



# Odyssey Charter School

## Nurturing a Lifelong Love of Learning

### **VOLUNTEER CODE OF CONDUCT and AGREEMENT FORM**

**A signed copy of this form must be on file each School year for each Volunteer. Volunteers must also sign a Confidentiality Agreement annually. Volunteer should retain a copy and return a copy of all signed documents.**

As a volunteer, I promise to strictly follow the Volunteer Code of Conduct Guidelines as a condition of my providing services to the students/children/youth (here in referred to as minors) of Odyssey Charter School (here in referred to as the School).

#### **AS A VOLUNTEER, I WILL:**

1. Respect confidentiality when dealing with students and staff.
2. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
3. Be knowledgeable of and adhere to all applicable aspects of the Code of conduct.
4. Avoid situations where I am alone with minors while volunteering, always following the two adult rule.
5. Use positive reinforcements and communication rather than criticism, unhealthy competition, or comparison when working with students.
6. Honor the equality of all people, avoiding all forms of discrimination and respecting the dignity of each person without regard to economic status, age, gender, race, ethnicity, religion, sexual orientation, or physical or mental abilities.
7. Report suspected abuse to School Administration, an appropriate supervisor or the local Child Protection Services agency. I understand that failure to report suspected abuse to civil authority, is according to the law, a misdemeanor.
8. Cooperate fully in any investigation of abuse of minors.
9. Avoid any form of over familiarity, inappropriate language, or any situation and conduct which exploits another.
10. Follow practices that consistently exhibit no tolerance for any form of abusive behavior.
11. Follow practices which demonstrate appropriate affection between all personnel and minors which is important for a child's development. The following forms of affection are regarded as APPROPRIATE example:
  - A. Side hugs
  - B. Hand-shakes
  - C. Verbal praise
  - D. Arms around shoulders
  - E. Kneeling or bending down for hugs with small children.
  - F. Holding hands while walking small children
  - G. Touching hands, faces, shoulders, & arms of minors
  - H. Shoulder to shoulder hugs
  - I. High-fives or hand slapping
  - J. Sitting beside small children
12. Be aware of, clearly understand the Volunteer Code of Conduct, and act in accord with the Code.
13. Be aware of and adhere to emergency plans and evacuation routes appropriate to the program.

#### **AS A VOLUNTEER, I WILL NOT:**

1. Smoke or use tobacco products in the presence of minors.
2. Use, possess, or be under the influence of alcohol at any time while volunteering.
3. Use, possess, or be under the influence of illegal drugs at any time.
4. Pose any known health risk to minors (i.e.-no fevers or other contagious situations).
5. Use physical discipline in any way for behavior management of minors. No form of physical discipline is acceptable. This includes spanking, slapping, pinching, shaking, hitting, or any other physical force as retaliation or correction for inappropriate behavior of a minor.
6. Humiliate, ridicule, threaten, or degrade minor nor tolerate them in the environment for which I am responsible.
7. Touch a student in a sexual or other inappropriate manner.
8. Use any discipline that humiliates or demeans minors.

9. Use profanity in the presence of minors.
10. Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that in INNAPPROPRIATE and are not to be use:
 

A. Inappropriate or lengthy embraces	H. Showing affection in isolated areas of the facility such as bathrooms, staff only areas, etc.
B. Sleeping in bed with a child	I. Kisses on the mouth
C. Tickling minors	J. Wrestling with students or minors
D. Touching bottoms, chests, or genital areas	K. Piggyback rides
E. Any type of massage given by a minor	L. Touching knees or legs of students or minors
F. Holding minors, over two years old on the lap	M. Any form of unwanted affection
G. Compliments that relate to physique of body development	
11. Post of access of pornography or other offensive legal or illegal material. If child pornography is discovered, I realize the School is obligated under the law to report this.
12. Communicate with minors via telephone, cell phone, text messaging, email, social networks, or other electronic means without written permission of a parent or guardian.
13. Share/post pictures or videos of minors; or share email, telephone numbers, or other contact information with other minors or adults who are part of the class, group or organization without written permission of a parent/guardian.
14. Access/operate devices capable of capturing, transmitting, or storing images/recordings in restrooms, dressing rooms, sleeping area where there is a reasonable expectation of privacy.
15. Consider typed conversations that take place via electronic means (emails, social networking sites, text messages, etc.) to be private, because the internet is, by its very nature, public.

I understand that as a volunteer working with minors, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with these Behavioral Standards for Volunteers or failure to take action mandated by these Standards may result in my removal as a volunteer with minors in the School Community.

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Volunteer Printed Name

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date