

VOLUNTEER ASSISTANCE (continued)

TORRANCE UNIFIED SCHOOL DISTRICT

VOLUNTEER CODE OF CONDUCT

As a Torrance Unified School District volunteer, I agree to abide by the following Volunteer Code of Conduct:

1. Immediately upon arrival, I will sign in at the school's main office or the designated sign-in station.
2. I will wear a name identification badge whenever required by the school or district to do so.
3. I will follow the general directions of the teachers and administrative personnel.
4. I will use only adult bathroom facilities.
5. I agree to never be alone with individual students who are not under the direct supervision of teachers or school authorities.
6. I will not contact students outside of school hours without permission from the students' parents.
7. I agree not to exchange telephone numbers, home addresses, e-mail addresses or any other home directory or personal information with students for any purpose unless it is required as part of my role as a volunteer. I will exchange home directory information only with parental and administrative approval.
8. I will maintain confidentiality outside of school and will share with teachers and/or school administrators any concerns that I may have related to student welfare, discipline matters, and/or safety.
9. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others.
10. I agree not to transport students without the written permission of parents or guardians and expressed permission of the school principal and District. I will abide by District Administrative Procedure, including Board Policy and Administrative Rule 6153, when transporting students.

VOLUNTEER ASSISTANCE (continued)

11. I will not operate my cellular telephone within the confines of the classroom, while transporting students, or within any other educational setting while acting in the capacity of a volunteer or while supervising children engaged in a school sponsored activity or event.
12. I agree not to post, transmit, publicize, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be constructed as any form of harassment.
13. I agree to abide by Board Policies 4010 and 4020 concerning the use alcohol, tobacco, and/or other drugs or mind altering substance while working in the school setting or on field trips.
14. I agree to notify the school principal immediately if I am arrested for any misdemeanor or felony charge.
15. I understand that my duties as a volunteer require my full attention and I agree not to have children under my care or supervision, unless approved by the principal in advance, that are not currently enrolled at the school site.
16. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact.
17. I agree to treat all school personnel and students with dignity and respect.
18. I agree to abide by all District procedures including Board Policy and Administrative
19. Rule 1240 regarding volunteer clearance and assistance.

I UNDERSTAND THAT FAILURE TO ABIDE BY THIS VOLUNTEER CODE OF CONDUCT MAY RESULT IN FORFEITURE OF ALL VOLUNTEERING PRIVILEGES AND TERMINATION OF THE AGREEMENT FOR VOLUNTEER SERVICES.

Exhibit

approved: April 16, 2007

revised: July 26, 2010; October 20, 2014; January 20, 2015

TORRANCE UNIFIED SCHOOL DISTRICT

Torrance, California