

Vanguard

CLASSICAL SCHOOL

Volunteer and Parent Confidentiality and Conflict of Interest 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 Vanguard Classical School. In doing so, we accomplish these two purposes:

- ◆ Fairness to all students, faculty, staff, volunteers and visitors
- ◆ Protection of Vanguard's reputation, which impacts the future of the 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:

- ◆ Model the VCS philosophy, dress code and behavioral guidelines
- ◆ Not discussing the names or any other information regarding students, teachers, staff or other volunteers with anyone other than the teachers and administration
- ◆ Not participating in any discussions about suspected wrong doing 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
- ◆ Exercising judgment in situations where public statements of personal opinion may be detrimental to the reputation of Vanguard Classical School
- ◆ Maintaining the confidential status of information obtained as "confidential forever"
- ◆ Not grading or evaluating your own student's work
- ◆ Full cooperation with your supervisor regarding, but not limited to following specific directions, helping with assignments and projects, etc.
- ◆ No discussion concerning the volunteer's own student may occur. If a volunteer needs to discuss his/her student, an appointment must be scheduled with the teacher

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.

I have read the 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

Date

Signature