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 sign in at the main office or the designated sign-in station.

2. I will wear or show volunteer identification whenever required by the school to do so.

3. I will use only adult 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 may 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 and will abide by District Administrative Procedure# 4586 when transporting students.

9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.

10. I agree to follow the district procedure for screening of volunteers.

11. I agree to notify the school principal if I am arrested for a misdemeanor or felony sex, drug or weapon related offense.

12. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.

I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately.

______________________________  ______________________________
Print Name                                                                   Signature

______________________________  ______________________________
Date                                                                          Phone Number