

# Hawthorn School District 73

## *Volunteer Code of Ethics*

We encourage parents to be responsible volunteers in order to maintain safety and promote the educational program for our staff and students. According to Hawthorn Board of Education Policy regarding volunteers, they may be used to increase students' educational attainment; provide enrichment experiences; give more attention to students; and promote greater community involvement.

**Dependability:** Be dependable and punctual. Keep your commitment by adhering to start and end times. A volunteer shall be responsible for his/her scheduled times and must notify the school staff if not able to meet this commitment.

**Confidentiality:** A volunteer shall not discuss school matters, information concerning teachers, including, without limitation, personnel or disciplinary matters, or information concerning students, including academic performance, grades, attendance, discipline, or health information. A volunteer is also expected to respect the privacy of students and staff, and shall not disclose personal information of both students and staff which would include address or phone numbers as well as any information learned about home life or family. Volunteers also shall not discuss the above information outside of the classroom with anyone but the teacher or principal.

**Communication:** Discuss all matters of concern or questions about policy and procedures or staff with the teacher or the principal. Volunteer shall refrain from expressing differences of opinion or dissatisfaction with policies, procedures or staff in the presence of students.

**Requirements:** Volunteers are role models and must exemplify ethical behavior in their relationships with students and staff. They must refrain from inappropriate behaviors and need to show their support for the staff by being consistent with classroom and school rules. Volunteers must sign in and out every day and are only to work with their assigned teacher and classroom. Individuals will be prohibited from being a volunteer if he or she behaves in a manner not conducive to a good role model or is otherwise a detriment to the school environment.

Parent volunteers are subject to Board Policy 6:250, *Community Resource Persons and Volunteers*, Board Policy 4:170, *Safety* and Board Policy 8:30, *Visitors to and Conduct on School Property*. Prior to serving as a volunteer, volunteers must be screened through Keep-n-Track. If requested, a volunteer must consent to a criminal history records check if the individual will be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a check would be prudent.

Hawthorn's use of an individual who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Murderer and Violent Offender Against Youth Registration Act, may not serve as a volunteer. Whenever an individual requests to serve as a volunteer, the Building Principal or designee shall review the Illinois Sex Offender Registry, [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), and the

violent offenders against youth database maintained by the State Police [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/).

**Waiver of Liability:** The School District does not provide insurance coverage to non-District personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk.

\*I acknowledge that the School District does not provide insurance coverage for me as a volunteer for any loss, injuries, illness, or death resulting from my unpaid service to the School District.

\*I agree to assume all risk for death or any loss, injury, illness, or damage of any nature or kind, arising out of my supervised or unsupervised service to the School District. I also agree to waive any and all claims against the School District, its officers, School Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of my supervised or unsupervised service to the School District.

If you agree to the above, please sign below and give this form to the Principal before volunteering. Thank you for making our school safe!

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_