

DIXON MONTESSORI CHARTER SCHOOL VOLUNTEER ADMINISTRATIVE REGULATIONS

Volunteers are an important part of the Dixon Montessori Charter School (“DMCS” or “Charter School”) learning community. Volunteers serve under the direction of DMCS Staff with the purpose of enriching the school program and meeting the needs of students. The following regulations and procedures were developed to support the volunteer process at DMCS.

Volunteers

DMCS defines volunteers as individuals who perform a service within DMCS without compensation, remuneration or other consideration, and who serve under the immediate supervision and/or direction of the professional staff of the Charter School. A Charter School volunteer need not be a parent of a student enrolled at DMCS. Volunteerism by parents is encouraged but not mandatory.

Volunteers coming onto our campus must first check in to the office where they must provide identification. All visitors and volunteers are required to be scanned thru our Raptor Visitor Management System which screens all visitors against the U.S. Sex Offender Database. Each time an adult visits our campus, they must check in with the Office Manager in the office and get an identification badge. This is a mandatory requirement even for those parents who frequently work in the classrooms. Signing in not only allows staff to verify volunteer hours worked but also protects the safety of our children.

For volunteer opportunity information and procedures, please refer to the Dixon Montessori Student Handbook

Volunteer Levels and Qualifications

Volunteers help by enriching the curriculum, expanding learning opportunities for students, providing additional help for students, and by contributing special talents and abilities that enhance the Charter School program in the areas of technology, finance, facilities and governance.

1. Volunteers at DMCS are categorized by both the type of service and the level of interaction they have with student(s) on or off campus. The school requires background checks and other documentation from volunteers, dependent on their volunteer level.

Level 1 - Level 1 Volunteers have no student contact and are not present on campus during the instructional day. They are not required to furnish the Charter School with tuberculosis (“TB”) information, or live scan. Examples of Level 1 Volunteer Activities are as follow:

- Technology, classroom or library work after school hours
- “Take home” volunteer jobs
- Weekend site beautification days
- Attendance at Parent Teacher Organization (PTO) or DMCS Board Meetings

Level 2 – Level 2 Volunteers have very limited student contact and volunteer activities takes place in a highly public setting always under the supervision of Charter School personnel or the student’s parents/guardians. It is the responsibility of staff members or parents/guardians to ensure that there is no unsupervised contact between Level 2 Volunteers and students. Level 2

Volunteers must furnish the school with TB information. Live scan fingerprinting clearance is not required at this level. Examples of Level 2 Volunteer Activities are as follow:

- Infrequent Resource Speakers
- Science Fair Volunteers
- Volunteers who set up and assist at the Dragonfly Dinner and Auction on the day of the event

Level 3 – Level 3 Volunteers have contact with students in a classroom setting and must always be under the direct supervision of the teacher or another Charter School staff member. Level 3 volunteers must furnish the school with TB information. Examples of Level 3 Volunteer Activities are as follow:

- Classroom Helpers
- Office Helpers
- Room Parents
- Field Trip Attendee when the class remains in a group
- Library Assistants during the school day
- Lunch time helpers, visitors and volunteers

Level 4 – Level 4 Volunteers have direct or unsupervised contact with student(s) on or off campus. Level 4 Volunteers must provide the school with TB information, live scan fingerprint clearance, and a background clearance prior to volunteering without the direct supervision of a credentialed employee. A volunteer shall have on file with DMCS a certificate showing that, upon initial volunteer assignment, the person submitted to a TB risk assessment and, if TB risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, an examination is not required. Drivers for Charter School field trips must also provide the school with a copy of a valid driver's license and insurance information demonstrating the minimum coverage required by the school. Examples of Level 4 Volunteer Activities are as follow:

- Field Trip Chaperone
- Book Fair Volunteers
- Field Trip Attendee when the class breaks into small groups
- Volunteer who transports students to field trips
- Field Day Volunteers
- Field trip attendee who rides in any form of private or leased transportation with any DMCS student (other than their own child) to a school sponsored field trip or event.
- Club Sponsor
- Volunteer who has contact with DMCS students in any capacity that is not directly supervised by a DMCS staff member
- Overnight field trip chaperones
- Any volunteer activity that may involve access to confidential student information
- Volunteer coaches

