

Principal Approval _____

Date _____

VOLUNTEER: FOR YOUR REVIEW – PLEASE DO NOT SUBMIT TO SCHOOL

CODE OF CONDUCT

Thank you for your cooperation in respecting the following important guidelines:

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

1. **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.
2. **REMEMBER** volunteers are only permitted to work with students on school grounds and under the supervision of the public school staff.
3. **MAINTAIN** student confidentiality at all times. Do not discuss any student with anyone except teachers, counselors, and volunteer coordinators.
4. **DON'T** make promises you can't keep. Avoid saying things like "Study hard and you'll definitely pass the test."
5. **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.
6. **STRICTLY** follow volunteer guidelines and discipline practices. Physical discipline is absolutely prohibited. Ask the teacher and volunteer coordinating staff for assistance with problematic student behavior.
7. **REPORT** immediately to staff persons any physically abusive or sexually exploitive behavior towards a student.

II. Volunteers Take Pride in Being Professional

1. **MAINTAIN** a constructive attitude. Don't make negative comments about the school, its personnel, or the students to other volunteers or individuals outside the school.
2. **BE PROMPT** and consistent in your attendance. Teachers depend on volunteers and plan their work accordingly. Students depend on volunteers even more.
3. **NOTIFY** your school as soon as possible if you must be late or absent.
4. **KEEP** an accurate record of your attendance by signing in each day you volunteer. Also maintain notes and records of daily activity with students.
5. **ESTABLISH** and maintain good and frequent communication with your classroom teacher.
6. **NEVER** be under the influence of drugs or alcohol. Do not smoke on school grounds.
7. **DO NOT** lend money, contribute or solicit money for organizations while you are on school grounds.
8. **DO NOT** use the internet inappropriately by going to websites that are not conducive to a professional or educational environment.

III. Health and Safety Are Always Important

1. **ALERT** school staff immediately if any student has an accident while working with you.
2. **REFER** any student in need of first aid or any type of medication to a teacher or school nurse.
3. **LEARN** and follow fire drill procedures and all school rules.
4. **NOTIFY** the principal of any accident you have on school grounds. A written form must be submitted to the principal within 24 hours.
5. **ALERT** the principal before volunteering in school if you have, or have been exposed to, a communicable disease.

Please remember that you must complete all screening and training requirements before you can become a volunteer. The program/school reserves the right to discontinue your volunteer service for any reason.