

## CODE OF CONDUCT FOR VOLUNTEERS

**Volunteers are an important part of our school. We value their contributions!**

*The role of the volunteer is to provide help, service and/or support to the school. It brings with it certain responsibilities.*

The following rules of procedure are to ensure the safety and confidentiality of all concerned.

- All volunteers are subject to the board's Policy of Safe and Caring Schools. See section Code of conduct for Parents/Guardians/Visitors (p.17)  
[http://www.lbpsb.qc.ca/content/policies/Policy%20on%20Safe%20and%20Caring%20Schools\\_Nov%202016-v6\\_asof2017JAN11.pdf](http://www.lbpsb.qc.ca/content/policies/Policy%20on%20Safe%20and%20Caring%20Schools_Nov%202016-v6_asof2017JAN11.pdf)
- All volunteers must complete **Judicial Background** check forms.
- Volunteers are to park in Parent Parking zone NOT IN STAFF PARKING LOT.
- Enter and Exit the building by the front door only.
- Sign in upon entry at the front office and sign out upon departure.
- Wear Volunteer badge (pick up at main office).
- Respect confidentiality: never discuss student or teacher issues with others, do not make comparisons. See the principal if you need to discuss an issue of concern.
- Be sensitive to other children whose parents cannot come into the school to volunteer. Do not arrange to see your own child/ren while volunteering.
- Make arrangements to **meet your child/ren outside** the front door at dismissal times. Please do not wait between the doors. Please ensure exits are clear for safety reasons.
- **Respect classes in session. Do not approach a teacher during teaching hours.** Do not wander hallways or enter classroom to speak to staff about your child's progress during school hours or bus/yard duty. Please make arrangements to speak when it is mutually convenient by appointment.