



## High Point Academy Volunteer Code of Conduct

### **Purpose**

The purpose of this Code of Conduct is to ensure a safe, respectful, and productive environment for all students, staff, and volunteers at High Point Academy. As a volunteer, you play a crucial role in supporting our educational community, and your adherence to these guidelines is essential.

### **General Principles**

1. **Commitment to the Mission:** Understand and support the mission and values of High Point Academy, promoting a positive learning environment for all students.
2. **Respect and Integrity:** Treat all students, staff, and fellow volunteers with respect. Demonstrate integrity in all your actions and decisions.
3. **Professionalism:** Maintain a professional demeanor at all times. Dress appropriately for the school environment and adhere to any specific dress code guidelines.
4. **Confidentiality:** Respect the confidentiality of all students and staff. Do not disclose any personal information or concerns outside the appropriate school channels.
5. **Safety and Welfare:** Prioritize the safety and welfare of all students. Report any concerns regarding student safety or well-being to a staff member immediately.

### **Responsibilities**

1. **Attendance and Punctuality:** Arrive on time for your scheduled volunteer activities and notify the school in advance if you are unable to attend.
2. **Engagement:** Actively engage with students in a positive and encouraging manner. Be approachable and supportive, fostering an inclusive atmosphere.
3. **Supervision:** Always follow school policies regarding supervision. Never leave students unsupervised, and ensure that you understand your role in any activity.
4. **Communication:** Maintain open lines of communication with teachers and staff. If you have questions or concerns, address them promptly and appropriately.

5. Training and Guidelines: Participate in any required training sessions and adhere to the guidelines provided by the school regarding volunteer activities.

**Prohibited Conduct**

1. Inappropriate Behavior: Avoid any behavior that could be perceived as inappropriate, including but not limited to inappropriate language, physical contact, or discussions of personal matters.

2. Substance Abuse: The use of alcohol, drugs, or tobacco is strictly prohibited during volunteer hours and on school premises.

3. Discrimination and Harassment: Any form of discrimination, harassment, or bullying is unacceptable. Treat everyone with dignity and respect.

4. Personal Gain: Volunteers must not use their position for personal gain or to promote personal business ventures.

**Disciplinary Actions**

Failure to adhere to this Code of Conduct may result in disciplinary actions, including the possibility of termination of volunteer status.

**Acknowledgment**

By signing below, I acknowledge that I have read and understood the High Point Academy Volunteer Code of Conduct and agree to abide by its terms.

Volunteer Name: \_\_\_\_\_

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

Thank you for your commitment to making High Point Academy a positive and enriching environment for our students!