

Hawaii Department of Education  
**VOLUNTEER CODE OF CONDUCT**

As a volunteer in a Hawaii public school, I agree to abide by the following code of conduct:

1. I will complete a Volunteer Registration/Application form provided by the school and update my information whenever necessary.
2. I will sign-in and sign-out at the location required by the school whenever I am at the school.
3. I will wear a volunteer name badge/identification provided to me at all times while on campus.
4. I will call the school if I am absent or late.
5. I will dress and act appropriately as a role model for students.
6. I agree never to be alone with individual students who are not under the supervision of teachers or school authorities.
7. I will maintain confidentiality of all school or classroom information.
8. I will share with teachers and/or school administrators any concerns that I may have related to student welfare or safety.
9. I will not supervise a class in the absence of a certified teacher or make decisions about instructional objectives.
10. I will not discipline students or use physical force.
11. I will abide by all State laws, Board of Education policies, Department of Education and school rules and agree to do only what is in the best interest of every child with whom I come into contact.

I agree to follow the Volunteer Code of Conduct at all times or risk being dismissed from my volunteer placement.

Print name \_\_\_\_\_ Signature\_\_\_\_\_

School \_\_\_\_\_