



**CONEJO VALLEY UNIFIED SCHOOL DISTRICT**  
**HUMAN RESOURCES DEPARTMENT**  
 1400 E. Janss Road, Thousand Oaks, California 91362  
 Telephone (805) 497-9511 · FAX (805) 494-3741

Student's Last Name    First Name    Grade

## VOLUNTEER CODE OF CONDUCT

The Conejo Valley Unified School District greatly values volunteer service, and the partnership of enhancing our students' educational experience.

As a volunteer, I agree to abide by the following code of volunteer conduct:

- Upon arrival, I will provide official identification, sign in at the front office and wear/show volunteer identification as required by the school.
- I will go directly to my classroom, will not "drop by" other classrooms on my way to and from the office, as this may disrupt instruction.
- I will follow the directives given by the teachers and or principal designee.
- I am in the classroom to support the teacher.
- I will treat each student the same, I understand this is not a time to visit with my child.
- I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
- I will follow rules and code of conduct including dress code for the school.
- I will encourage children to address me and any other adult on campus by our last names.
- I will turn my cell phones off or on vibrate and will step out of the classroom to answer.
- I will respect privacy of the teacher's mailboxes.
- I will not stay in a classroom if the teacher has left (during recess/lunch).
- I will use only the adult bathroom facilities.
- I agree to never be alone with individual students without the authorization of teachers and/or school authorities.
- I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administration.
- I will not initiate unauthorized taking of or disseminating of student photographs or personal information about students, self or others.
- I will not solicit outside contact with students such as exchanging telephone numbers, home addresses, e-mail or other home directory information with students for any other purpose.
- I agree not to transport students without the written permission of parents or guardians or without expressed permission of the school or district. I will only transport students if I have completed the Level 2 clearance requirements.
- I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
- I agree to report to the appropriate school site/district personnel when a student is in danger of hurting him/herself or others or being hurt by someone else.
- I will sign out when I leave, so the PTA/PTSA/PFA can log my valuable volunteer hours.

### CONFIDENTIALITY OF STUDENT INFORMATION

Thank you for volunteering at our site. Your assistance is extremely important and valued by our staff. In this role you are required to ensure that student information is kept confidential at all times. Only certain individuals, such as the principal or school nurse, are authorized to release, discuss or review information regarding students. The laws of confidentiality were developed to protect each person's rights to privacy, both student and guardian alike. After reading the following, please sign below that you will follow the rules of confidentiality of student information:

- ❖ Refer all inquiries for student information to the principal or his/her designee, whether requested in writing, by phone, or in person.
- ❖ Regardless of where student information is found (on desk tops, in the computer, in file cabinets, or the health office), do not view, remove or discuss.
- ❖ Refrain from scoring, assessing, grading and recording student classwork, homework, quizzes and tests.

**EXAMPLES OF STUDENT INFORMATION INCLUDE:** *enrollment information; attendance information; health information; parent concerns; grades; student test data; teacher written/spoken comments.*

I have read the information above and understand my responsibilities about the Volunteer Code of Conduct and Confidentiality of Student Information. I understand I am not to score, grade, view, release, remove or discuss any student information.

By signing this, I agree to follow these rules and to refer any questions about confidentiality to the principal or his/her designees. Failure to maintain strict confidentiality standards may result in the loss of volunteer privileges. Once all necessary clearances are obtained, the site will advise me of my effective date.

I agree to follow the District Volunteer Code of Conduct at all times. I understand that failure to follow the Volunteer Code of Conduct could result in a restriction of my volunteer time.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date