

# Volunteer Code of Conduct



**SAN LEANDRO**  
UNIFIED SCHOOL DISTRICT

- 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. You must not be left in charge of a classroom.
  - Remember volunteers are only permitted to work with students on school grounds and under the supervision of certificated staff. Have no outside contact with an individual student unless authorized by administration or parents.
  - Maintain student confidentiality at all times. Do not discuss any student with anyone except teachers, counselors, and site administrator.
  - 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.
  - Always use adult bathrooms.
  - Strictly follow volunteer guidelines and discipline practices. Physical discipline is absolutely prohibited. Ask the teacher and staff for assistance with problematic student behavior.
  - Report immediately to a staff person any physical abuse or sexual 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, especially on field trips. Notify your school as soon as possible if you are late or absent.
  - Keep an accurate record of your attendance by signing in each day you volunteer.
  - Dress and act professionally.
  - Establish and maintain good and frequent communication with your classroom teacher or site administrator.
  - Never be under the influence of drugs or alcohol when with students on or off school grounds.
  - Do not smoke on school grounds or at any time around students.
  - Do not lend money, contribute or solicit money for organizations while on school grounds.
  - Do not use the internet inappropriately by going to websites that are not conducive to a professional or educational environment.
  - Do not use cellphone in the classroom or at any time around students.
  
- III. Health and safety are always important:
  - Adhere to district, school, and classroom policies, rules, and regulations.
  - Refer any student in need of first aid or in need of any type of medication to the teacher or front office.
  - Learn and follow emergency drill procedures and all school rules.
  - Notify the principal of any accident you had on school grounds. A written form must be submitted to the principal within 24 hours.

**I agree to adhere to the above code of conduct at all times when I am a volunteer at a SLUSD school site or program. I understand that my volunteer status can be revoked at any time.**

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Signature

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Site

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Date