



## LAKE TAHOE UNIFIED SCHOOL DISTRICT

### CODE OF CONDUCT / STATEMENT OF CONFIDENTIALITY FOR SCHOOL VOLUNTEERS

***In my role as a Lake Tahoe Unified School District volunteer, I agree to abide by the following code of volunteer conduct and maintain confidentiality while working in our schools:***

1. Immediately upon arrival, I will sign in at the principal's office or the designated sign-in station and will wear my volunteer badge at all times while on school property.
2. I agree to never be alone with individual students without the authorization of teachers and/or school authorities or remove students from direct supervision and/or from the school campus without authorization.
3. I will report suspected cases of abuse or neglect to the school administrator or professional staff.
4. I will not solicit outside contact with students, lend money to, or give gifts or cards to students without administrative approval.
5. I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
6. I agree to not transport students without the written permission of parents or guardians and without permission of the school or district.
7. I agree not to use tobacco, alcohol, or any prohibited or illegal substances on school grounds.
8. I agree not to photograph or videotape students without administrative approval or 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.
9. I agree not to discriminate against or harass any person and will report all harassment or discrimination observed, in accordance with district policy.
10. I will use only adult bathroom facilities.
11. I agree to treat all information that I may have available to me, whether written or verbal, regarding students or employees, as personal and confidential regardless of source. Any breach of confidentiality will be carefully reviewed and, if substantiated, may result my termination as a volunteer with the Lake Tahoe Unified School District.
12. I agree to seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with non-school personnel.
13. I agree to retain a sense of perspective regarding comments heard and actions observed and to deal impartially with students regardless of background, intelligence, physical or emotional maturity.
14. I agree that I will not discuss student progress or behavior with the parent and will direct all relevant information to the teacher or principal.
15. I will not discipline students or physically restrain any student. Should students misbehave in my presence, I will report this immediately to the teacher in charge.
16. I agree to follow all Covid-19 mitigation policies of the District as outlined in the September 15, 2021 letter to Staff, Students, Parents/Guardians and Community Members by the LTUSD Health Services Department.

***I acknowledge that I have read and understand this code of conduct and statement of confidentiality.***

**Name – Printed:** \_\_\_\_\_

**Signature of Volunteer:** \_\_\_\_\_ **Date:** \_\_\_\_\_