

## CODE OF CONDUCT FOR LEARNING LEADERS VOLUNTEERS

As a volunteer, you represent Learning Leaders. Thank you for your cooperation in respecting the following important guidelines.

### AS A LEARNING LEADER, YOUR ROLE AND RESPONSIBILITIES IN THE SCHOOL ARE UNIQUE.

- 1 **UNDERSTAND** that your role is a supportive one and that you must follow school rules. The teacher and principal are completely in charge.
- 2 **USE** good judgment to avoid any compromising situations. Work in a room with other people at all times. **Never be left alone with one student out of view of other people.** Always keep the door open.
- 3 **YOU MAY NOT** be left in charge of a classroom.
- 4 **REMEMBER** Learning Leaders are only permitted to work with students on school grounds and under the supervision of public school staff.
- 5 **YOU MAY NOT** work in your own child's classroom.
- 6 **MAINTAIN** student confidentiality at all times. Do not discuss any student with anyone except teachers, counselors, and Learning Leaders Program Coordinators.
- 7 **DO NOT MAKE PROMISES** you can't keep. Avoid statements like, "Study hard, and you'll definitely pass the test."
- 8 **FOLLOW** Learning Leaders guidelines strictly. Ask the teacher or Learning Leaders staff for assistance with problematic student behavior. **Physical discipline and verbal abuse are absolutely prohibited.**
- 9 **REPORT** any physically abusive or sexually exploitative behavior toward a student to a staff person immediately.

### LEARNING LEADERS TAKE PRIDE IN BEING PROFESSIONAL.

- 1 **MAINTAIN** a constructive attitude. Refrain from negative comments about the school, its personnel, or the students to other volunteers or individuals outside the school.
- 2 **BE PROMPT** and consistent in your attendance. Students and teachers depend on volunteers and plan their work accordingly. Notify your school as soon as possible if you must be late or absent.
- 3 **KEEP** an accurate record of your attendance and activities in the Learning Leaders log book each day you volunteer.
- 4 **ALWAYS** wear your Learning Leaders badge while working on school grounds as a volunteer.
- 5 **ESTABLISH** and maintain good and frequent communication with your classroom teacher and Learning Leaders liaison.
- 6 **NEVER** be under the influence of drugs or alcohol, or smoke, while on school grounds.
- 7 **DO NOT** lend, contribute, or solicit money while you are on school grounds serving as a Learning Leader.

### HEALTH AND SAFETY ARE ALWAYS IMPORTANT.

- 1 **ALERT** school staff immediately if any student has an accident while working with you.
- 2 **NOTIFY** the principal of any accident you have on school grounds. A written form (*Comprehensive Accident Report BA/UIC 9203[9/84]*) must be submitted to the principal within 24 hours.
- 3 **REFER** any student in need of first aid or any medical assistance (including medication) to a teacher or school nurse.
- 4 **LEARN** and follow all school rules and fire drill procedures.

*You must complete all screening and training requirements before you can become a certified Learning Leaders volunteer and receive your badge.*

*Learning Leaders reserves the right to discontinue your volunteer service for cause.*



80 Maiden Lane, 11th Floor, NY, NY 10038  
tel 212 213 3370 fax 212 213 0787  
www.learningleaders.org

# REFERENCE FORM

Attention \_\_\_\_\_  
Learning Leaders Program Coordinator

## Applicant

**Write in this box only.**

**Applicant** Fill in your name, district, and school and then give this form to a school staff person, friend, or neighbor. References may NOT be completed by members of your family.

**Name** \_\_\_\_\_

**District** \_\_\_\_\_ **School** \_\_\_\_\_

## Reference Writer

**Please read before completing.**

The above named applicant, who wishes to become a Learning Leaders volunteer, has provided your name as a reference. Learning Leaders are volunteers (unpaid assistants) who serve in New York City public schools. They assist individual students and provide general help.

Learning Leaders must be dependable, reliable, and prompt. Their good judgement and ability to get along with adults and children is very important.

Your appraisal of the applicant's strengths and suitability for this type of service is of great value.

**Please return this form as soon as possible.**  
**We cannot assign a volunteer without references.**

1. How long have you known the applicant? \_\_\_\_\_

2. How do you know the applicant? \_\_\_\_\_

3. Is the applicant  
prompt?     Yes    No  
dependable?    Yes    No  
cooperative?    Yes    No

4. In your opinion, what makes the applicant suitable to work with children?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please use the reverse side if necessary.*

**Please PRINT your name and contact information, and sign below.**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Learning Leaders may contact you to verify this information.**

reviewed by \_\_\_\_\_  
date \_\_\_\_\_