



WEST ELEMENTARY
Principal: Amy Flinn, flinna@usd320.com

USD320 WAMEGO PUBLIC SCHOOLS
www.usd320.com

1911 6th Street
Wamego, KS 66547
785-456-8333 Fax: 785-456-7267

Volunteer Code of Conduct

- All information regarding any student is to remain confidential with the school volunteer.
- Volunteers will follow the general directions of the teachers.
- Volunteers will not be allowed to use alcohol, tobacco in any form, or other drugs while working in the school setting or on field trips.
- Volunteers are to refrain from the use of inappropriate language. Violation of this policy will result in termination of the volunteer relationship, as well as future volunteer opportunities in USD 320.
- Volunteers are expected to follow the dress code of the school and dress appropriately as other school staff.
- Volunteers are to bring all disciplinary issues to the attention of the supervising teacher. The *teacher* will administer consequences, as he/she deems necessary.
- Volunteers will not bring children with them to the school setting or on field trips when volunteering (i.e. younger children, siblings of enrolled children, etc.)

The following additional information applies to field trip supervisors:

- Selection of field trip supervisors will be made by school staff based upon student needs and the guidelines of the particular field trip.
- Field trip supervisors must be at least 18 years of age or older.
- Field trip supervisors must agree that field trips are a learning experience and are connected with particular curriculum objectives for the students. Their role as supervisor is to encourage the learning on the field trip.
- Field trip supervisors may be assigned a small group of students for supervision. In this case, the supervisor will be expected to maintain order and follow all rules and procedures in line with the regular school setting. The teacher will address all disciplinary concerns.

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Many voices, many choices, one result: excellence





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- Field trip supervisors will not allow their small group (if assigned one) to do things other groups are not allowed to do (i.e. provide treats or candy for their group, allow students to buy items from a gift shop, or other privileges not allowed for other students on the field trip).
- All students must ride the bus to and from the field trip. An exception to this would be if the parent has permission from the teacher and/or principal to take the student home *after* the field trip. If the parent is taking the student home after the field trip, the office must have a written note prior to the field trip. We strongly encourage parents to allow their students to ride back to the school following a field trip.

I have read the West Elementary School Volunteer Code of Conduct and agree to abide by these rules if I choose to volunteer in the school setting or on field trips.

Parent/Volunteer Name (please print)

Student Name (please print)

Parent/Volunteer Signature

Date

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