



2011-2012  
Welcome to JES!  
~Volunteer Orientation~  
We're glad you are here!

### Safety & Security

- Always check in when you enter the building.
- All visitors, including school volunteers, must wear a name tag issued by the school office while on campus property.

### Dress Code Expectations

- Clothing with appropriate necklines should be worn.
- Avoid tank tops, camisoles, midriff shorts, and shirts with logos.
- Avoid heavily scented perfume & cologne.

### Work Room Expectations

- For safety reasons, students and children of volunteers should remain *outside* of the workroom.
- Please enter the workroom from the main hallway.
- Please keep the door leading into the Teacher's Lounge closed.

### Health Precautions

- Stay at home when sick (refer to the campus handbook and CISD fever policy)
- Practice good hand hygiene (Purell)
- Practice proper covering of mouth and nose when sneezing.
- Role model good hygiene for students.

### JES Volunteer Code of Ethics 2011-2012 School Year

- In order to promote volunteering in our schools, it is essential for all school volunteers to adhere to a professional *code of ethics*. When signing this code of ethics you agree to the following expectations:

## Positive Attitude

- Please come to school with a *good attitude* and *dressed appropriately*. Your attitude and dress should say to the students that they are special and you are glad to be here with them. Students also see you at school and look to you, just as they do teachers.



## Dependability

- Please be dependable. The teachers are planning activities for you and the students. Please always communicate with the teachers if you are not able to make it.



## Communication

- We want your volunteer work to be a rewarding experience for you; therefore, if you have questions as to your responsibility please contact the appropriate person- the teacher or volunteer coordinator.



## Confidentiality

- You may, at times, have access to confidential information. Please remember that all information regarding students and teachers must remain private and should be left at school.



## Support

- As a school volunteer, you are always in a support position. Your support is invaluable.



Sign up for  
"Johnson List"  
to receive up-to-date  
school news!!

Email:

[JohnsonList@southlakecarroll.edu](mailto:JohnsonList@southlakecarroll.edu)

Subject line: "Sign Me Up"

