

Volunteer Policy

WELCOME! Thank you for your willingness to give your time and talents to the benefit of Drummond Montessori School. Volunteers provide opportunities that help us enhance the educational experiences for our students. Whether you volunteer one hour per week, one hour per year, or for specific events, your commitment is greatly appreciated.

The Board of Education supports and encourages the use of volunteers to enhance educational attainment, provide enrichment, increase effective staff utilization, offer individualized attention, and promote community involvement while maintaining a safe and secure environment.

VOLUNTEER REGISTRATION & REQUIREMENTS

All volunteers must apply through the central **CPS Volunteer Portal** (via Civitech/Sterling) before serving. Approvals are valid for the active school year and must be renewed annually.

- **Level I Volunteers (Comprehensive Vetting):**
 - **Criteria:** Volunteers who have direct, extended, or recurring contact with students, or those who may be unmonitored at any point. Includes tutors, regular classroom assistants, coaches, club sponsors, and chaperones for overnight or out-of-state field trips.
 - **Requirements:** Online application, ID verification, free CPS background check, fingerprinting, and a free Tuberculosis (TB) risk assessment/test.
- **Level II Volunteers (Standard Vetting):**
 - **Criteria:** Volunteers who assist under continuous, direct supervision of CPS staff and have no unmonitored student contact. Includes guest speakers, single-day local field trip chaperones, room parents, and event helpers.
 - **Requirements:** Online application, ID verification, and automated background check (no fingerprinting or TB test required).

WHO CAN BE A VOLUNTEER

An approved volunteer must be:

- An individual 18 years of age or older (or a current CPS student participating in a structured peer program).
- Fully cleared through the official CPS Volunteer Portal.
- Matched to a specific school activity by the Principal or designee.

SCOPE OF VOLUNTEER DUTIES

What Volunteers Can Do:

- Support non-instructional, auxiliary tasks under direct staff supervision.
- Assist with academic activities under the immediate guidance of a licensed teacher.
- Serve as guest lecturers, event resource persons, or event coordinators (PTO/FOD).
- Chaperone school-sponsored day or overnight field trips based on clearance level.

What Volunteers May NOT Do:

- Act as a substitute teacher or staff member.
- Develop lesson plans or evaluate student academic performance.
- Administer student discipline or enforce behavioral penalties.
- Administer medication or medical treatments.
- Access confidential paper or electronic student records.

VOLUNTEER RESPONSIBILITIES & POLICIES

- **Sign-In & Visitor Security:** All volunteers must sign in at the security desk upon arrival, present government-issued photo ID, and wear the generated visitor badge visibly at all times.
- **Dependability:** If you will be absent or delayed, notify your staff contact or the main office immediately.
- **Mandatory Reporting:** Volunteers must immediately report any suspected child abuse or neglect to the Principal or a school administrator.
- **Privacy & Confidentiality (FERPA & ISSRA):** All student information, behavior, grades, and records are strictly confidential. Sharing student details outside authorized CPS staff—including on social media—is strictly prohibited.
- **Classroom Boundaries:** Siblings are not permitted to accompany volunteers during classroom service or field trips. Personal teacher conferences should be scheduled outside of volunteer hours.
- **Anti-Harassment & Non-Discrimination:** CPS strictly prohibits harassment or intimidation based on race, color, sex, sexual orientation, gender identity, religion, disability, or protected status. Report concerns directly to building administration.
- **Discipline:** Direct student behavioral issues immediately to the supervising teacher or administrator.
- **Termination of Service:** The Principal reserves the right to terminate a volunteer's placement if conduct violates CPS policies or school safety standards.

CHAPERONE GUIDELINES**General Field Trip Rules:**

- Only enrolled Drummond Montessori students may attend field trips.
- Chaperones must maintain supervision over their assigned student group at all times.
- Chaperones may not administer medication or purchase unapproved items for students.

Overnight & Out-of-State Field Trips:

- All overnight chaperones **must** be cleared as **Level I Volunteers**.
- No adult chaperone may share a bed with a student or be alone in a private room with a non-child student unless they are that student's legal parent/guardian.
- Emergency contact and medical forms must remain secure with designated trip leaders.
- Chaperones must strictly adhere to the designated check-in and headcount schedules.