

NORTHFIELD MONTESSORI

VOLUNTEER CODE OF CONDUCT

A Northfield Montessori volunteer's first responsibility is for the health and safety of all the children. Always be alert to any safety hazard and avoid even the appearance of a safety hazard or poor supervision of children or inattentiveness to their safety. Report any safety hazards immediately to the Director. A volunteer's next responsibility is for the development of each child's social, emotional, physical, intellectual, aesthetic, creative, and moral potential.

You are expected to be non-judgmental towards people with different lifestyles, families who are from different ethnic groups and cultures, who have different goals and expectations for their children and themselves, and who may be dealing with the problems of changing lifestyles and family patterns in different ways. Families are subject to different stresses and have varying capacities for tolerating stress and organizing their life. We need to remember that parents may be under stresses and pressures we know nothing about. We can help them by being tolerant of their ways of coping and their occasional irritability or forgetfulness while continuing to remember that they do love their children.

We all have a serious responsibility toward the school, its reputation, and its success educationally and financially. If we, as a school, should fail, or even become less effective, we would be letting down the children and parents who depend on us. Beyond all this, we have a responsibility to society as a whole by helping children become caring people with high standards and goals, who are happy, successful, wise, and competent. You are in a unique position to help create a more compassionate democracy. By creating powerful learning environments (socially, emotionally and physically) you can dedicate yourself to providing the most effective education for all in your care. Each of us at Northfield Montessori plays a key role in the education and future of our community and global society.

ATTITUDE

Your attitude will make the difference between success and failure as a child educator. A positive outlook toward all situations, enthusiasm, and initiative, as well as willingness to carry out your assigned duties plus a little extra, will make you a valuable member of our staff. Remember to keep your sense of humor during those moments (or days) that seem disastrous. If you are having a problem with another staff person, a child/parent, or any other aspect of your responsibilities, please bring it to the attention of the Director right away. The situation can be remedied much more quickly and tension is less likely to build up. It is important that we have good morale among the staff members. The rewards you will receive, if you can do these things, will far outweigh the hard work of the job.

All staff model attitudes and behavior throughout the learning environment and must therefore be meticulous about appearance, conduct, and language. Only you are accountable for yourself and your behavior. It is reasonable to insist on a high degree of mutual respect, professionally and personally, along with a high level of mutual support. We value staff actively participating in discussions of decisions affecting them. We value diversity in perspectives leading to a deeper understanding of organizational reality and an enriched knowledge base for decision-making. We value staff members resolving conflict in a healthy way that lead to stronger solutions for complex issues. We value staff members reflecting on their own and other's thinking in order to achieve better organizational decisions. And finally, we value all staff acknowledging mistakes and learning from them.

Genuine community requires respect for individual rights. This means, among other things, a high degree of attention to confidentiality. We should share information about one another and our students/parents on a judiciously defined need-to-know basis. If one needs to know something in order to carry out school responsibilities one should know it; otherwise, one should not.

DRESS CODE

Volunteer attire should be practical while reflecting an attitude of pride and professionalism. Since volunteers act as role models for young children, choices must be consistent with conservative and generally accepted standards.

Volunteers are encouraged to dress comfortably, recognizing that work in an early childhood environment requires unhindered freedom of movement and is frequently quite messy. Clothing must be clean and in good condition, with no obvious stains or holes. Clothing must be modest. Shorts, skirts, and dresses should be of adequate length to ensure coverage when moving and bending. Clothing should not be revealing including open-back shirts or clothing that allows visibility of an individual's midsection or undergarments.

Clothing and accessories must not present tobacco products, alcohol, drugs, violence, sexual innuendo, messages of societal significance (political, religious, racial, or gender-based), any thought, idea, act, or purpose that is potentially controversial or offensive or any advertising for services competing with Northfield Montessori. Accessory choices should take into account concern for safety and hygiene as well as respect for prevailing cultural/social values.

Safe and practical footwear must be worn at all times. Shoes must be sturdy, low-heeled, and in good repair. Footwear must be capable of remaining on the wearer's foot in any position without any effort by the wearer.

The Director may require a volunteer to improve or correct their appearance. Volunteers whose personal appearance, personal hygiene or demeanor is not appropriate for work may be asked to leave and may return back to the school after the situation has been remedied.

VOLUNTEER REQUIREMENTS

- Demonstrate knowledge of and commitment to Northfield Montessori's mission statement, beliefs, school wide goals, and delivery of instruction;
- Demonstrate respect for children and their individual learning differences;
- Demonstrate characteristics of honesty, integrity, accountability, dependability, positive attitude and professionalism;
- Demonstrate the ability to effectively deal with confidentiality issues;
- Communicate directly and effectively with all staff members without adhering to gossip or speaking ill of others at any time;
- Show compassion and empathy with parents/families at all times without adhering to gossip or speaking ill of others at any time;
- Be constantly aware of the appropriateness of the conversations with co-workers, children and parents.
- Model positive attitudes and courtesy for all children and adults;
- Give primary consideration to the health and safety of children at all times (this includes abstaining from unauthorized cell phone usage or other distracting activities that remove focus and attention from the children);
- Demonstrate ability to communicate and collaborate with colleagues, parents, and community;
- Be flexible and open minded to new ideas and processes;
- Display cooperation and commitment to the concept of teamwork (sharing of ideas, materials, and services).
- Assume an equal share of the joint housekeeping responsibilities for the classrooms.
- Follow the Northfield Montessori Code of Conduct.

Volunteer Print Name

Date

Volunteer Signature

Director Signature

Date