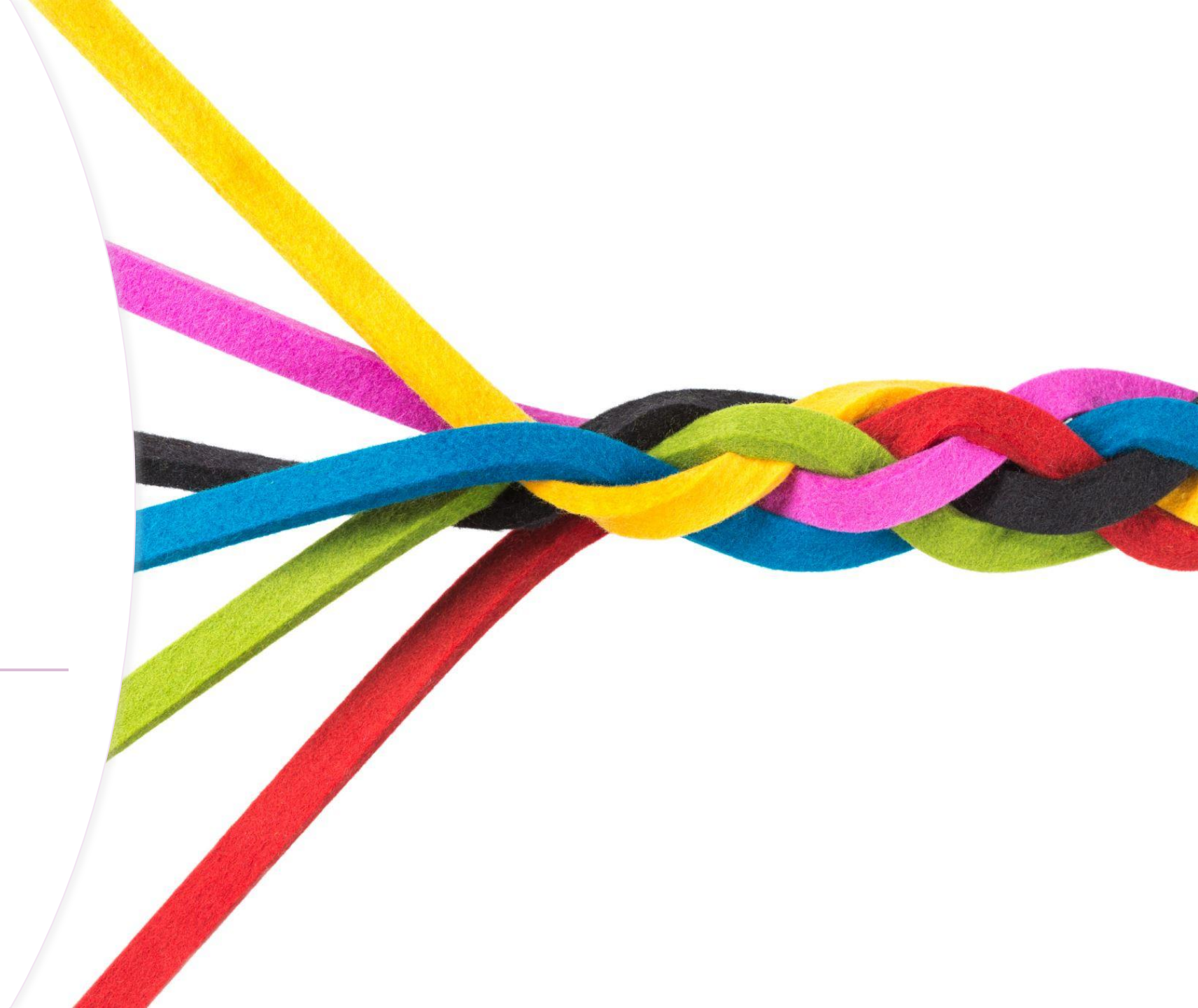




# Volunteer Training

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Archway Trivium



# Training Overview

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Culture

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Practical

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Confidentiality

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Raptor System

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Google Form Quiz (8/10 required to pass)

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# Culture





# THANK YOU!

- The school cannot function to the best of its ability without the support from family members through involvement both at home and at school
- The time you sacrifice to volunteer is invaluable and does not go unnoticed
- Thank you!

# Culture

- It's imperative that all recognize that adults serve as examples to the children with whom they interact.
- Parents have chosen Archway Trivium for their children and have therefore acknowledged that they too want to seek the Good, the True, and the Beautiful.
- The path to revealing the good, the true, and beautiful can be difficult and challenging, but it's made easier by practicing the virtues.

# GH 9 Core Virtues

- Humility
  - Patience and gentleness of spirit
  - "True humility does not know that it is humble. If it did, it would be proud from the contemplation of so fine a virtue." -Martin Luther
- Friendship
  - Loving compassion and kindness towards others
  - "And now here is my secret, a very simple secret: It is only with the heart that one can see rightly; what is essential is invisible to the eye." -Antoine de SaintExupery

# GH 9 Core Virtues

- Honesty
  - Sincerity of speech and thought
  - "Honesty is the first chapter of the book wisdom." - Thomas Jefferson
- Integrity
  - Strength of character and defense of moral principle
  - "Integrity is doing the right thing, even when no one is watching" -C. S. Lewis
- Citizenship
  - Interest in the community and recognition beyond the self
  - "The first requisite of a good citizen in this republic of ours is that he shall be able and willing to pull his own weight."- Theodore Roosevelt

