

## **New Haven Reads Conduct Policy**

(Updated 8/6/25)

In order to provide a safe and professional learning environment for New Haven Reads (NHR) volunteers, students, and staff, NHR has developed this volunteer policy agreement specifically for tutoring sessions.

*Please note that volunteers and interns looking to complete community service hours must commit to their position at NHR for the remainder of the semester in which they begin service. For example, a volunteer who begins tutoring in September must continue tutoring until December break, regardless of whether they complete their required hours before that date. NHR semesters align with the NHPS semester schedule, with the addition of a 'Summer Session' which is six weeks of NHPS summer break. Volunteers and interns are responsible for keeping track of their hours if they will need NHR to verify them in the future. We will not sign any forms verifying hours unless you can provide us with a list of the dates and times you volunteered, and we can verify those hours with our records.*

### **Expectations of Volunteers**

1. Volunteers and interns are expected to arrive on time and stay the duration of their shift unless communicated in advance to your designated Site Director.
2. Volunteers may not use their participation in New Haven Reads to promote partisan politics, religious matters, or other affiliations outside their role as a New Haven Reads volunteer.
3. Volunteers acknowledge that no employment relationship is created in the context of their role with New Haven Reads.
4. New Haven Reads asks that volunteers and interns serve to the best of their abilities, and in a respectful, professional, and cooperative manner to staff and other volunteers.
5. While on a shift, volunteers must not engage in the following:
  - a. Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race);
  - b. The use of any alcohol or illegal drugs;
  - c. Any unlawful or inappropriate activity;
  - d. Bring New Haven Reads into disrepute including through the use of email, social media and other internet sites, engaging with media etc.;
  - e. Seek or accept any gifts, rewards, or benefits from students or their families

### **Dismissal/Reassignment Policy**

New Haven Reads is committed to providing a safe and healthy environment for both staff and volunteers. Where a volunteer is found to be in breach of the standards outlined in this Code of

Conduct or any of New Haven Reads's other policies and procedures this may result in the volunteer's dismissal. Notwithstanding the foregoing, volunteers should note that New Haven Reads may terminate a volunteer's position without cause. New Haven Reads, in its sole discretion, reserves the right to reassign or dismiss volunteers when such action is in the best interest of the volunteer, New Haven Reads, and/or our community partner. Should tutoring not be the best fit for you, New Haven Reads reserves the right to reassign volunteers to a better suited role.

**Reasons for dismissal may include, but are not limited to:**

1. Failure to follow assigned tasks during a shift.
2. Refusal to attend required training.
3. Refusal to give suitable references (if required).
4. Missing more than three shifts in six months without proper notification to the NHR Team
5. Excessive lateness.
6. The use of alcohol or other illegal substances while volunteering.
7. Involvement in any illegal activities.
8. Failure to adhere to any of New Haven Reads's policies.
9. Any inappropriate behavior.

**Please read carefully and indicate, by signing below, your agreement to abide by this policy while serving as a volunteer tutor for NHR:**

- Volunteers and interns are expected to treat everyone with dignity and respect.
- Volunteers and interns may not share their phone numbers, social networking information, or gaming handles with NHR students or interns.
- Tutors may not bring in any outside food. Snacks are provided to the children after the tutoring session.
- Please refrain from bringing gifts to the children. Gifts are allowed only if confirmed with your Site Director. All gifts must be below \$10.
- Personal boundaries must be established firmly. Do not let the children sit on your lap, limit physical displays of affection to high fives/fist bumps/special hand-shake (two-armed hugs, kisses, etc. are not acceptable).
- New Haven Reads does not condone volunteers or interns meeting with students outside of NHR without parental permission.
- New Haven Reads does not permit volunteers and interns to provide transportation to students.
- Volunteers and interns may not share confidential information regarding an NHR student with any unauthorized person. If you have any concerns about your student, please discuss them with your site staff. All site staff are mandated reporters
- Volunteers and interns may not use diagnostic language (e.g. learning disabled, ADHD etc.) verbally or in writing in reference to any student.
- Volunteers and interns are expected to dress in a manner that is appropriate for being around school-aged children. Inappropriate attire examples: shirt or top that exposes

back, chest, cleavage or abdomen, visible undergarments, skirts or shorts that do not fall at fingertips when standing.

- Volunteers and interns may not use harsh or foul language on NHR premises, whether verbally or in writing.
- Volunteers and interns must be on time and prepared. Volunteers are expected to notify their supervisor as soon as possible if they are going to be tardy or absent.
- Volunteers and interns may not use cell phones during tutoring except in the event of an emergency.
- Volunteers and interns above the age of 18 must agree to a criminal background check.
- I hereby give permission to The New Haven Reads Community Book Bank, Incorporated ("New Haven Reads") to use my photographic likeness and voice in all forms and media for educational, publicity, marketing activities, and any other lawful purposes. I waive any right to compensation for use of the "material" by New Haven Reads.

***By signing below you agree to adhere to the In-person Conduct Policy Tutor Agreement as stated on this page. \****

**First & Last Name (Printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***(18 and under) As a parent or guardian I have read and understand the agreement above and give permission to the participant to participate as a NHR Volunteer Tutor. Please print and sign below:***

**First & Last Name (Printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_