

VOLUNTEER Agreement and Code of Conduct

- 1) I confirm that I have **NOT** been convicted of nor pled no contest to a felony or any offense involving drugs, child abuse, or of a sexual nature. Further, I do not have any criminal charges or procedures pending, other than a minor traffic violation.
- 2) I will sign IN and OUT with the office every time I come to the school.
- 3) I will wear or show volunteer identification while I am on school premises.
- 4) I will not bring my children with me when volunteering.
- 5) I agree to never be alone with individual students who are not under the supervision of teachers or school authorities.
- 6) I understand my work with students is always confidential and will not discuss any information shared with me to others outside of the school at any time.
- 7) I understand that I have a legal obligation to report to DSS any suspected abuse or neglect that is revealed to me by a child. I will contact the principal for assistance in making this report, and report to the principal any other concerns that I may have related to student welfare or safety.
- 8) I will not contact any student outside of school hours or remove him/her from school at any time without written permission from the student's parents or legal guardian.
- 9) I will never take pictures of students with my cell phone/camera or show students' pictures/videos on my phone or on any social media website.
- 10) I will not interrupt instruction occurring while serving as a volunteer.
- 11) I will maintain professional boundaries at all times and avoid unwarranted and/or inappropriate touching of a student.
- 12) I will not attempt to discipline any student; instead, I will immediately tell the student's teacher or a school administrator if discipline is needed.
- 13) I will follow the school's dress code for employees and will maintain a professional appearance at all times.
- 14) I will never use or be under the influence of drugs, alcohol, or tobacco products while performing volunteer services, regardless of location.
- 15) I will never ask a student to use his/her login and password to access the internet; instead, I will only use the internet at the direction of school personnel.
- 16) I will maintain a constructive attitude and courteous demeanor at all times.
- 17) I understand this agreement can be cancelled at any time at the discretion of either party.

Volunteer's Printed Name _____ Date _____

Student's Printed Name _____

PLEASE RETURN THIS FORM TO THE SCHOOL IN WHICH YOU WOULD LIKE TO VOLUNTEER

School Use Only

Date Received _____

Criminal Record Check: Denial Date _____ Approval Date _____