



**Orientation for  
Carteret County  
Public School  
Volunteers**



**Carteret County Schools**

**Carteret County Board of Education**

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<http://www.carteretcountyschools.org>

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Dear Volunteers and Partners,

Thank you for your willingness to volunteer in our school system. It is the entire community's efforts that make our schools such special places for the county's youth. Your augmentation to the schools' programs, whether chaperoning, coordinating, tutoring, or hundreds of other tasks, creates a culture that promotes the importance of education for all children. This investment in our schools reaps benefits that are far reaching and has impacts that will be realized for years.

I trust you will find this orientation informative and helpful. The guidelines for volunteering are quite simple, yet the expectations of student safety are enormous. With your willingness to help, our schools will be even better this year and our students will gain experiences that will last a lifetime.

Sincerely,

Mat Bottoms  
Assistant Superintendent of Curriculum and Instruction

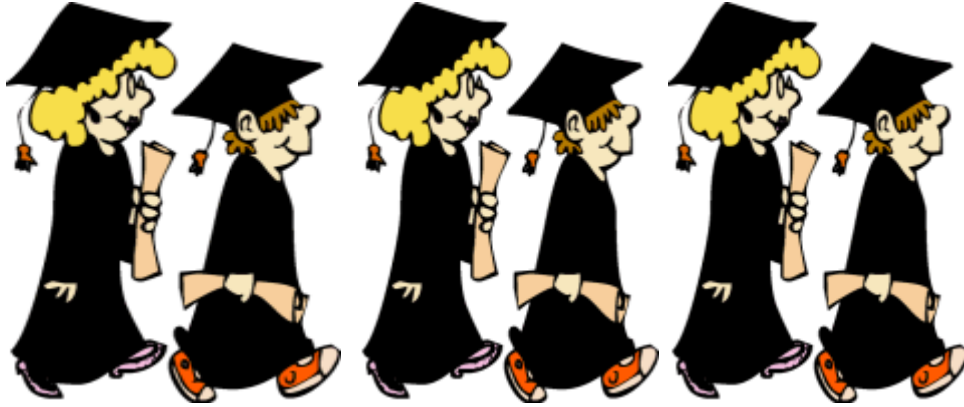
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**MISSION**

THE MISSION of the Carteret County Schools is to graduate all students prepared to be productive citizens.

# Volunteer Training Meeting

Various Locations and Dates



**Desired Outcomes:** By the end of this meeting we will have:  
**Knowledge of the expectations of all volunteers in Carteret County Public Schools**

## AGENDA

<b>What? Content</b>	<b>How? Process</b>	<b>Who? Leader</b>	<b>Time</b>
Welcome	Agenda, Purpose, Introductions	Carteret County Public Schools Designee	5 min.
Purpose and Code of Conduct	<ul style="list-style-type: none"><li>• Handout</li></ul>	Designee	10 min.
Successful Volunteers and Mentors	<ul style="list-style-type: none"><li>• Guidelines</li></ul>	Designee	15 min
Tutoring Tips	<ul style="list-style-type: none"><li>• Activity</li></ul>	Designee	25 min.
Questions	<ul style="list-style-type: none"><li>• Participants obtain any clarification</li></ul>	All	5 min.
		<b>TOTAL TIME</b>	<b>1 hour</b>

## *Code of Ethics for North Carolina Educators*

- The responsibility to teach and the freedom to learn, and the guarantee of equal opportunity for all are essential to the achievement of these principles. The educator strives to maintain the respect and confidence of colleagues, students, parents and legal guardians, and the community, and to serve as an appropriate role model.

### **Just as all school officials are held to the standards below, we hold our volunteers to the same standards.**

- Personal conduct. The volunteer shall serve as a positive role model for students, parents, and the community and shall demonstrate a high standard of personal character and conduct at all times.

#### **Confidential information**

- The volunteer shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of service, unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others. We ask our volunteers to hold in confidence information observed in the school environment. If tutoring a student, the teacher may share some essential information which is to be held in strictness of confidence. Any events witnessed or observed while in the volunteer capacity that relate to students should never be discussed with anyone unless it is something that you feel the teacher or principal should be made aware of.

#### **General Conduct**

- Shall always report to the front office and wear an identification badge while in the school.
- Shall call the school if there is a problem with the schedule.
- Shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague.
- Shall not administer any medication to a student.
- Reports all matters of discipline to the teacher immediately. A volunteer shall not embarrass or humiliate a student at any time.
- Refuses to accept significant gifts, favors, or additional compensation that might influence or appear to influence actions.
- Acknowledges the diverse views of students, parents and legal guardians, does not share or promote personal viewpoints about religion, politics, and social topics that may relate values and morals.

- Shall report immediately to the teacher, guidance counselor, or principal if a student shares anything in confidence with you that may be harmful or potentially harmful to the student or others. Shall not discuss such conversations with anyone other than the person this is reported to.
- Shall not transport the student in a personal vehicle while acting in the capacity as a Carteret County School Volunteer without prior permission and written consent of the parent or guardian.
- Shall adhere to all policies of Carteret County Schools including but not limited to observing the Tobacco and Smoke free policy. It is important for all volunteers to become familiar with the procedures of each school which may include fire drills, weather-related drills, and “Lock-Down.” Become familiar with the handbook of the school so that all rules and procedures are followed.
- Be familiar with the dress code of the school and adhere to the dress code of the professionals in the building.
- No student should be photographed or video-taped without permission from the parent and school.
- Alcohol or controlled substance abuse. The volunteer shall not:
  - (A) be under the influence of, possess, use, or consume on school premises or at a school-sponsored activity a controlled substance as defined by N.C. Gen. Stat. § 90-95, the Controlled Substances Act, without a prescription authorizing such use;
  - (B) be under the influence of, possess, use, or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students; or
  - (C) furnish alcohol or a controlled substance to any student at any location.

### **Conduct with students**

The volunteer shall treat all students with respect. The volunteer shall not commit any act or as defined below:

- any use of language that is considered profane, vulgar, or demeaning;
- touch or have physical contact with a student that makes them feel uncomfortable;
- any sexual act;
- any solicitation of a sexual act, whether written, verbal, or physical;
- any act of child abuse, as defined by law;
- any act of sexual harassment, as defined by BOE policy and NC State law; and
- any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term "romantic relationship" shall include dating any student.