



## VOLUNTEER CODE OF CONDUCT

**To volunteer with Philly Reading Coaches (PRC), applicants are required to submit the appropriate background clearances, complete a PRC volunteer orientation, and agree to the following Volunteer Code of Conduct:**

1. I will log into the designated virtual session links.
2. I will follow the directions of the Site Coordinators overseeing the virtual session.
3. I agree to conduct myself in a professional, respectful manner at all times. I understand that the volunteers are role models for students, and will conduct myself accordingly.
4. I understand that I am responsible for following the policies and procedures of the School District of Philadelphia (SDP) and the City of Philadelphia (COP). I understand that the SDP and COP has a strong commitment to diversity and inclusion of all students. I will uphold those policies and values while volunteering. I will not share my personal or political views with students while volunteering. If I have any questions about this, I will ask the PRC Site Coordinator.
5. I will share with the PRC Site Coordinator any concerns that I may have related to student welfare and/or safety.
6. I will ensure that I read in a safe space so that my background is professional and appropriate. That include dressing appropriate attire during the session time (clothing that appropriately covers your upper and lower body. Please be mindful of wording and images on your clothing and/or background)
7. will not brandish weapons of any type while engaging in the virtual reading space.



8. I will not possess or use tobacco or any nicotine-related products and will not possess or be under the influence of alcohol, marijuana, or illegal drugs while engaged in the virtual reading space.
9. I understand that in the course of volunteering, I may learn private or sensitive information about students, families, or staff. I agree to maintain confidentiality. I will not share information that I learn about students or staff with anyone except to carry out my volunteer duties, any legal duties, and as outlined in this code of conduct.
10. I agree 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.
11. I agree not to engage in sexual harassment of students, other volunteers, or school and city employees. I will avoid having inappropriate contact with any student, whether or not in the virtual space, 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. I will refrain from discussing sexually explicit content, even if the student instigates the conversation.
12. I agree to notify immediately (no later than within 72 hours) in writing the PRC Site Coordinator if I am arrested for a misdemeanor or felony sex, drug, assault, or weapon related offense or named as a perpetrator in a founded or indicated report in the Statewide database.
13. I understand that, if I am an adult, I am required by law to report suspected child abuse, if I have reasonable cause to suspect that a child is a victim of child abuse.



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I agree to follow this code of conduct, the general standards of professional conduct, and maintain confidentiality. I understand that volunteering is a privilege, not a right. I understand that failure to comply is grounds for immediate suspension or permanent revocation of my volunteer privileges.

NAME (PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_