

When you volunteer at Nitro you help...

- ✓ Your child
- ✓ Other children
- ✓ Teachers
- ✓ Administrators
- ✓ The community

It is important for all volunteers to remember the following:

- Be responsible and safe- always put children first
- Act as a good role model for the children
- Respect confidentiality. Students and staff have a right to privacy.
- Be professional
- Communicate
- When things come up and you can't fulfill a promise, let someone know.
- Ask for help
- Share your experience with others and encourage new volunteers

Getting Started:

- Always sign in and out at the school office.
- Always wear a "visitor" badge
- As a courtesy to others, please turn off cell phones while in the school building
- Always follow emergency procedures as directed (fire drill, lock down, bomb threat)
- If you are taking food into school, please check with the class teacher or office because some food may be inappropriate for children with food allergies.

Confidentiality

Your primary ethical and legal obligation is to maintain confidentiality. Students, their parents, and the school staff should never be discussed with anyone who does not have a professional right to know. As you are aware, gossip about students, parents and school personnel can cause embarrassment or worse. **Failure to respect confidentiality could result in legal action.** When you join our school team as a volunteer we ask that you join us in our efforts to strictly enforce confidentiality and respect for others.

If you have concerns about something you see or hear, please talk to the class teacher or principal.