

Sample Volunteer Agreement and Code of Conduct

SAMPLE

I will:

- Follow the rules and policies of City Schools, the school and the classroom
- Be respectful of students' abilities
- Respect the privacy of all students, staff and volunteers by keeping all information received in the performance of my volunteer work confidential (including but not limited to test results and home/family matters)
- Be dependable, arrive on time and be prepared to help students
- Notify the designated school staff with reasonable notice about absences, tardiness and any other problems that may prevent me from fulfilling the requirements of a volunteer
- Sign in and out at the school office and check in and out with the teacher if volunteering in a classroom
- Report unsafe conditions and notify appropriate school personnel of suspected child abuse and/or neglect
- Wear appropriate identification (e.g. volunteer badge)
- Dress appropriately according to school policy
- Communicate any concerns or questions to the teacher, principal or volunteer coordinator

I will NOT:

- Discipline students
- Use inappropriate language while volunteering
- Teach a class in the absence of the teacher
- Transport children without permission
- Use electronic devices such as cell phones, Blackberry, while in school or working with students
- Give religious instruction or conduct worship service in the school
- Engage in political activity when volunteering
- Photograph a student without expressed permission from the principal
- Be under the influence of alcohol or drugs
- Carry weapons or drug paraphernalia
- Give medication to children

Note: Volunteers will sign a copy during the Volunteer Orientation online, at the school, or through the Family Institute. A copy should be made and kept on file at the school. Schools may add to or adapt this Code of Conduct.