

## VOLUNTEER CODE OF CONDUCT



### ***As a Volunteer, Your Role and Responsibilities in the School Are Unique***

The Bay City Public Schools Volunteer Program is not designed to supplement current programs or reduce staffing needs, but rather to compliment what is already in place. The Bay City Public School Volunteer further enhances the educational opportunities and experiences of the children within the school system. He/she needs to be aware of the need for confidentiality in regard to any school/child related information and recognize that activities will be directed by the classroom teacher and/or Volunteer Coordinator in accordance with all established educational policies and objectives. This program is an integral part of the Bay City Public School District requiring dependability, cooperation and confidentiality on the part of the volunteer.

**UNDERSTAND** that your role is a supportive one. The teacher and principal are completely in charge. You must not be left in charge of a classroom.

**REMEMBER** volunteers are only permitted to work with students on school grounds and under the supervision of the public school staff.

**MAINTAIN** student confidentiality at all times. Do not discuss any student with anyone except teachers, counselors, and volunteer coordinators.

**USE** good judgment and avoid any compromising situations. Work in a room with other people at all times. Never be left alone with one student out of view of other people. Always keep the door open.

**STRICTLY** follow volunteer guidelines and discipline practices. Physical discipline is absolutely prohibited. Ask the teacher and volunteer coordinating staff for assistance with problematic student behavior.

### ***Take Pride in Being Professional***

**MAINTAIN** a constructive attitude. Don't make negative comments about the school, its personnel, or the students to other volunteers or individuals outside the school.

**BE PROMPT** and consistent in your attendance. Teachers depend on volunteers, and plan their work accordingly. Students depend on volunteers even more

**NOTIFY** your school as soon as possible if you must be late or absent.

**KEEP** an accurate record of your attendance by signing in each day you volunteer.

**ESTABLISH** and maintain good and frequent communication with your classroom teacher.

**NEVER** be under the influence of drugs or alcohol. Do not smoke on school grounds.

**DO NOT** use the Internet inappropriately by going to websites that are not conducive to a professional or educational environment.

**ALERT** school staff immediately if any student has an accident while working with you.

Please remember that you must complete screening requirements by filling out an application with a clearance of a background check before you can become a volunteer. The program/school reserves the right to discontinue your volunteer service for any cause.



## District Volunteer Application 2011-2012

I am applying as a:

- |   |  |
|---|--|
| <input type="checkbox"/> Volunteer Coach      | <input type="checkbox"/> Remarkable Reader   |
| <input type="checkbox"/> Volunteer Driver     | <input type="checkbox"/> Classroom Volunteer |
| <input type="checkbox"/> Field Trip Chaperone | <input type="checkbox"/> Library Volunteer   |
|   | <input type="checkbox"/> Other _____         |

*The Bay City Public Schools are required to obtain complete criminal background information regarding employees and volunteers. Your complete and accurate response is required. Conviction may or may not disqualify you, depending on the nature of the offense.*

*Some volunteers may volunteer in more than one school. However, it is only necessary to fill out this form one time, as it will be kept on file at the Volunteer Office. Please check the school(s) in which you wish to volunteer.*

- |                                     |                                     |                                  |   |                                     |
|-------------------------------------|-------------------------------------|----------------------------------|---|-------------------------------------|
| <input type="checkbox"/> Central HS | <input type="checkbox"/> Handy MS   | <input type="checkbox"/> Hampton | <input type="checkbox"/> Mackensen      | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Western HS | <input type="checkbox"/> Western MS | <input type="checkbox"/> Kolb    | <input type="checkbox"/> McAlear-Sawden | <input type="checkbox"/> Preschool  |
| <input type="checkbox"/> Wenona     | <input type="checkbox"/> Auburn     | <input type="checkbox"/> Linsday | <input type="checkbox"/> MacGregor      |                                     |

Parent/or Other of \_\_\_\_\_  
PLEASE PRINT (Name of Student)

Name: \_\_\_\_\_  
PLEASE PRINT (Last)                      PLEASE PRINT (First)                      PLEASE PRINT (Middle Initial)

Maiden name/names previously used: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Have you ever been convicted of or pled guilty to any crime?                      Yes                       No   
*This includes misdemeanors and/or felony convictions.*

Do you have any pending felony charges?                      Yes                       No

I understand that the Central Records Division of the Michigan State Police, Lansing, Michigan, requires this information. I authorize the Bay City Public Schools to utilize this information for the sole purpose of obtaining a conviction only criminal history file search. I understand it is my obligation to report any criminal conviction while I am serving as a volunteer in the Bay City Public School District. If my duties as a Volunteer include the operation of a motor vehicle, I consent to the District obtaining a complete drivers license record history.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
Date

Any questions, call Amy Basket at: 671.8148 or email: [basketa@bcschools.net](mailto:basketa@bcschools.net). You may mail your application to Volunteer Office, 910 N. Walnut Street, Bay City, MI 48706, fax the application to 686.0639, or turn it in to the school office.