2. Live Scan Fingerprint Clearance through the Department of Justice (“DOJ”) is required for all volunteers working with students under limited or no supervision by DMCS staff members in programs that are sponsored or co- sponsored by DMCS (generally, only Level 4 volunteers). Department of Justice records will be subject to review and monitoring. Volunteers whose prior criminal history demonstrates a risk to student safety or well-being will be denied participation in

Level 4 volunteering opportunities. Conditions for disallowing a volunteer to participate in Level 4 activities may include, but are not limited to the following:

- Conviction or Plea of No Contest to any felony
 - Conviction or Plea of No Contest to any misdemeanor that indicated the volunteer may pose a threat to student safety or campus security
 - Driving while intoxicated (“DWI”) conviction
 - A pattern of charges that indicate the volunteer may pose a threat to student safety or campus security.
3. Registered sex offenders are barred from volunteering at DMCS in any capacity.
 4. A volunteer who is deemed to be a threat to the security of the Charter School can be barred from the campus by the Charter School Executive Director or administrative designee even if the volunteer has a clear criminal background check.
 5. Prior to denial as a Level 4 Volunteer, the Director will notify the volunteer applicant of the reason why clearance was denied. The applicant has the right to contest inaccurate information in the DOJ database or to provide extenuating data.
 6. This Policy does not authorize DMCS to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.
 7. At his or her discretion the Executive Director or designee of the Executive Director may deny volunteers at any or all levels

Volunteer Expectations

The following are the expectations DMCS has for all adults who volunteer in our program:

1. Volunteers are required to sign in at the Charter School office before proceeding to their volunteer sites. Volunteers are to indicate where they will be located while on campus. When registering, the volunteer is required to provide his/her name, address, age (if under 21), his/her purpose for entering school grounds, and proof of identity.
2. Volunteers are required to sign out in the Charter School office at the end of their volunteer service.
3. Volunteers must wear an identifying badge while on the school premise.
4. Volunteers will always use appropriate language, serve as a positive role model, and discuss or introduce only age appropriate topics when working with students at DMCS.
5. Volunteers are expected to follow the direction of the Charter School employee with whom they are working and to conform to all applicable laws, rules, and policies.
6. Volunteers are required to maintain confidentiality regarding all student information that they obtain while working in a volunteer capacity for DMCS. Volunteers are prohibited from releasing any student information without parent/guardian permission. Student information includes but is not limited to: academic, behavioral, medical and personal information, pictures, or images. Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act (“FERPA”) and may subject the volunteer and the Charter School to civil liability. Volunteers must sign in agreement that they have read and understand and agree to follow the FERPA policy. Volunteers are prohibited from sharing any information or photographs about DMCS students and classroom activities through any social media

7. Volunteers will refrain from inappropriately touching students.
8. Volunteers will refrain from disciplining students. Student behavior issues must be directed to a DMCS staff member.
9. Volunteers may not administer medication to students.
10. Volunteers must refrain from giving students anything to eat or drink without prior approval from a DMCS staff member.
11. Volunteers are expected to be prompt and dependable. The office should be notified whenever an illness or unexpected situation arises that prevents the volunteer from honoring his/her service commitment.
12. Volunteers must conduct all private conversations outside of the classroom and respect that the teacher's attention needs to be directed to students and instruction. Extraneous conversations are not permitted.
13. Cell phones are to be turned off while in the classroom.
14. Volunteers may not make financial obligations on behalf of the Charter School or receive reimbursement for any purchase that did not receive prior written authorization from the Charter School Director or designee.
15. Volunteers may not smoke or drink alcohol while on campus. Volunteers may not assist at the Charter School while under the influence of alcohol or any other intoxicant.
16. Volunteers may not use Charter School equipment for personal purposes.
17. Weapons, drugs and alcohol may not be brought onto the Charter School campus.
18. Volunteers must wear appropriate attire while on campus.

Termination of Volunteer Services

1. Failure to follow direction of DMCS personnel or to follow applicable laws, rules, and DMCS policies may warrant termination of volunteer services. The opportunity to volunteer may be denied for any reason at the sole discretion of Charter School personnel. Any volunteer who causes a disruption to the educational environment of the Charter School will not be allowed to continue in a volunteer capacity. Volunteers who violate student confidentiality will not be allowed to continue in a volunteer capacity.
2. The teacher or the Charter School may end, modify, or change a volunteer assignment for any reason.

Parent/Guardian Name

Date

Parent Guardian/Signature