



## School Volunteer Conduct and Code of Ethics

**According to State Regulation 6.50.18 NMAC**, volunteers shall not be allowed to begin their service until after their duties are explained to them and they have accepted in writing the following volunteer pledge:

1. it is my duty to deal justly and considerately with each student, school employee or other volunteer;
2. it is my duty to share the responsibility for improving educational opportunities for all;
3. it is my duty to stimulate students to think and learn, but at the same time protect them from harm;
4. it is my duty to respect the confidentiality of student records and information about students, their personal or family life;
5. it is my duty to not discriminate or permit discrimination on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion or serious medical condition against any person while I am on duty as a volunteer;
6. it is my duty to avoid exploiting or unduly influencing a student into engaging in an illegal or immoral act or any other behavior that would subject the student to discipline for misconduct, whether or not the student actually engages in the behavior;
7. it is my duty to avoid giving gifts to any one student unless all students similarly situated receive or are offered gifts of equal value for the same reason;
8. it is my duty to avoid lending money to students;
9. it is my duty to avoid having inappropriate contact with any student, whether or not on school property, which includes all forms of sexual touching, sexual relations or romantic relations, any touching which is unwelcome by the student or inappropriate given the age, sex and maturity of the student;
10. it is my duty to avoid giving a ride to a student;
11. it is my duty to not engage in sexual harassment of students, other volunteers or school employees;
12. it is my duty to not engage in inappropriate displays of affection, even with consenting adults while on school property or during school events off premises;
13. it is my duty to not possess or use tobacco, alcohol or illegal drugs while on school property or during school events off premises;
14. it is my duty to use educational facilities and property only for educational purposes or for which they are intended consistent with applicable law, policies and rules;
15. it is my duty to avoid any violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct when on school property or off campus at school functions;
16. it is my duty to refrain from using school information technology equipment, hardware, software or internet access for other than a school related purpose;
17. it is my duty to refrain from striking, assaulting or restraining students unless necessary in the defense of self or others;
18. it is my duty to refrain from using inflammatory, derogatory or profane language while on school property or while attending school events off premises;

19. it is my duty to refrain from bringing or possessing firearms or other weapons on school property except with authorization;
20. it is my duty not to be under the influence of alcohol or illegal drugs on school property or at school events of premises; and
21. it is my duty to report, as appropriate under the circumstances, violations of this pledge by other regular volunteers or school employees.

### **Confidentiality and Privileged Use Statement**

Any and all information relative to *employee/volunteer/student* information is privileged and confidential. Unauthorized disclosure of confidential information by a volunteer who has access to *employee/volunteer/student* information by computer or any other means may result in the Albuquerque Public Schools being held culpable under the federal guidelines of the Right to Privacy Act. It is imperative that any disclosure or use of *employee/volunteer/student* information be limited to approved, authorized use.

### **Agreement**

I agree to follow the above stated code of ethics, standards of professional conduct, and confidentiality and privileged use statement as provided in 6.60.9.8 NMAC and 6.60.9.9 NMAC. I also understand that failure to comply with confidentiality and authorized use of any *employee/volunteer/student* information for any purpose or failure to safeguard and protect confidential information may be grounds for my dismissal.

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Printed name

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Signature

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Date