# GH 9 Core Virtues

- Courage
  - The ability to stand firm while being afraid
  - "I love those who can smile in trouble, who can gather strength from distress, and grow brave by reflection." -Leonardo da Vinci
- Responsibility
  - Faithfulness to fulfill one's obligation
  - "Ninety-nine percent of all failures come from people who have a habit of making excuses." - George Washington Carver



# GH 9 Core Virtues

- Perseverance
  - Continued effort and determination to grow
  - "When you get into a tight place and everything goes against you until it seems that you cannot hold on for a minute longer, never give up then, for that is just the place and time when the tide will turn." -Harriet Beecher Stowe
- Wisdom
  - The quality of having experience, knowledge, and good judgment
  - "Knowledge is love and light and vision." -Helen Keller

# Practical



# General Volunteer Opportunities

Classroom  
parent

Grade  
level/class  
events/field  
trips

Library help

Lunchroom  
help

PSO  
membership

Reading  
Groups

Making Copies

# Who to Contact

Reading groups, making copies,  
grade level/classroom events/field  
trips

- Your child's teachers

Library

- Jodi Tinker at [jtinker@archwaytrivium.org](mailto:jtinker@archwaytrivium.org)

Lunchroom

- PSO Lunch Coordinator at [psolunch@archwaytrivium.org](mailto:psolunch@archwaytrivium.org)

Classroom parent information

- Class Parent Coordinator at [Classroom.ArchwayTriviumPSO@gmail.com](mailto:Classroom.ArchwayTriviumPSO@gmail.com)

PSO membership and meeting  
information

- PSO President at [President.ArchwayTriviumPSO@gmail.com](mailto:President.ArchwayTriviumPSO@gmail.com)

# Dress Code

- Please refrain from wearing any:
  - low-cut tops, or tops that rise up revealing the midriff area
  - Yoga or workout pants/running shorts
- See excerpt from page 13-17 of the Family Handbook
  - “Volunteers at ACA (Archway Classical Academies) 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.”

# Nurse's Office Protocols

- Please note that parents are not authorized to send students, including their own children, to the school nurse
  - If you notice a child in need of assistance, please let a nearby teacher know

# Reading Groups

- Please follow the specific objectives and expectations the lead teacher provides to you.
- If you struggle maintaining order in your pull-out group, feel free to ask the lead teacher for feedback or advice to best help you manage the students with whom you work.
- Please refrain from using your phones when in reading groups. This will help you catch the errors of scholars as they read to make certain they do not practice reading incorrectly.
- Please feel free to ask for clarification if the teacher's instructions seem vague or unclear.

# Reading Groups

- Please refrain from discussing your feelings about the teachers or students before or after reading groups and at any other time if the conversation does not support Archway Trivium's values.
- If you have a difficult time working with a specific student or teacher, we ask that you speak directly with the person that can help you or make a change. For instance, if you want the lead teacher to provide you the material for reading groups the day before you are in reading groups, please speak directly with this teacher.
- Moreover, it's also important that volunteers use this time to discuss their child with the teacher. If there's something you'd like to talk with the teacher about, please arrange a meeting through the front office.





# Reading Groups

- Please recognize that teachers greatly appreciate all that you do with, and for, their classes. Use your eyes in the classroom to build the community outside of the classroom as well as inside.
- Thus, it's important to speak positively, or not at all, of your interactions.

# Making Copies

- If you are using the copier, feel free to ask someone to show you how to use the machine!
- The person you ask might not be available to show you as the teachers are on a strict schedule, but they can most certainly point you in the right direction.
- Please don't repeat anything that you may hear while making copies. It's important that the lounge and copy area remain a safe space for teachers.

# Lunchroom

- The PSO handles parent lunchroom volunteers and this is an area often forgotten about by parents that can always use the help!
- For more information on this particular opportunity, please contact our PSO Lunch Coordinator at [PSOLunch@archwaytrivium.org](mailto:PSOLunch@archwaytrivium.org).
- Please note that parent volunteers are asked to avoid bringing in a lunch for their children during this time, however, if it's an emergency (e.g. a student forgot their lunch at home) the lunch should be handed to the teacher and the teacher will give the student the lunch.

# Confidentiality



# Confidentiality

- Just as educators are asked to keep student material confidential, we ask that you, too, keep your interactions with the students confidential.
- If you know that young "Anthony" struggles to read, please don't share that with anyone besides Anthony's teacher.
- On campus, the expectation is that all adults are dedicated to persevering the inherent dignity of all students.
  - Parents found to have spoken ill of a child in or out of the classroom may lose the privilege of volunteering.

# **Volunteer Confidentiality Policy**

## **(from Family Handbook)**

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.

ACA 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.

# FERPA

- FERPA is:
  - The Family Educational Rights and Privacy Act (FERPA)(20 U.S.C. §§ 1232g; 34 CFR Part 99) is Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- Teachers are also bound to FERPA laws.

\*Note: Parents who violate FERPA may lose the privilege of volunteering

# Due to FERPA Laws

- Parents are not allowed to grade any student work.
- Parents may not file graded work.
- Please also note, that because parents have a lower clearance level with their DPS fingerprint cards, parents do not spend time in the student bathrooms, even when with their own child.
  - Please use the restroom before coming to campus or use the staff restrooms between the front office and Nurse's office.

\*Note: If a teacher asks a volunteer to do any of the above, please remind them that that's a FERPA violation.



# Raptor

# Raptor System

- All volunteers must undergo a yearly criminal background check and be approved before working with students or going on field trips. 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 our Raptor system with your state-issued ID. A badge with the date and room number will be issued each time you come to volunteer.
- Reach out to John Lund, Great Hearts Safety Manager at [jlund@greatheartsaz.org](mailto:jlund@greatheartsaz.org), with any questions or concerns.

# Google Form Quiz

Click the link above to take the quiz