



Volunteer Code of Conduct

As an Albemarle County Public Schools volunteer, I agree to abide by the following code of conduct:

1. I will sign in at the school's main office immediately upon arrival.
2. I will wear or show volunteer identification whenever I am volunteering in a school.
3. I will follow the directions of the building administrators, teachers, and/or appropriate staff members.
4. I agree to conduct myself in a professional, respectful manner at all times. I understand that the volunteers are role models for students and will conduct myself accordingly.
5. I understand that Albemarle County Public Schools has a strong commitment to diversity and inclusion of all students. I will uphold those policies and values while volunteering. I will not share my personal or political views with students while volunteering. If I have any questions about this, I will ask the teacher or principal.
6. I will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
7. I will use only adult bathroom facilities.
8. I will not transport students.
9. I will not possess weapons of any type while on school property or during school events off premises.
10. I will not possess or use tobacco or any nicotine-related products and I will not possess or be under the influence of alcohol, marijuana, or illegal drugs on school property or during school events off premises.
11. I understand that in the course of volunteering I may learn private or sensitive information about students, families or staff. I agree to maintain confidentiality outside of school. I will not share information that I learn about students or staff with anyone except to carry out my volunteer duties and as outlined in this code of conduct.
12. I agree not to exchange telephone numbers, home addresses, e-mail addresses, or any other home directory information with students for any purpose unless it is required for my volunteer role. I will exchange home directory information only with parental and administrative approval.
13. I agree to take reasonable and appropriate action to prevent the commission of an illegal or immoral act.
14. I agree not to engage in sexual harassment of students, other volunteers, or school employees. I will avoid having inappropriate contact with any student, whether or not on school property, which includes all forms of sexual touching, sexual relations, romantic relations, and any touching that is unwelcome by the student or inappropriate given the age, sex and maturity of the student. I will refrain from touching or hugging students, even if the student instigates the physical contact.
15. It is my duty to refrain from using school information technology equipment, hardware and software, or internet access for other than a school-related purpose.

Signature: _____

Date: _____