

Saugus Union School District

Volunteer Code of Conduct

(The document defines the District's expectations for school volunteers)

As a volunteer, I agree to abide by the following code of conduct:

1. Immediately upon arrival, I will report to the preschool instructor, and they will direct me on the check in process.
2. I will wear or show volunteer identification whenever required by the school to do so.
3. I will use only adult bathroom facilities (minors are excluded).
4. I agree never to 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/guardians.
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 not to transport students.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self or others.
10. I agree only to do what is in the best personal and educational interest of every student.
11. I will keep my cell phone and other electronic device turned off while I am in the classroom.
12. As supervision is not available, I will not bring other children or non-students on campus while volunteering.

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

Under Penal Code 290.95 any volunteer is required to disclose to school officials if he/she is a registered sex offender and that he/she has not been convicted of a sex, drug related or violent crime offense, and that there are no such criminal charges pending against him/her. Failure to disclose this fact may result in arrest, prosecution, and likely fine and imprisonment. I have read and understand the above.

Print Name: _____ **Signature:** _____ **Date:** _____

Parent's Signature (if a volunteer is a minor): _____ **Date:** _____

***The original must be kept on file at the appropriate school site. A copy must be given to the volunteer for his/her use and future reference.*