

**VOLUNTEER: FOR YOUR REVIEW – PLEASE DO NOT SUBMIT TO SCHOOL
CODE OF CONDUCT**

Thank you for your cooperation in respecting the following important guidelines:

I. As a Volunteer, Your Role and Responsibilities in the School Are Unique

- **UNDERSTAND** that your role is a supportive one. The teacher and principal are completely in charge. If the teacher leaves the room, the teacher in the next room assumes responsibility. You should not be left in charge of a classroom except for in cases of emergency or crisis.
- **REMEMBER** volunteers are only permitted to work with students on school grounds and under the supervision of the public school staff.
- **MAINTAIN** student confidentiality at all times. Do not discuss any student with anyone except teachers, counselors, and administrators.
- **DON'T** make promises you can't keep. Avoid saying things like "Study hard and you'll definitely pass the test."
- **USE** good judgment and avoid any compromising situations. Work in a room with other people at all times. Never be left alone with one student out of view of other people. Always keep the door open.
- **STRICTLY** follow volunteer guidelines and discipline practices. Physical discipline is absolutely prohibited. Ask the teacher, program coordinator or administrator for assistance with problematic student behavior.
- **FOLLOW** the Monroe County Schools Child Abuse Reporting Protocol for any incident involving staff persons exhibiting physically abusive or sexually exploitive behavior towards a student.

II. Volunteers Take Pride in Being Professional

- **MAINTAIN** a constructive attitude. Don't make negative comments about the school, its personnel, or the students to other volunteers or individuals outside the school.
- **BE PROMPT** and consistent in your attendance. Teachers depend on volunteers and plan their work accordingly. Students depend on volunteers even more.
- **NOTIFY** your school as soon as possible if you must be late or absent.
- **KEEP** an accurate record of your attendance by signing in each day you volunteer.
- **ESTABLISH** and maintain good and frequent communication with your classroom teacher.
- **NEVER** be under the influence of drugs or alcohol. Do not smoke on school grounds.
- **DO NOT** lend money, contribute or solicit money for organizations while you are on school grounds.
- **DO NOT** use the internet inappropriately by going to websites that are not conducive to a professional or educational environment.

III. Health and Safety Are Always Important

- **ALERT** school staff immediately if any student has an accident while working with you.
- **REFER** any student in need of first aid or any type of medication to a teacher or the school clinic.
- **LEARN** and follow emergency preparedness drill procedures and all school rules.
- **NOTIFY** the principal of any accident you have on school grounds. A written form must be submitted to the principal within 24 hours.
- **ALERT** the principal before volunteering in school if you have, or have been exposed to, a communicable disease. Should you need more information on this topic, please contact the Director of Student Services.

Please remember that you must complete all screening and training requirements before you can become a volunteer. The program/school reserves the right to discontinue your volunteer service for any reason.

Thank you for volunteering your time and effort to the students of the Monroe County School System!