

# Parent Volunteer Conduct Agreement

Name: \_\_\_\_\_

1. **NO** Profanity
2. **NO** negative conversation about the school or school personnel **at anytime**.
3. Act in a professional manner and not to make the volunteer program a gossip club.
4. Parents are responsible for correcting your own children.
5. Do not leave your child or children unattended at anytime.
6. Volunteers will be required to follow the dress code for the volunteer program.
7. Volunteers are not to be spending time in the halls or in the teacher's room, unless you are doing volunteer work. We are not here to disturb the faculty during the routine school day.
8. **All Volunteers must check in at the front office** and receive a badge to wear while on campus. After you have volunteered for 20 hours you will be issued a Volunteer badge. Once you have a badge you will only have to show it at front office.
9. **You must sign into the volunteer book** also so we can keep track of your hours. Primary: Mrs. Chreene Intermediate: Mrs. Goodman Middle School: Mrs. Ramos. **You must list what tasks you worked on that day.**
10. Volunteers **MUST NEVER** administer medications or medical treatment to an ill child.
11. There is **NO** smoking on school property.
12. Privacy Act prohibits volunteers from having access to any information in a students cumulative folder. **Volunteers are not to grade papers or see grade books.**
13. As a volunteer you are entrusted with certain responsibilities.  
**Your role goes beyond that of a parent or a visitor in this school.**

Therefore...

- A. KEEP CONFIDENTIAL INFORMATION CONFIDENTIAL
- B. AVOID MAKING JUDGEMENTS WITHOUT KNOWING ALL THE FACTS.
- C. HELP THE SCHOOL PROMOTE GOOD PUBLIC RELATIONS

**We are asking you to sign with the knowledge that at anytime you are not abiding by these rules you may be asked to leave the campus and return when you can abide by the program rules.**

SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_