

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 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 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 with whom I come into contact.
11. I will keep my cell phone turned off while I am in the classroom.

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

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