Heritage Academy Volunteer Policy

1. Purpose & Core Philosophy

Heritage Academy recognizes that volunteers play an essential role in supporting scholars, assisting staff, and strengthening our campus community. Volunteering at Heritage Academy is a privilege extended to individuals who agree to support the school's mission, administrative directives, and scholar safety protocols. This policy establishes guidelines and clearance standards across all Heritage Academy campuses.

2. Volunteer Tiers & Requirements

To balance campus engagement with scholar safety, Heritage Academy classifies volunteer opportunities into two tiers based on the frequency of service, level of scholar interaction, and required supervision:

Tier	**Scope & Activities**	**Clearance & Background Check Requirements**	**Supervision Level**
Tier 1 Volunteer	• Parents/guardians volunteering in their own child's classroom • Non-parents with no direct/unsupervised student contact • Campus support (making copies, classroom setup, event assistance, pep rallies, community breakfasts)	• Complete Heritage Academy Volunteer Application & Code of Conduct • Sign Confidentiality Agreement • Campus Site Approval • No IVP Fingerprint Clearance Card required.	Must remain under the direct supervision of a certified Heritage Academy employee at all times.

Tier 2 Volunteer	•Instruction or tutoring outside of the supervision of HA employee Overnight field trip chaperones Day field trip or any off campus activities chaperones • Volunteer athletic coaches or assistant coaches • Extracurricular club advisors or mentors with potential unsupervised student access	• Valid Arizona Identity Verified Print (IVP) Fingerprint Clearance Card • Campus Site Approval	Authorized for independent or small group supervision as assigned by campus administration.

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3. Campus Rules & Volunteer Expectations

- **Visitor Check-In:** All volunteers must present a valid government-issued photo ID and check in through campus office procedures.
- ID Badges: Volunteer badges must be worn and clearly visible at all times while on campus or during off-campus school activities.
- Confidentiality: Volunteers must maintain strict confidentiality regarding student grades, behavior, academic performance, personal records, and family information.
- Student Discipline: Volunteers are strictly prohibited from disciplining scholars. Any behavioral concerns must be reported directly to Heritage Academy faculty or staff

immediately.
- Professional Boundaries: Volunteers must maintain appropriate adult-student boundaries at all times, including electronic and social media communications.

4. Policy Administration & Revocation

Heritage Academy reserves the right to deny any volunteer application, reclassify volunteer tiers, or terminate volunteer privileges at any time if deemed necessary for the safety, health, or best interests of Heritage Academy scholars and staff.

Heritage Academy Volunteer Release and Waiver of Liability

This Volunteer Release and Waiver of Liability (the "Release") is executed by the undersigned volunteer ("Volunteer") in favor of Heritage Academy, a non-profit public charter school, its directors, officers, employees, agents, and representatives.

1. Volunteer Status & Tier Acknowledgement

Volunteer desires to provide volunteer services for Heritage Academy and acknowledges the following:

- Volunteer is performing services voluntarily without expectation of monetary compensation or employee benefits.
- Volunteer agrees to complete all required screening, application forms, and background checks corresponding to their designated tier prior to participating in school activities.
- If volunteering under Tier 2 (field trips or coaching), Volunteer agrees to obtain and present a valid Arizona Identity Verified Print (IVP) Fingerprint Clearance Card at their own expense.

2. Assumption of Risk

Volunteer understands that volunteering activities may involve working with scholars, participating in campus functions, assisting with events, or chaperoning trips. Volunteer explicitly assumes all risks associated with participation in these activities, including but not limited to property damage, personal injury, illness, or loss.

3. Release and Waiver of Claims

Volunteer hereby releases, waives, and forever discharges Heritage Academy, its governing board, officers, administrators, teachers, employees, and agents from any and all liability, claims, demands, or causes of action arising out of negligence or routine volunteer duties performed on behalf of Heritage Academy.

4. Confidentiality Commitment

Volunteer agrees to hold in complete confidence all knowledge, student records, and personal

information learned during their service at Heritage Academy in compliance with FERPA and Heritage Academy administrative guidelines.

