

Volunteer Code of Conduct

As a Volunteer, Your Role and Responsibilities in the School Are Unique

- Understand that your role is a supportive one. The teacher and principal are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility. You must not be left in charge of a classroom or be alone with students.
- Refer to teacher's newsletter, principal's message/email, and the PTA webpage for current & upcoming ways volunteers are needed to support students and the school. Volunteer opportunities in the classroom and on field trips are determined by the teacher based on evolving classroom, student, and safety needs; therefore, they may be limited.
- If chaperoning, or working with students in classroom, or on campus, always report any problems or concerns directly to the student's teacher.
- Remember volunteers are only permitted to work with students on school grounds and under the supervision of certificated staff. Have no outside contact with an individual student unless authorized by administration or parents.
- Always maintain student confidentiality. Only discuss students with their teacher or the principal, privately, in a classroom or office.
- Don't make promises you can't keep. Avoid saying things like "study hard and you'll definitely pass the test."
- Use good judgment and avoid any compromising situations. Work in a room with other people at all times. Never be left alone with one student out of view of other people. Always keep the door open.
- Always use adult bathrooms.
- Report immediately to a staff person if you become aware of any physical abuse or sexual exploitive behavior towards a student
- Strictly follow volunteer guidelines. Physical discipline is absolutely prohibited.
- Don't engage students on any social media site, email, texts, take or show your picture or student's pictures/videos on your phone or other media devices.

Volunteers Take Pride in Being Professional

- Maintain a constructive attitude. Don't make negative comments about the school, its personnel, or students to other volunteers or individuals while on campus or outside the school.
- Be Prompt and consistent in your attendance. Teachers depend on volunteers and plan their work accordingly.
- Students depend on volunteers even more, especially on field trips. Notify the school as soon as possible if you will be late or absent.
- Keep an accurate record of your attendance by signing in each day you volunteer.
- Dress and act professionally.
- Establish and maintain good and frequent communication with your classroom teacher.
- Never be under the influence of drugs or alcohol when with students on or off school grounds.
- Do not smoke on school grounds or at any time around students.
- Do not lend money, contribute or solicit money for organizations while on school grounds.
- Do not use the internet inappropriately by going to websites that are not conducive to a professional or educational environment.
- Place your cell phone on silent/vibrate and refrain from using it in the presence of students in the classroom.
- Do not eat / drink in the classroom.
- At the beginning of each school year, complete the Annual Volunteer Registration form, Mandated Reporter Training/Exam and review (adhere to) the Volunteer Code of Conduct (updated periodically) posted on the Field Trip Chaperone/Volunteer page of the school website.

Health and Safety Are Always Important

- Adhere to district, school, and classroom policies rules and regulations.
- Refer any student in need of first aid or any type of medication to the teacher or front office.
- Learn and follow fire drill emergency procedures and all school rules.
- Notify the principal of any accident you had on school grounds. A written form must be submitted to the principal within 24 hours.
- For safety reasons, non-school age children should not accompany volunteers when on field trips/volunteering.

Volunteers agree to adhere to the 'Volunteer Code of Conduct' at all times when volunteering/chaperoning and understand that their volunteer status can be revoked at any time by the principal or teacher.