

Dear Volunteers,

We are excited that you have chosen to volunteer at CACS. Volunteers are a vital part of achieving our goals at CACS. The administration realizes that we could not accomplish many of the things we do without our volunteers. YOU are vital to the success of the school. Your time, talents, and resources, are greatly appreciated. We hope that you find an area in which to volunteer that fully utilizes your particular talents, and that your volunteer experience with us is rewarding and positive. If you ever have any concerns, please contact Mrs. Manno immediately.

CACS Volunteer Code of Conduct

- **Check-In:** All volunteers must check in at the office upon arrival. You will be given a visitor's badge, which is to be worn in a highly visible location, and report directly to the area/activity you have been asked to help with. Do not wander to other areas of the school or stop to visit other staff members or students.
- **Siblings:** Siblings are not permitted to accompany volunteers during volunteer time. This allows students to pay full attention to the activity, and volunteers to fully attend to CACS students without distraction.
- **Staff Boundaries:** Do not ask or expect teachers to have time to chat. If you need to talk to the teacher about your student, make an appointment to talk outside of school hours.
- **Confidentiality:** Confidentiality must be observed in all matters. Be professionally discreet, never publicly discuss students, parents, or educators. Especially if you hear sensitive information, be respectful and do not repeat to others.
- **Gossip:** Be supportive, and do not gossip. Refrain from inappropriate language or topics of conversation including (but not limited to) negative opinions about staff members and students.
- **Dismissal:** Notify the office if your volunteering activity changes transportation for your students. You must participate in regular dismissal procedures or wait until all bus students have been called and boarded.
- **Volunteer/Student Interactions:** Follow all CACS guidelines and rules. Volunteers should make every effort to support the regular school process. All interactions between volunteers and students should be positive in nature. Direct all disciplinary situations to a CACS staff member. A volunteer should not be one-on-one with a student. A staff member must always be present. All student requests (to leave the space, etc.) should be directed to a staff member.
- **Drug Policy:** CACS has a drug-free policy that prohibits the use of alcohol, drugs (including marijuana), controlled substances and tobacco on school property.
- **Appearance:** All clothing should be modest, neat, and clean. Keep in mind the CACS dress code.
- **Qualifications:** Volunteers are required to have a current (5 years to present) Criminal History Check and PA Child Abuse History Clearance. Both can be obtained free of charge for volunteer purposes at www.keepkidssafe.org

CACS Volunteer Code of Conduct

I hereby certify that I have been provided with a copy of the CACS Volunteer Code of Conduct. I understand that I should consult with the CACS Administrator for further clarification on any aspect of the CACS Volunteer Code of Conduct on which I have any questions.

Attested:

I have read the CACS Volunteer Code of Conduct, and I understand and agree to abide by it. I will conduct myself as a CACS Volunteer with the highest integrity and commitment to principles stated in the CACS Volunteer Code of Conduct. I understand that any violations may lead to a discussion with the CACS Administrator, and I may no longer be permitted to volunteer at CACS.

Signature

Date

Name (Printed)

Parent/Guardian of CACS Student (Print Names)