



# PINNACLE

CLASSICAL ACADEMY

## VOLUNTEER CODE OF CONDUCT

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

1. I will be prompt and consistent in my attendance. I will notify the school, by phone, as soon as possible if I must be late or absent.
2. Immediately upon arrival, I will sign in at the main office and wear my visitor identification. I will sign out of the main office before leaving the premises.
3. I will wear my visitor identification, at all times, while I am on school premises (inside or outside).
4. I understand my work with students is always confidential and I will not discuss any information shared with me to others outside of the school at any time.
5. I will share with the supervisory teacher and/or the Headmaster **ANY** concerns that I may have that are related to a student's welfare and/or safety.
6. I will not disclose, use, or disseminate student photographs or personal information about students, self, or others. I will never take pictures of students with my cell phone/camera or show student's pictures/videos on my phone or on any social media website.
7. I will not bring my children with me when volunteering.
8. I will not interrupt instruction and refrain from texting and/or talking on my personal cell phone while serving as a volunteer.
9. I will bring all disciplinary issues to the attention of the supervising teacher. The teacher will administer consequences as he/she deems necessary.
10. I will alert school staff immediately if any student has an accident while working with me.
11. I will never ask a student to use his/her login and password to access the internet; instead, I will only use the internet under the direction of school personnel.
12. I agree to refrain from using inappropriate language.
13. I will never be under the influence of drugs, alcohol, or tobacco products while performing volunteer services, regardless of location.
14. I agree to have a yearly Criminal Background Check, and I will provide my Social Security number and date of birth if I am working individually with children.
15. I agree to notify the Headmaster if I am arrested for a misdemeanor or felony sex, drug, or weapon related offense.
16. I agree only to do what is in the best personal and educational interest of every child with whom I come into contact. I agree to maintain a constructive attitude. I will not make negative comments about the school, its personnel, or the students to other volunteers or individuals outside of the school.
17. I understand the maximum amount of time I can spend in one teacher's classroom is two (2) hours per day twice a week.
18. I understand this agreement can be cancelled at any time at the discretion of either party.

**I agree to follow the Volunteer Code of Conduct at all times or cease volunteering immediately.**

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

**Volunteer Printed Name:** \_\_\_\_\_

Name of Student(s)	Student's Teacher
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____