

Ilm Academy

## **Parent Volunteer Policy**

Confidentiality is of the utmost importance in your association with teachers and students.

What you see and hear at the schedule is private. You are in a unique position, when you volunteer in the classroom, or at lunch time, to have information that is not to be shared.

Students you observe or supervise at lunch time or in the classroom cannot be discussed with other parents, faculty, or staff. **You may not** discuss a child even with that child's parents. You must always refer any questions regarding students at Ilm Academy to the child's teacher, or the vice principal, or the principal.

### **Volunteering During School Hours:**

When you are volunteering at Ilm Academy you are demonstrating support for education. Please understand that in the academic settings it is important to be able to give your full attention to the task at hand. For this reason, **do not bring** any children with you when you are volunteering during school hours.

For your own protection, never find yourself alone in a room with a child unless he/she is your own child.

The Staff Lounge is for teachers to use for relaxing and sharing with their colleagues. Please respect their private space.

### **Volunteering for Field Trips**

If you are on a field trip, we assume you are either driving or chaperoning. We expect and demand your full attention for the children you are supervising on the field trip. **Volunteers may not bring other children with them.**

Exceptions: At times, teachers invite other family members for special functions.

### **Social Media:**

In keeping with our mission to act in a partnership with the home and school, volunteers are not allowed to post negative criticisms or statements about students, teachers, parents, administrators, or school policies and practices.

Violation of this policy jeopardizes a parent's invitation to volunteer as well as the family's enrollment at Ilm Academy.

I have read, understand, and agree to adhere to the terms of this policy.

Child's name: \_\_\_\_\_ Grade \_\_\_\_\_

Parent's name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_