



ACPS VOLUNTEER CODE OF CONDUCT AND EXPECTATIONS

This document defines expectations for Alexandria City Public Schools volunteers and is designed to help ensure the safety of the volunteers and students served.

As an ACPS volunteer, I agree to abide by the following code of volunteer conduct and expectations:

1. Immediately upon arrival, I will sign in at the main office or the designated sign-in station and I will sign out when I have completed my volunteer assignment.
2. I will wear my volunteer identification badge at all times when volunteering with ACPS.
3. I will be prompt and consistent in my attendance. I will notify the volunteer coordinator or designated contact as soon as possible if I must be late or absent.
4. I will establish and maintain good and frequent communication with the volunteer coordinator and coworkers.
5. I will maintain a positive attitude. I will direct any concerns or complaints with the appropriate school staff or administration.
6. I will maintain student confidentiality at all times. I will not discuss any student with anyone except ACPS teachers, counselors and/or school administrators who have a legitimate educational interest in the information.
7. I will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
8. I will notify the school administrator if a child confides in me about an abusive situation and/or if I see signs or indications of abuse. I understand staff will do reporting and follow up.
9. I will observe all regulations and procedures in the assigned school/department (i.e. fire drills, accident reporting, lunch privileges, inclement weather procedures, etc.).
10. I will use only adult bathroom facilities.
11. When at all possible, I will not be alone with an individual student.
12. I will not use physical discipline. I will ask the teacher or school staff for assistance with problematic behavior.
13. I will not contact students outside of school hours without permission from the students' parent/guardian.
14. I will not disclose, use or disseminate student photographs or personal information about students or others.
15. I will read and abide by the ACPS Responsible Computer System Use policy (File: IIBEA/GAB).
16. I will never be under the influence of drugs or alcohol or smoke on school grounds.
17. I will notify the school principal or appropriate department head if I am arrested for any misdemeanor or felony sex, drug or weapon related offense.
18. I will respect students' personal values and backgrounds.
19. I will only do what is in the best personal and educational interest of every child with whom I come into contact.
20. I will read and abide by the ACPS Sexual Harassment policy (File: GBA/JFHA).

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

Print Name	Signature	Badge #	Date
------------	-----------	---------	------