



MCA Volunteer Policy

All volunteers, including volunteer coaches and those working with programs sponsored by or co-sponsored by Millennium Charter Academy, are to complete a MCA Volunteer Registration form. Volunteers, furthermore, are not to be with children, except as provided in this policy. In situations that require personal attention, such as a one-to-one mentoring, coaching, etc., the meeting is to be conducted in view of the general public.

Those who indicate a 3 or 4 level of involvement, as described, will also complete a Request for Criminal Background Check. Any time a volunteer wants to move from the lower tier to the upper tier, a Request for Criminal Background Check form must be completed and approved. To protect the integrity of the school, at his/her discretion the Headmaster may require a Background Check for other reasons, including but not limited to extended time spent on the campus, help with school-sponsored activities, and/or publicly visible roles.

Those who volunteer to drive must also complete the Driver Qualifications for Field Trips form and the Policy Disclosure and Agreement.

Upper Tier Involvement

Level 4: Volunteer activity involves unsupervised contact with student(s) on or off campus.

Level 3: Volunteer activity involves direct contact with students under limited supervision by school staff, such as but not limited to bus drivers, coaches, tutors working outside the classroom or well-traveled areas, and After School Academy instructors.

Lower Tier Involvement

Level 2: Volunteer activity takes place in a classroom or other public setting and is supervised by school staff.

Level 1: Volunteer activity takes place with MCA employee supervision and involves little or no direct student contact.

Volunteers whose history demonstrates a risk to the safety or well-being of students will be denied participation in Level 3 and Level 4 activities. Conditions for rejecting a volunteer's participation in Level 3 and Level 4 activities may include but are not limited to the following:

- conviction of or a Plea of No Contest to any felony
- conviction of or a Plea of No Contest to any misdemeanor that indicates the volunteer may pose a threat to the safety or integrity of the school environment,
- a pattern of criminal charges, even if the charges were dismissed, which indicate that the volunteer may pose a threat to the integrity or safety of the school environment, and/or an individual is a registered sex offender, in which case the individual will be barred from volunteering at all levels.