extent possible shall prohibit the public display of or promotion of tobacco products.

Chaperone Guidelines

- Dress appropriately for the occasion keeping in mind the school dress code, and that as an adult, you are setting an example.
- Remember that you are responsible for the safety and welfare of the students.
- Do not leave your group at any time. If you need to leave your group, check with the supervisor in charge prior to doing so.
- Remain aware of the rules and regulations set by the supervisor in charge. School rules apply on all field trips. Your job is to enforce these rules within your own group. If you have any problems, please contact the supervisor in charge.
- Remind students that we are representing Lapeer Community Schools, and our behavior should make our school proud of us. No loud talking, running around, foul language, or disrespectful behavior will be tolerated at any time.
- Students are to remain seated on the bus, talk in a normal tone of voice, keep their hands to themselves, and no food or drink is to be consumed on the bus.

- Chaperones are reminded that there is no smoking.



We appreciate the important role that volunteers play in helping Lapeer Community Schools prepare students for the future.

Each person wishing to serve as a volunteer must complete and submit a “volunteer application”. To assure student safety, it is Lapeer Community Schools' practice to complete a background check on every volunteer. Volunteer forms must be renewed every three years.

LAPEER COMMUNITY SCHOOLS
250 Second Street, Lapeer, MI 48446
phone (810) 667-2401, fax (810) 667-2411
www.lapeerschools.org



Want to  *Volunteer?*

Your gifts of time, energy, and knowledge are priceless. We understand the value of your support in contributing to our success.

If you are interested in volunteering, please contact the school principal and fill out a volunteer application.