5. Acknowledgment & Authorization

By signing below, Volunteer confirms that they have read, understood, and agreed to abide by the Heritage Academy Volunteer Policy and the terms of this Waiver.

Volunteer Full Name (Printed): _____

Volunteer Signature: _____ Date: _____

Target Volunteer Tier: [ ] Tier 1 [ ] Tier 2

Campus Location(s): _____

Appendix A - Volunteer Code of Conduct

As a volunteer at Heritage Academy, you play a vital role in supporting our educational environment while ensuring the safety, dignity, and academic focus of our scholars. By volunteering on campus or during school-sponsored activities, you agree to adhere to the following standards:

- Scholar Safety & Supervision:
    - Tier 1 Volunteers: Must remain under the direct supervision of a certified Heritage Academy employee at all times. You may not be left alone with scholars.
    - Always maintain professional, appropriate boundaries with all scholars. Physical contact must be strictly professional and appropriate for an educational setting.
    - Never engage in one-on-one private interactions with scholars out of sight of school personnel.
- Professional Conduct & Role Modeling:
    - Uphold Heritage Academy's core values, modeling citizenship, respect, and high character and ***follow the staff dress code***
    - Follow all campus sign-in, sign-out, and visitor procedures specified by the campus administration.
    - Refrain from using personal mobile devices or media recording during volunteer hours unless authorized.
    - Follow all staff directives immediately and completely.
    - **Please ensure you are using the faculty bathrooms and not the scholar bathrooms**
- Campus Regulations:
    - Maintain a tobacco-free, drug-free, and weapon-free status on all campus grounds

and during school-sponsored events.
- Wear appropriate, modest attire aligned with the school's community standards.

Acknowledgment & Signature

I have read, understood, and agree to abide by the Heritage Academy Volunteer Code. I understand that failure to adhere to these expectations may result in the immediate termination of my volunteer status.

Volunteer Printed Name: _____

Volunteer Signature: _____

Date: _____

Heritage Academy Volunteer Application

Thank you for your interest in volunteering at our school. Volunteers play an important role in supporting our students and staff. Please complete all sections and return to the campus office or Human Resources.

Applicant Information

Full Name: _____

Phone Number: _____

Email Address: _____

Address (optional): _____

Volunteer Information

Campus / Location: _____

Desired Volunteer Role(s): _____

Anticipated Start Date: _____

Frequency (check one): ☐ One-time event ☐ Occasional ☐ Ongoing / recurring

Scholar Contact

Will you have direct contact with students? ☐ Yes ☐ No

Is there any possibility you could be unsupervised with students (i.e., not in the sight of a certificated employee)? ☐ Yes ☐ No

Are you a parent or guardian of a student currently enrolled at this Heritage Academy campus? ☐ Yes ☐ No

Fingerprint Clearance Card

Do you currently hold an Arizona Fingerprint Clearance Card? ☐ Yes ☐ No

Card Type (if applicable): ☐ IVP ☐ Standard

Card Number: _____

Expiration Date: _____

(Depending on your volunteer role, a valid Arizona Fingerprint Clearance Card may be required before you may begin volunteering. If a card is required, you will need to obtain one through the DPS Public Services Portal at psp.azdps.gov prior to approval. The School will notify you of the requirement after reviewing your application.)

Criminal History Disclosure

I understand that a valid Arizona Fingerprint Clearance Card is required for my volunteer role (if applicable), and I acknowledge that I have not been convicted of any offense that would disqualify me from obtaining one under A.R.S. § 41-1758.03(B).

☐ I acknowledge the above statement is true. Initials: _____

Acknowledgements (Initial each)

I understand that volunteering is subject to approval by the School. _____

I agree to follow all School policies and procedures. _____

I understand that I must maintain confidentiality of student and staff information. _____

I understand that I must remain within sight of a certificated employee unless I hold a valid fingerprint clearance card. _____

I understand that my volunteer service may be terminated at any time. _____

Signature: _____ Date: _____

Heritage Academy Representative Signature: _____

Date: _____