



Family Learning Institute Code of Conduct

The Family Learning Institute (FLI) requires that all volunteers follow the Volunteer Code of Conduct

****Violations of this Code of Conduct may result in immediate dismissal as a volunteer****

As A Family Learning Institute Volunteer, I will Respect Students.

- **Respect Student Privacy:**
 - When you are working with Family Learning Institute (FLI) students, information may be shared with you about students, including their academic performance, challenges, and more. Do not share this information outside of your conversations with FLI staff.
 - If you are in a course and have been asked to write about your experiences at please do not use real names or other identifying information. without permission
 - NEVER share images of students on social media.
- **Respect Personal Boundaries:**
 - Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with children/teens or assist in any way to provide access to such material to children/teens.
 - Do not engage or allow children/teens to engage you in romantic or sexual conversations, or related matters.
 - Do not invite individual children/teens to your home or other private locations. Any exceptions require authorization by the program administrator and written authorization by a parent/guardian.
 - Do not meet with children/teens outside of established times for program activities.
 - Do not provide gifts to children/teens or their families independent of items provided by the tutoring program.
- **Do Not Share Personal Information:**
 - Never provide your personal information to a student, including your phone number, address or social media information.
 - If a student reaches out to you on social media, do not accept their request
 - Do not engage or communicate with children/teens through email, text messages, social networking websites, phone, internet chat rooms, multiplayer online games, or other forms of social media at any time.
 - If you have questions about what an appropriate boundary is with a particular student, ask your FLI staff contact.
- **Never be alone with a student:**
 - For your safety and the safety of our students, do not ever be alone with a student.
 - In an online setting, this means that all virtual lessons will be monitored by FLI staff.
- **Report any suspected child abuse to FLI Staff or other administrator:**
 - If any student tells you something that makes you worry about the safety of the student, let the student know that what they told you needs to be reported.
 - If student does not report the information, you are mandated to report suspected child abuse to an FLI staff.

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- **Get to know each student:**

During your time as an FLI volunteer, we ask that you take the time to get to know the student. Learning student's names, stories, strengths, challenges and likes regarding reading will assist you to be the best tutor.

Be a Positive Role Model

- **Be honest in your words and actions:**

- Do not make any promises to students that you can't keep. Students never forget.

- **Watch your language:**

- Do not use profanity, vulgarity, or harassing language.

- **No drug use while Volunteering:**

- Do not use, possess or be under the influence of alcohol or illegal drugs while on duty, or in the presence of children/teens involved in a program.

- **Communicate clearly with the FLI Staff teacher and students:**

- Words matter and proactive and timely communication goes a long way.
- Please don't ignore that email, shrug off a student, or use language that isn't appropriate.

Be a Resource

- You are a resource of information about your students' needs
- If you hear or see something that concerns you, please mention it to an FLI staff.
- It may prevent a bigger issue or make a huge positive impact on the life of the child. In other words it's worth it!