

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
VOLUNTEER ASSISTANCE PROGRAM
ROLE AND RESPONSIBILITIES**

Volunteer assistance is encouraged and welcomed by the Manhattan Beach Unified Board of Trustees, Superintendent and staff. Parents/guardians and other members of the community who share their time, knowledge and abilities enrich the educational programs and supporting activities, enhance safety and supervision and strengthen the district's relationship with the community. As a volunteer of the district, it is important to understand your role and responsibilities in working with our students to assist you in maximizing your contribution to our educational vision and goals.

I have read and understand the role and responsibilities of an effective school volunteer, which are to:

- Sign in at the designated sign-in location immediately upon arrival.
- Wear a volunteer identification badge.
- Obtain authorization from a teacher or other school authority before being alone with an individual student.
- Receive parental and administrative approval before releasing any home directory information if it is required as part of my role as a volunteer.
- Maintain confidentiality outside of school and share concerns that I may have only with teachers and school administrators.
- Use restroom facilities provided for adults, staff and volunteers.
- Acquire permission from the site or district administrator before transporting any student for school functions in connection with my volunteer duties. Permission forms must be completed, signed and verified before transporting any student.
- Follow Board Policy on disclosure, use, or disseminate of student photographs or personal information about students, self or others.
- Adhere to Board Policy regarding the posting, transmission of, publishing or displaying of harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment, relative to my assignment as a volunteer.
- Report to the appropriate school site/district personnel when a student is violating school/district rules or in danger of hurting him/herself or others or being hurt by someone else.
- Provide proof of a clear TB Mantoux test every four years.

You are valued for your service, and we hope that your rewards will be recognized through your volunteer experiences.

Signature of School District Volunteer

Date

Revised 10-04-07