

Archway Classical Academy Volunteer Agreement

(also available on our website)

The success of our volunteer program depends very much on our ability to keep confidences and remain impartial. Maintaining confidences and avoiding conflicts of interest are required of all who volunteer at Archway Classical Academy. In doing so, we accomplish two purposes:

- fairness to all students, faculty, staff, volunteers, and visitors
- protection of Archway's reputation, which in turn impacts the future of our school

While not all volunteering involves activities of a confidential nature, matters of confidentiality and potential conflicts of interest can arise at any time when a volunteer may be present. Therefore, volunteers are expected to follow the guidelines listed below, and maintain confidentiality at all times. Possible situations are too numerous to specify individually. Common volunteer expectations may include, but are not limited to, the following:

- not discussing the names or any other information regarding students, teachers, staff, or other volunteers with anyone other than the volunteer's coordinator
- not participating in any discussions about suspected wrongdoing by students, teachers, staff, or other volunteers
- participating in discussions regarding confidential information only in settings where such confidences can be maintained and not jeopardized (1 to 1 with volunteer coordinator or in writing to the administration)
- exercising judgment in situations where public statements of personal opinion may be detrimental to the reputation of Archway Classical Academy
- maintaining the confidential status of information obtained as "confidential forever"
- wearing appropriate attire (no workout clothing including gym shorts, jog bras, tank tops, leggings, etc.)
- referring student discipline to faculty and staff
- not using volunteer time as extra quality time with your students
- not grading or evaluating your own student's work
- full cooperation with your coordinator regarding following specific directions, making judgments regarding "fairness" or "appropriateness" of assignments, classroom management techniques, or equity in treatment of individual students (if concerns arise, please submit in writing to the volunteer coordinator or the administration)
- while volunteering in the classroom, no discussion of the volunteer's student may occur; if a volunteer needs to discuss their student, an appointment must be scheduled with the teacher or administration outside designated volunteer time

All persons involved in volunteering are required to inform the classroom teacher of potential conflicts. Due to the seriousness of violations in confidentiality and conflicts of interest, the consequence of such behavior is removal from classroom volunteering.

Volunteers at Archway Glendale must be prepared to interact supportively and positively with students, faculty, staff, and other members of the parent community. Volunteers are required to uphold the following standards of dress and comportment.

- Maintain full cooperation with the teacher.
- Wear appropriate attire for work being done. We recommend wearing "business casual" attire. **Workout attire, revealing necklines or hemlines, and skin-tight clothing (leggings) should NOT be when volunteering on campus.**
- Do not use time as a volunteer to initiate an impromptu discussion with the teacher regarding your student's performance or an opportunity for extra quality time or one on one time with your student.
- Refer disciplinary matters to faculty members.

I have read this agreement, understand it, and have asked any clarifying questions necessary. Based on this, I agree to maintain confidentiality and understand the consequences of not doing so.

Printed Name: _____ Signature: _____ Date: _____

Volunteer Orientation Checklist

- Review and sign volunteer agreement
- Sign in and out
- Understanding of proper attire
- Wear your badge in a visible location at all times
- Children who are not students are not allowed to accompany volunteers
- Only use designated faculty and visitor restrooms
- Do not post student photos on any social media without the parents' permission
- If you see someone out of place, ask. For example – a student in the hallway or a person on campus without a badge.
- Overview of copy room – using the copier, supplies, mailboxes, data check binders, etc.
- Overview of break room – fridge, water, tea, coffee, etc.

Date Completed: _____ Office Staff Signature: _____