



San Antonio Northeast Campus™

BASIS Northeast Volunteer Code of Conduct

Volunteers contribute to our school community and are greatly appreciated. To ensure a positive environment for BASIS Northeast students, staff and volunteers, all volunteers agree to the following guidelines as determined by the administration of BASIS Northeast.

The role of volunteers is to support the school and build a positive environment for everyone. Volunteers are not responsible for students, to include monitoring their actions. Should a volunteer witness a situation that needs to be addressed, they are to report it to a school staff member. Should a volunteer violate these guidelines or not behave appropriately, they are subject to being barred from participating in campus and school-related volunteer opportunities.

BASIS Northeast volunteers agree to:

- Participate in the school's "Raptor" identification and security system, allowing for background checks before admission to the school.
- Follow ongoing COVID guidelines/protocols as issued by BASIS Northeast.
- Be respectful of all school staff and follow their guidance. Volunteers are to assist the staff and take directions from them.
- Not take pictures of students, staff or lunch service (it's a privacy violation).
- Not interrupt the school day or engage with their students' teachers while volunteering. If a volunteer needs to speak to a teacher, they need to schedule parent hours, not take the teacher's time during the school day.
- Not leave the MPR or designated volunteer area unless necessary.
- Not spend time with their children during lunch, sit at their lunch table or spend time on the playground. (Saying hello/giving hugs are fine, but volunteers are not to overly interact with their own children or disrupt the school day.)
- Not issue reprimands or disciplinary actions to students, nor may volunteers yell or exhibit anger toward students.
- Not give students permission to leave the MPR, playground or campus grounds.
- Avoid derogatory language and inappropriate attire.
- Volunteers who speak negatively about the school, staff, students or fellow volunteers will not be allowed to volunteer.

Questions or Concerns

There are communication channels volunteers should follow so we do not interrupt the staff's day with questions regarding policies/procedures. Volunteers that have questions or concerns may raise them with the Booster president, Head of School or Head of Operations, who will address them with the appropriate parties.