



## Standards of Conduct for Volunteers

The Communities That Care School Based Mentoring mission is to connect young people with caring adult volunteers at schools to promote success, encourage healthy behaviors and build stronger communities. This happens when mentors are good listeners and good friends to students.

All CTC volunteers are asked to read and sign the following:

### Mentor Responsibilities

- Sign in and out properly at each school visit.
- Wear CTC Mentor identification at school.
- Keep all student information confidential, unless abuse or neglect is suspected; in that case, report concerns to the principal.
- Telephone the school secretary to notify the student if you will be absent.

### Restrictions on Electronic Communications

- E-mail communication with students must be preapproved and follow school district guidelines.
- All communication between any student and any volunteer via telephone, text messaging, social networking and other external devices or technologies is prohibited. The prohibition includes but is not limited to Facebook, MySpace and Twitter. Any exceptions must be approved in advance by a principal and/or administrator and follow school district guidelines.

### Mentoring Guidelines

- All CTC Mentor activities are school based. Activities are to occur on school grounds during the regular school or extended day. Any exceptions must follow school district guidelines and have principal and/or administrator approval.
- Volunteers may not transport students.
- Volunteers should minimize physical contact with students and always stay out of the "strike zone," (from shoulders to knees).
- Interact with students in public areas with others present.

- Limit physical contact to accepted gesture of greeting, guidance and praise, such as shaking hands, high fives or side hugs given only after student permission.

### Prohibited Conduct

- No sexual or romantic advance, contact or relationship is allowed, even if apparently "consensual" or initiated by a student.
- Volunteers may not use profanity or exhibit displays of violence or threats of violence in the presence of students. Weapons are not allowed on school grounds.
- Volunteers may not engage in any illegal activities with students, including, but not limited to providing alcohol, tobacco or drugs to students.
- Volunteers may not attempt to influence or persuade students on religious or political matters.

### Mentor Volunteers

- Avoid giving gifts or lending money to students.
- Support teachers and their ideas.
- Treat teachers, students and parents with respect.
- Realize you are a school visitor whose purpose is to give support to students.
- Do not make negative comments to others about the children or teachers.
- Exhibit behavior supportive of all ethnic/racial groups.
- Consult with the teacher and/or the Building Connector if problems occur. If not resolved, phone the District Coordinator to report problems.

I, \_\_\_\_\_, ( \_\_\_\_\_ )  
(Signature) (Please print name here)

have read the above and agree to follow these standards and guidelines for CTC Mentoring. \_\_\_\_\_  
(Date)

Thanks for making a difference for our young people. Please sign and keep a copy for reference during your mentoring experience.