

VOLUNTEERS

Parents/guardians are enthusiastically encouraged to volunteer at Great Hearts as the Academy believes that education must involve the student, the teacher, and the parent/guardian. The teachers, students, and staff greatly appreciate the time volunteers are willing to share through your volunteer work. Great Hearts offers a variety of activities parents/guardians may choose from when volunteering.

Volunteers work in conjunction with the faculty to ensure the most effective education possible for their students. To this end, volunteers are responsible for knowing and understanding the contents of the Academy's family handbook and are encouraged, but not required, to participate on school committees and provide other volunteer services. As indicated on the Volunteer Agreement, volunteers may be removed for conflicts of interest or violation of confidentiality. Volunteering is a privilege. The privilege of volunteering may be removed by the Headmaster if it is believed to be in the best interest of the school.

VOLUNTEER CONFIDENTIALITY POLICY

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the faculty member, Headmaster, or a member of the Governing Board of Directors. If a volunteer disregards this policy, the privilege of volunteering may be revoked.

The Academy asks that volunteers not post pictures taken in the classroom on social media without the express consent of all of the students' parents and/or guardians in the picture or blurring/blocking faces.

VOLUNTEER BACKGROUND CHECK

All volunteers shall undergo a yearly criminal background check and be approved before volunteering. Volunteer status must be renewed after July 1st each year. This process can be completed online by going to <https://www.greatheartsamerica.org/volunteer/> and filling out an application. The system checks applicants for sex offender status and compiles criminal background results which are reviewed and approved by the school, usually within 48-72 hours. The cost for the application is \$5.00. Once approved, the volunteer status will be acknowledged by the Raptor system with a state issued ID, and a sticker with the date and location will be issued each time. Reach out to John Lund, Great Hearts Safety Manager at jlund@GreatHeartsaz.org with any questions and concerns.

VOLUNTEER AGREEMENT

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 the Academy. In doing so, we accomplish these two purposes:

- Fairness to all students, faculty, staff, volunteers, and visitors
- Protection of the Academy'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 Headmaster)
- Exercising judgment in situations where public statements of personal opinion may be detrimental to the reputation of the Academy and its members
- Maintaining the confidential status of information obtained as “confidential forever”
- Wearing appropriate attire for the work being done (Revealing, skin-tight clothing such as spandex or exercise clothing is insufficient.)
- Leaving 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 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 Headmaster.
- While volunteering in the classroom, no discussion of the volunteer’s student may occur. If a discussion is necessary, a separate appointment must be scheduled.

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 the Academy 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.

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.

Signature: _____ Printed Name: _____ Date: _____