



Volunteer Ethics, Procedures, and Guidelines

Introduction

These volunteer guidelines are designed to protect students from harm and to prevent even the appearance of impropriety on the part of the individual volunteers, students and schools participating in Spring Hill School District volunteer programs. Please know that we appreciate your participation and that we appreciate your adhering to these guidelines.

Volunteer Procedures.

- **Background Check.** All current and potential volunteers must complete the Spring Hill School District volunteer registration process and complete a background check through Secure Volunteer powered by BIB.
- **Training.** Depending on the volunteer role, you may be required to attend a school or district training.
- **Sign In.** Sign in and out each time you volunteer at a school using the building guidelines.
- **Dress Code.** Use common sense in your dress. Neat, conservative attire is preferred and casual dress is acceptable. Remember, you are a role model for students. Unacceptable clothing includes anything revealing and/or shirts or other clothing with advertising or slogans of questionable reference. The wearing of caps, hats and other headgear inside the school during school hours is not courteous and is not allowed. At minimum, volunteers are expected to adhere to the dress code requirements of the building in which they are serving.
- **Dependability.** Maintain consistent and regular attendance. Contact the school if you are unable to attend as scheduled.
- **No Smoking or Alcohol.** All USD 230 facilities are tobacco free zones, and alcohol consumption is strictly prohibited on district property. This includes parking lots, stadiums and outside fields.
- **Respect.** Volunteers will be respectful of student's and staff's cultural, social, and religious differences. Openness, honesty and respect are expected.
- **Role.** The teacher is in charge of all phases of classroom activity and volunteers will take directions from the teacher or other administrators. Your activities should support the efforts of staff members but not replace them or exceed their authority.
- **Discipline or Other Concerns.** Report discipline, academic or social/emotional concerns to the appropriate administrator or teacher. Student discipline is the sole responsibility of administrators and school staff. Volunteers should not be put in a position of having to enforce discipline.
- **Pictures and Recordings.** Volunteers should not photograph or record any students who are not their own, without prior permission from the teacher and/or the school principal. Additionally, volunteers should not photograph or record any students' work without prior permission from the teacher and/or school principal. Volunteers should never post, distribute, or publish any photograph or recording of any student not their own, even if the teacher or school principal consents, on any social media site.
- **Removal.** A volunteer may be removed from service from a school or Spring Hill School District any time it is deemed necessary and appropriate to do so. If it is determined that it is in the best interest of the district that the volunteer shall be excluded from service, USD 230 will notify the volunteer.

Confidentiality

All student information should be treated confidentially. Both state and federal law protect the privacy of student information, including the Family Educational Rights & Privacy Act ("FERPA"). Sharing student information with others may be a violation of the law. Confidential information includes any personally identifiable information regarding a student, including, but not limited to, a student's:

- Scholastic and health records
- Test scores and grades

- Family information
- Discipline or behavioral incident information
- Status or accommodations given an academic or developmental special need

In the course and scope of volunteering, you may obtain information that is otherwise confidential by state or federal law (e.g. FERPA) and/or district policy. As a volunteer, you must not disclose such confidential information except as may be allowed and/or required by law or district policy. You further must exercise due diligence to safeguard against the negligent disclosure of confidential information by ensuring confidential information is not left unattended or unsecured in paper or digital format. If you have any questions about whether certain information is confidential or the disclosure of student information, ask school administration for clarification.

Do not make a promise to a student that you will not reveal confidential information to a parent or school officials. It may be necessary to do so for the welfare of the student and to protect you from violating the law. Although the student is free to share confidential information with you, there are certain things that you are required by law to tell the school administrator. Any personal information learned from a student or student's files, should be held in strictest confidence except:

1. If a student confides that he or she is the victim of sexual, emotional, chemical or physical abuse;
2. If a student confides that he or she is involved in any illegal activity;
3. If a student confides that he or she is considering homicide or suicide.

Should one of these exceptions arise, you are required to immediately notify the student's principal or appropriate school personnel and/or appropriate agencies in the case of suspected child abuse or neglect in accordance with applicable law. Remember, this information is extremely personal and capable of damaging lives, so do not share it with anyone except the appropriate authorities. If you have questions, please ask a school administrator. Any student needs communicated to the volunteer should be referred to an appropriate staff person.

Guidelines for Working with Students

- All meetings and/or activities with students must take place at the school, or as part of a school-sponsored or school-related activity such as a field trip.
- All activities with a student or students must take place in a room with open visibility to the public or on the school grounds in sight of school staff representatives.
- Off school meetings between the volunteer and a student are strictly prohibited.
- Communication with the student through the use of electronic media is prohibited. The term "electronic media" includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video sharing websites (for example, YouTube), editorial comments posted on the Internet, and social network sites (for example, Facebook, Instagram, Twitter, LinkedIn, SnapChat). Electronic media also includes all forms of telecommunication such as land lines, cell phones, and web-based applications.
- The volunteer is prohibited from knowingly communicating with students through a personal social network page.
- Pictures and Recordings. Both state and federal law protect the privacy of student information, including pictures and recordings of students. Volunteers should not photograph or record any students who are not their own, without prior permission from the teacher and/or the school principal. Additionally, volunteers should not photograph or record any students' work without prior permission from the teacher and/or school principal. Volunteers should never post, distribute, or publish any photograph or recording of any student not their own, even if the teacher or school principal consents, on any social media site.
- The volunteer is prohibited from transporting a student in your personal car as part of your volunteer activities.
- The volunteer must restrict physical contact with students. Any inappropriate contact is strictly prohibited.
- The volunteer must always conduct herself or himself as a positive, respectful role model.