



## Volunteer Code of Conduct

In order to volunteer in the School District of Philadelphia, applicants are required to submit background clearances, complete a Volunteer Orientation, and agree to the following Volunteer Code of Conduct:

1. I will sign in at the school's main office immediately upon arrival.
2. I will follow the directions of the building administrators, teachers, and/or appropriate staff members.
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. 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 teacher or principal.
5. I will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.
6. I will use only adult bathroom facilities.
7. I will not possess weapons of any type while on school property or during school events off premises.
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 on school property or during school events off premises.
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 outside of school. I will not share information that I learn about students or staff with anyone except to carry out my volunteer 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 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 which 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.
12. I agree to notify immediately the Security Services Department if I am arrested for a misdemeanor or felony sex, drug, assault, or weapon related offense.

**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:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

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

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### FOR PRINCIPAL/ADMINISTRATOR USE ONLY

I certify that the Volunteer Packet of the above listed individual is complete; that I have reviewed the background clearances and determined that there are no offenses or the offenses listed do not prohibit the individual from volunteering; and that this individual may begin volunteering in my school building on the date that I have written below.

**PRINCIPAL/ADMINISTRATOR NAME:** \_\_\_\_\_

**PRINCIPAL/ADMINISTRATOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_