

As a Calhoun County ISD Volunteer, I agree to abide by the following code of conduct:

- 1) I will report to my assigned campus on the days and time that have been previously arranged with my volunteer coordinator.
- 2) If I am unable to volunteer during my previously assigned schedule, I will notify my campus and reschedule as needed.
- 3) I will sign in at the designated sign in station and sign out when my duties are complete.
- 4) I will wear a volunteer name badge or identification provided by the school each time I visit.
- 5) I will dress and act in an appropriate manner at all times, in line with Calhoun County ISD's dress code and personal conduct policies.
- 6) 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**.
- 7) I will not disclose, use or disseminate student photographs or personal information regarding students to anyone.
- 8) **I will only meet with my student(s) during previously scheduled visits on school grounds, during school hours. I will not communicate or schedule visits outside your sessions at the school.** (mentors/tutors)
- 9) Campus volunteer coordinators will assist with identifying session meeting locations. (mentors/tutors)
- 10) I will not exchange cell phone numbers or contact information for the student to reach out to me outside school sessions.
- 11) I agree to not transport students. Volunteers are not authorized to transport students, staff or other volunteers unless given special authorization through the Risk Management Department.
- 12) I agree not to smoke on the grounds of any CCISD Property.
- 13) I will not give medication to a student.
- 14) I will respect the beliefs of others. I will appreciate and respect diversity. I will not propose or promote any particular personal or religious belief.
- 15) I will refrain from criticizing school procedures, rules/regulations or district personnel. I will address any concerns I have with my campus volunteer coordinator and/or administration.
- 16) I understand that if I need assistance or guidance with my assigned role, I will refer to my campus volunteer coordinator.
- 17) I understand that individuals must sign up to volunteer every school year so that criminal history records can be reviewed annually.
- 18) Failure to uphold any guideline or standard may result in dismissal from the Calhoun County ISD Volunteer Program and may result in criminal prosecution.

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Signature

Date