



Visitor & Volunteer Code of Conduct

By volunteering with the Cambrian School District, you accept a responsibility to the District and your fellow volunteers to adhere to certain standards of behavior and conduct. These rules are not intended to restrict your rights, but to ensure that the learning environment remains safe and effective. Volunteers are also encouraged to familiarize themselves with the specific rules at the site(s) where they volunteer.

Please carefully review each of the following for your understanding:

School Procedures and Volunteer Responsibilities
I will sign in at the front office or designated sign-in location immediately upon arrival and sign out when my volunteer service is complete.
I will wear the required volunteer identification badge at all times while volunteering on campus..
I will establish and maintain a positive, collaborative working relationship with my assigned teacher, staff member, or event designee and follow their direction while volunteering.
I will familiarize myself with the school's bell schedule and other procedures relevant to my volunteer assignment.
I will direct questions or concerns regarding my volunteer responsibilities, students, staff, or school procedures to the appropriate staff member, Principal, or designee.
I will follow all applicable school rules, District policies, safety requirements, and established procedures while serving as a volunteer.
I will use only restrooms designated for adult use.
I will not be alone with an individual student at any time. A District staff member must be present, or the interaction must occur in an approved, observable setting consistent with school and District procedures.
I agree to dress and conduct myself appropriately for the school environment.
I will maintain a drug-free workplace. I will not be under the influence of alcohol, cannabis, controlled substances, or other intoxicating substances while volunteering or while on District property. I will not use, possess, distribute, or sell controlled substances on District property. This does not prohibit the lawful use of medication as prescribed or directed, provided it does not impair my ability to safely perform my volunteer responsibilities.
I will not solicit, promote, or sell products, services, or any other items on District property without the prior written approval of the Superintendent or designee.
I will support and encourage all students and treat students, staff, families, and other volunteers with respect, kindness, fairness, and dignity.
Communication and Appropriate Boundaries
I will not initiate or maintain personal or online contact with students outside of my assigned volunteer responsibilities, including through social media, texting, messaging applications, or other electronic platforms.
I will not share my personal contact information with students or request students' personal contact information, including phone numbers, home addresses, personal email addresses, or social media

accounts.
I will maintain appropriate physical, personal, and professional boundaries with students at all times. Students, including my own child, may not sit on my lap while I am serving in my volunteer role. I will avoid physical contact or interactions that could reasonably be viewed as inappropriate or inconsistent with my role as a school volunteer.
Confidentiality and Student Privacy
I will maintain the confidentiality of information I learn or observe while volunteering, including information regarding students, families, staff, student records, academic performance, behavior, disabilities, or other circumstances.
I will not discuss or share information about students or the school learning environment outside of my volunteer responsibilities.
I will not photograph, video, audio record, or otherwise record students or staff unless specifically authorized by the Principal or designee and consistent with District requirements.
I will not post, transmit, publish, distribute, or otherwise share photographs, videos, recordings, names, personal information, or other identifying information about students obtained through my volunteer role without appropriate authorization.
Student Safety
I will immediately report any suspected child abuse, neglect, or other concern regarding a student's safety or well-being in accordance with District procedures and applicable law.
I will not transport students as part of my volunteer responsibilities without prior authorization from the school or District and any required written parent/guardian permission.
I will immediately follow the direction of school staff during an emergency or safety situation.
Appropriate Use of Technology
I will not use District technology, personal devices, social media, or other communication platforms to post, transmit, publish, or display content that is inappropriate, threatening, obscene, sexually explicit, discriminatory, harassing, disruptive, or otherwise inconsistent with a safe and respectful school environment.
I will keep my cell phone turned off or on silent mode during volunteer activities and limit personal cell phone use so that it does not interfere with student supervision, instruction, or the learning environment.
Respecting the Learning Environment
I will not bring younger children or other non-approved individuals with me while volunteering unless specifically authorized by the school.
I understand that my volunteer time is dedicated to supporting students and staff. I will respect instructional time and will schedule a separate meeting with the appropriate teacher or staff member to discuss questions or concerns regarding my own child.
I will follow the direction of teachers and staff and will not interfere with instruction, student discipline, classroom management, or staff responsibilities.

By signing this document, I acknowledge that I have read and agree to comply with Cambrian's Visitor and Volunteer Code of Conduct in full and will uphold my volunteer responsibilities at all times, or I will cease volunteering immediately.