



School Year: 2025-2026

Highlands Elementary School Parent Volunteer Code of Conduct

Please
initial
each one

	1.	I am aware of the confidential nature of teacher records, student records and student individual progress and agree to refrain from discussing or making comments of a personal nature regarding students, staff and individual programs or individual student progress. Anything I see or overhear should NEVER be shared.
	2.	I agree to abide by all instructions and direction given to me by the supervising teacher or administrator while volunteering.
	3.	I have read the Highlands Elementary School Code of Conduct and will follow its guidelines respectfully and responsibly while volunteering.
	4.	I have spoken with my supervising teacher or administrator about student behaviour and expectations and understand my role in responding to students. If there is a discipline issue, I will refer the child to a staff member.
	5.	I have reviewed with the supervising teacher or administrator the emergency and fire drill procedures in place at the school.
	6.	If I am a volunteer driver, I understand that I must complete the volunteer driver's form from the school office and provide a driver's abstract from ICBC at least one week prior to driving students. I understand a Police Information Check (PIC) is required from the RCMP prior to driving students.
	7.	I understand the North Vancouver School District Policy 404: Volunteers in schools may result in the principal requiring additional information from me prior to certain specific types of volunteer activity.

If there is anything in this Code of Conduct you don't understand, please seek clarification from the office staff.

Signature: _____ Printed Name: _____

Child(rens) Name(s): _____
First Name(s) Last Name(s)

Child(rens) Gr: _____ Child(rens) Div: _____

Date: _____ Cell #: _____
Day/Month/Year

The active involvement of parents in a volunteer role has the potential to provide considerable benefit to the intellectual and social development of students. In addition, the participation of volunteers increases communication and positive relationship between the school, parents and the community. Consequently, the Board supports and encourages the use of volunteers to support the work of employees. (Excerpt from the NVSD Policy 404: Volunteers in Schools)

Thank you for your valuable and welcome support as a Highlands Elementary School volunteer!