

## **Volunteer Code of Conduct**

*(This document defines the district's expectations for all school volunteers.)*

**As a volunteer, I agree to abide by the following code of volunteer conduct:**

1. Immediately upon arrival, I will check-in at the main office or the designated sign-in station.
2. I will wear volunteer identification as required by the school.
3. I will use only adult/designated bathroom facilities.
4. I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
5. I will not contact students outside of school hours without permission from the students' parents.
6. 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 as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
7. I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I have related to student welfare and/or safety.
8. I agree to not transport students without the written permission of parents or guardians or without the expressed permission of the school or district.
9. I will not disclose, use or disseminate student photographs or personal information about students, staff or others.
10. I agree to follow the district's procedures for screening of volunteers.
11. I agree to notify the school principal immediately if I am arrested for any misdemeanor, felony, or sex, drugs or weapons related offense.
12. I agree to only do what is in the best personal and educational interest of every child with whom I come into contact.