

## 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 these 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 and maintain confidentiality at all times. Possible situations are too numerous to specify individually. Common expectations include:

- not discussing the names or any other information regarding students, teachers, staff, or other volunteers with anyone other than the volunteer's specific supervisor
- not participating in 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 supervisor 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
- leaving student discipline to faculty and staff
- not using volunteer time as extra quality time with your student
- not grading or evaluating your own student's work
- fully cooperating with your supervisor regarding, but not limited to, following specific directions, making judgments regarding "fairness" or "appropriateness" of assignments given, classroom management, or equity in treatment of individual students (if concerns arise these must be submitted in writing to the volunteer supervisor or the administration)
- not discussing your own student while volunteering in the classroom (if a volunteer needs to discuss his student, an appointment must be scheduled through the office)

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 ACA must be prepared to interact supportively and positively with students, faculty, staff, and other members of the parent community. Volunteers are required to uphold standards of dress and comportment, including, but not limited to:

- full cooperation with the teacher
- appropriate attire for the work being done. Classroom volunteers should dress in polo shirt and slacks (men) or the equivalent (women). Skin tight clothing such as spandex is insufficient and should be covered by outerwear.
- not using 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
- referring 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 all standards described and understand the consequences of not doing so.

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Signature

Printed Name

Date