



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 sign in at the designated PRC entrance.
2. I will follow the directions of the building administrators, teachers, and/or appropriate staff members.
3. I agree to conduct myself professionally and respectfully 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). I understand that SDP 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 Site Coordinator.
5. I will share with the Site Coordinator any concerns that I may have related to student welfare and/or safety.
6. I will use only adult bathroom facilities.
7. I will ensure that my clothing is professional and appropriate (clothing that appropriately covers your upper and lower body. Please be mindful of wording and images on your clothing).
8. I will not possess weapons of any type while on school property or during school events off premises.

9. 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 on school property or during school events off premises.
10. 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 outside of school. I will not share information I learn about students or staff with anyone except to carry out my volunteer duties, or any legal duties, as outlined in this code of conduct.
11. 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.
12. 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 on school property, which includes all forms of sexual touching, sexual relations, or romantic relations, any touching that is unwelcome by the student or inappropriate given the age, sex, and maturity of the student. I will refrain from touching or hugging students, even if the student instigates the physical contact.
13. I agree to notify the Site Coordinator in writing immediately (no later than within 72 hours) 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.
14. I agree to not provide any food, snacks, drinks or gifts to students
15. 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: _____