

# Dixon Montessori Charter School

## Volunteer Policy

Volunteers are an important part of the Dixon Montessori Charter School Learning Community. Volunteers serve under the direction of Dixon Montessori Charter School 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 Dixon Montessori.

### **Volunteers**

Dixon Montessori Charter School defines volunteers as individuals who perform a service within Dixon Montessori Charter School without compensation, remuneration or other consideration, and who serve under the immediate supervision and/or direction of the professional staff of the school. A school volunteer need not be a parent of a student enrolled at Dixon Montessori Charter School.

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 school program in the areas of technology, finance, facilities and governance.

1.0 Volunteers at Dixon Montessori Charter School 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.

2.0 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 school with TB information or live scan. Examples of Level 1 Volunteer Activity are as follow:

- Weekend site beautification days
- Technology or library work after school hours
- Attendance at PTO or DMCS Board Meetings

Level 2 – Level 2 Volunteers have very limited student contact and volunteer activity takes place in a highly public setting always under the supervision of other school personnel or the student’s family members or guardians. It is the responsibility of staff members or parents and guardians to ensure that there is no unsupervised contact between Level 2 Volunteers and students. Level 2 Volunteers are not required to furnish the school with TB information and live scan fingerprinting. Examples of Level 2 Volunteer Activity are as follow:

- Infrequent Resource Speakers
- Book Fair Volunteers
- 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 staff member. Level 3 volunteers must furnish the school with TB information.

Examples of Level 3 Volunteer Activity 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 and live scan fingerprint clearance. Drivers for 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 Activity are as follow:

- Field Trip Chaperone
- 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

3.0 Live Scan Fingerprint Clearance through the Department of Justice 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 Dixon Montessori Charter School. 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
- DWI conviction
- A pattern of charges that indicate the volunteer may pose a threat to student safety or campus security.

3.0 Registered sex offenders are barred from volunteering at DMCS in any capacity.

4.0 A volunteer who is deemed to be a threat to the security of the school can be barred from the campus by the school director or administrative designee even if the volunteer has a clear criminal background check.

5.0 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.

### **Volunteer Expectations**

These are the expectations Dixon Montessori Charter School has for all adults who volunteer in our program.

1.0 Volunteers are required to sign in at the school office before proceeding to their volunteer sites. Volunteers are to indicate where they will be located while on campus.

2.0 Volunteers are required to sign out in the school office at the end of their volunteer service.

3.0 Volunteers must wear an identifying badge.

4.0 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

5.0 Volunteers are expected to follow the direction of the school employee with whom they are working and to conform to all applicable laws, rules, and policies.

6.0 Volunteers are required to maintain confidentiality regarding all student information that they obtain while working in a volunteer capacity for Dixon Montessori Charter School. Federal Law prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes 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 of 1974 and may subject the volunteer and the district to civil liability. Volunteers are prohibited from

sharing any information or photographs about DMCS students and classroom activities through any social media.

7.0 Volunteers will refrain from inappropriately touching students.

8.0 Volunteers will refrain from disciplining students. Student behavior issues must be directed to a DMCS staff member.

9.0 Volunteers may not administer medication to students.

10.0 Volunteers must refrain from giving students anything to eat or drink without prior approval from a DMCS staff member.

11.0 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.

12.0 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.

13.0 Cell phones are to be turned off while in the classroom.

14.0 Volunteers may not make financial obligations on behalf of the school or receive reimbursement for any purchase that did not receive prior written authorization from the school director.

15.0 Volunteers may not smoke or drink alcohol while on campus. Volunteers may not assist at school while under the influence of alcohol.

16.0 Volunteers may not use school equipment for personal purposes.

17.0 Weapons, drugs and alcohol may not be brought onto the school campus.

18.0 Volunteers must wear appropriate attire while on campus.

19.0 Volunteers will record their service hours in the Volunteer Service Binder located in the school office.

### **Termination of Volunteer Services**

1.0 Failure to follow direction of DMCS personnel or to follow applicable laws, rules, and Dixon Montessori policies may warrant termination of volunteer services. The opportunity to volunteer may be denied for any reason at the sole discretion of school personnel. Any volunteer who causes a disruption to the educational environment of the 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.

2.0 The teacher or the school may end, modify or change a volunteer assignment for any reason.

### **Record of Volunteer Service**

1.0 The school will maintain a binder in which volunteers will record their service hours.