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 **VOLUNTEER CODE OF CONDUCT**

**In my role as a Solana Beach School District volunteer, I agree to abide by the following code of volunteer conduct:**

1. I understand that due to the continued need to support the health and safety of all staff and students, schools have new and existing provisions in place for volunteerism. If I want to volunteer in the school, I must complete the following:
* Have an updated Tuberculosis (TB) Risk Assessment (completed by my medical provider every four years) OR provide proof of a negative TB test to the school site front office personnel
* SBSD Volunteer online application process

1. I understand that upon arrival at the school campus, I will be required to check in at the school office, and facial coverings are strongly recommended while indoors.
2. When on the school campus, I will wear volunteer identification at all times.
3. I agree not to bring other children with me to the school campus.
4. I will use only adult restroom facilities.
5. I understand that if my volunteering in a classroom is a disruption to the learning of any student, I will be considered for an alternative position.
6. I will not work alone with individual students without the authorization of teachers and/or student authorities.
7. I will not solicit outside contact with students or give gifts or cards to students without administrative approval.
8. I will protect and secure all Directory Information, including, but not limited to, parent and student information, name, address, phone number, grade, and classroom. I will not share this data with anyone, including other classroom parents. I will destroy any data provided to me within ten (10) days of the end of school and/or within ten (10) days of concluding my role as volunteer. I agree this data will only be used to support the educational program. When sending group communication, such as email, I will use blind carbon copy (BCC) or other software functionality to ensure data is not shared. If data is accidentally exposed, I will notify the school administrator as soon as possible.
9. I will maintain confidentiality outside of school and will share any concerns that I may have with teachers and school administrators.
10. I will not disclose, use, disseminate, post on social media, or share student photographs, videos, or personal information about students or others. Yearbook volunteers may take photos for yearbook only with prior approval from site administrator and if students have a public media release waiver.
11. I agree not to post, transmit, publish, or display harmful or inappropriate material that is threatening, obscene, disruptive, or sexually explicit or that could be construed as any form of harassment.
12. I agree only to do what is in the best personal and educational interest of every student with whom I come into contact.
13. Under Penal Code 290.95, I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution, and likely fine and imprisonment. I declare under penalty of perjury, that I am not a sex offender, and that I have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against me.
14. I agree, upon entering a district facility, to present a picture ID, such as a Driver’s License, which can either be scanned or manually entered into the system to support the safety of our learning environments.

**I agree to follow the District Volunteer Code of Conduct at all times in my role as a Solana Beach School District volunteer or cease volunteering immediately***.*

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Signature Date

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Teacher Name