



## Volunteer Code of Conduct

### SEASIDE SCHOOL DISTRICT

2600 Spruce Drive, Suite 100

Seaside, OR 97138

503.738.5591

[www.seaside.k12.or.us](http://www.seaside.k12.or.us)

Parents and community volunteers are an important part of our schools. Volunteers provide invaluable contributions to student success as they work with and follow the lead of school staff. Thank you!

To volunteer in the Seaside School District, applicants must complete a background screening and agree to the following Volunteer Code of Conduct:

1. I will sign in at the school office upon arrival.
2. I will wear/show volunteer identification whenever I am volunteering in a school.
3. I will follow the directions of the building principals, teachers, and other appropriate staff; I will ask for clarification if I have questions about school/district policy or rules.
4. I understand that volunteers are role models for students and I will conduct myself in a professional, respectful manner at all times.
5. I understand that when I volunteer my full attention is needed; I will not bring non-student children with me when I volunteer.
6. I will be a good listener and will encourage students with positive words and comments. I understand that it is not a volunteer's job to discipline students and will inform school staff immediately if discipline issues arise.
7. I will share with teachers and/or school administrators any concerns that I may have in regard to student welfare and/or safety.
8. I will use only adult bathroom facilities.
9. I understand that Seaside School District has a strong commitment to diversity and inclusion of all students. I will uphold district policies and values while volunteering. I will not share my personal or political views with students while volunteering.
10. I will be dependable and on time; I will communicate with the school/teacher if I am unable to volunteer on my regular day/time.
11. I will not possess or use tobacco/nicotine products, or be under the influence of alcohol, marijuana, or illegal drugs on school property or during school events off campus.
12. I understand that while volunteering I may learn private or sensitive information about students, families, or staff. I will keep information about students and/or staff confidential, except to carry out my volunteer duties or as outlined in this code of conduct.
13. I will protect myself, and students, by always working within view of a school staff member.
14. I will refrain from touching or hugging students, even if the student is the one who initiates the physical contact.
15. I will silence my cell phone and refrain from use of my cell phone when volunteering.
16. I will notify the School District Office immediately if I am arrested for a misdemeanor or felony sex, drug, assault or weapon related offense.

*Thank you for volunteering in our schools!*