

ACPS Volunteer Code of Conduct and Expectations

This document, in alignment with ACPS Board Policy "[KK-School Visitors & Volunteers](#)," explains what is expected of Alexandria City Public Schools (ACPS) volunteers to help ensure the safety of the students and staff in our schools. Additionally, ACPS requires volunteers to review and comply with [the ACPS Volunteer Handbook](#).

As an ACPS volunteer, I agree to abide by the following Volunteer Code of Conduct and Expectations:

1. As a volunteer, whether in-person or virtually, I must coordinate and get direction through designated school staff and/or ACPS partners approved by the ACPS Office of Community Partnerships and Engagement.
2. Immediately upon arrival to volunteer at an ACPS facility, I must sign in at the main office or the designated sign-in station and scan my photo ID. I will wear my volunteer identification sticker at all times when volunteering with ACPS. I will sign out when I have completed my volunteer assignment.
3. I will be prompt and consistent in my attendance. If I will be late or absent, I must notify the school's volunteer coordinator or designated partner point of contact as soon as possible.
4. I will promptly respond to communications from the school's volunteer coordinator, the supervising teacher or staff member, and/or partner organization contact, as requested.
5. I will maintain a positive attitude and will promptly and respectfully direct any concerns or complaints to the appropriate staff or administration.
6. I will maintain student privacy and confidentiality, unless otherwise prompted by ACPS officials or law enforcement, at all times.
7. I will share with ACPS teachers and/or school administrators any concerns I have related to student welfare and/or safety regarding the volunteer activity that I am participating in.
8. I will inform a school administrator if a child confides in me about an abusive situation or if I see signs or indications of abuse in a child. I will make myself available to share the information to appropriate authorities if needed, which may require me to join ACPS staff in contacting the authorities. I understand that [the Commonwealth of Virginia considers athletic volunteers to be mandated reporters](#).
9. I will adhere to all ACPS regulations and procedures in the assigned school or department.
10. I will only use adult bathroom facilities while volunteering in schools.

11. I will avoid being alone with any individual student.
12. I will not discipline any student while I volunteer with ACPS. For assistance with problematic student behavior, I will seek help right away from the teacher or school staff.
13. I will not contact students outside of school hours without permission from the students' parents or guardians.
14. I will not provide students with monetary rewards or gifts. As some students may have food allergies or dietary restrictions, I will also not provide/share food with students.
15. I will not disclose, use or disseminate student photographs or personal information about students or others, including posting on social media any images of the students I engage with as a volunteer, given that ACPS abides by every family's decision about placing their student on an opt-out list. Partner organization staff must obtain prior approval for photos/videos that include ACPS students.
16. I will not record any virtual sessions. Doing so will result in immediate termination of volunteer status.
17. I will not be under the influence of drugs or alcohol when I volunteer, nor will I engage in drug or alcohol usage when I am volunteering.
18. I will promptly notify the school principal or appropriate department head if I am convicted of [any offense that constitutes a barrier crime under the Code of Virginia](#).
19. I will respect all students, in alignment with ACPS's commitment to equity and diversity and [the ACPS 2025 Strategic Plan](#).
20. I will comply with the instructions and guidance of ACPS staff.
21. I will read and abide by [the ACPS Sexual Harassment policy \(GBAA/JFHA\)](#).
22. I will read and abide by [the ACPS Weapons in School policy \(JFCD\)](#).
23. If I am going to use ACPS computers or software during my volunteer experience, I will read and abide by [the ACPS Responsible Computer System Use policy \(IIBEA/GAB\)](#).

I acknowledge that I freely give my time, effort and services as a volunteer to assist ACPS and understand that I will receive no compensation in return. I recognize that as a volunteer, I am not covered by any workers compensation or similar insurance that would pay my medical bills incurred due to any injury, accident or other unforeseen circumstances I may experience while performing services as a volunteer.

Despite a risk of injury and lack of workers compensation or other medical insurance coverage from ACPS, I knowingly and voluntarily waive any and all claims, actions, or causes of action against ACPS and agree to hold ACPS, its

trustees, agents, affiliates, and employees harmless for any injury or damage that I may suffer as a result of my activities as a volunteer for ACPS.

I agree to follow the ACPS Volunteer Code of Conduct and Expectations at all times. I understand that failure to follow the ACPS Volunteer Code of Conduct and Expectations could result in a restriction of my volunteer time or termination of my volunteer status.

- **Name ***
- **First**
- **Last**
- **Email ***

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