**Volunteer Code of Conduct**

Thank you for volunteering with *School Name*! We are grateful that you are joining us in our vision to transform public schools to ensure all students – regardless of life circumstances – are prepared for success in **school**, **work**, and **life**. Your contribution will help drive student achievement and teacher effectiveness. Because we take the safety of our students and staff very seriously, we have developed a brief code of conduct that we ask all of our volunteers to sign to ensure that we are on the same page regarding the volunteer’s interactions with students and staff.

Please remember that students are watching your words and actions at all times you are in the school building. Comport yourself accordingly! In the interest of being a positive role model, the volunteer agrees to the following.

Volunteers must appear clean, neat, and professionally attired. Provocative clothing is not permitted.

Volunteers must use professional and appropriate language at all times. Profanity, inappropriate jokes, sharing inappropriate details of one’s personal life, and any kind of harassment in the presence of students, parents, volunteers, or staff is prohibited.

Volunteers will respond to students with respect and consideration and treat all students fairly, regardless of sex, race, religion, culture, economic level of the family, or disability.

Volunteers should not put themselves in a position in which they are alone with a single child and cannot be observed by others. Allegations or suspicions of child abuse are taken seriously and are reported to police and/or state agencies for investigation.

Volunteers shall not abuse students in any way, including:

►physical abuse---striking, spanking, shaking, slapping, and so on;

►verbal abuse---humiliating, degrading, threatening, and so on;

►sexual abuse---touching or speaking inappropriately;

►mental abuse---shaming, being cruel, and so on;

No type of abuse will be tolerated.

Volunteers will respond to students with respect and consideration and treat all students fairly, regardless of sex, race, religion, culture, economic level of the family, or disability.

Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.

Smoking or use of tobacco in the presence of students or parents during working hours is prohibited.

Possession or use of any type of weapon during working hours is prohibited.

Using school/nonprofit computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online romantic relationships is not allowed.

Volunteers may not be alone with students they meet in school programs outside of school program activities. This includes babysitting, sleepovers, driving or riding in cars, and inviting students to their homes. Any exceptions require a written explanation before the fact and are subject to prior supervisor approval and require parental permission.

Volunteers are to provide services and advise only within the boundaries of their competence, education or professional experience. They should refer students to the classroom teacher for all questions or situations they are not prepared to navigate.

Volunteers will portray a positive role model for students by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.

Volunteers should not give excessive gifts (e.g. TV, video games, jewelry…) to students.

Volunteers may not date or have romantic relations with program participants or other staff.

Volunteers are required to report any concerns of abuse, neglect or intent to hurt self or others to a school official.

Volunteers will act in a caring, honest, respectful and responsible manner consistent with the vision of the school.

Volunteers are to report to a supervisor any other volunteer who violates any of the policies listed in this Code of Conduct.

Note: This Code of Conduct is not exhaustive. The behaviors listed above are examples of conduct that may result in disciplinary action or an end to student contact. Any conduct that school or nonprofit personnel deems to be inappropriate may mean that the volunteer can no longer work with students.

I understand that any violation of this Code of Conduct may result in the end of my ability to volunteer with students. I aim to be a positive role model for students at all times.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name