



2026-2027

VOLUNTEER HANDBOOK

Manhattan Beach Unified School District

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Manhattan Beach, California 90266

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Manhattan Beach Unified School District

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Dear Volunteer Applicant,

The Manhattan Beach Unified School District Board of Trustees and Superintendent welcome volunteers and encourage parents/guardians and community members to share their time, knowledge, expertise, and skills with our students. Volunteers in our schools support the District's educational programs and work to support each child's success. At MBUSD, we value partnership, community, and collaboration.

We hope you enjoy supporting our students by:

- Accepting each student and encouraging success
- Modeling patience and kindness in line with our Climate of Care
- Providing help and assistance without doing the work for students
- Establishing positive rapport with students to increase their sense of belonging on campus
- Keeping a friendly but formal demeanor

As you work closely with a teacher or other member of our MBUSD staff, please:

- Respect the privacy of teachers and students by not discussing school matters away from the site
- Familiarize yourself with the established safety procedures of the school site
- Arrive on time and on schedule; notify the school in advance if you have a conflict
- Dress appropriately for the educational setting and activity with which you are assisting
- Keep electronic devices on silent and refrain from taking photos/videos
- Remember that MBUSD teachers and staff have the ultimate responsibility for adherence to school rules and the welfare of all students

This handbook provides information and guidelines to support volunteer involvement in our schools. Volunteers should familiarize themselves with the contents of this handbook and are expected to follow District policies and regulations. As an MBUSD volunteer, whether you dedicate an hour a week, one day a month, or hours every day, your effort and time make a difference for our students and staff. We would like to thank you for volunteering and being an integral part of our educational community, thereby contributing to the positive learning environment for our students.

If you have questions or concerns regarding volunteering, please contact your school administration.

Thank you,
MBUSD Student Services Department

Our MBUSD Mission

The mission of the Manhattan Beach Unified School District is to prepare all of our students to meet the challenges of a rapidly changing, highly complex, technology-rich, global society. We will continually strive for excellence in all aspects of the education process. We will teach our students to understand and appreciate human and cultural diversity. We will harness the resources of the entire community, including students, parents, teachers, staff, administrators, college and business leaders, and others. We will empower students to be lifelong learners, demonstrate high achievement, and develop the skills and characteristics needed to enjoy happy and successful lives.

Volunteer & Visitor Responsibilities

The Manhattan Beach Unified School District welcomes volunteers to support student learning. Please understand, however, that volunteering is a privilege, not a right. Volunteers serve at the sole discretion of the school principal and teacher. Permission to volunteer at a school may be revoked at any time by the school principal or District administration.

Volunteers are expected to:

- Be an approved volunteer
- Sign in and out at the office according to prearranged/pre-approved schedules
- Always wear a ScholarChip ID badge while on school grounds
- Show respect for all staff, students, and other volunteers
- Maintain confidentiality
- Model professional dress and communication
- Share concerns regarding student(s) with school administration and/or the teacher of record for the student(s) only
- Turn off cell phones or place cell phones on silent while volunteering in the classroom
- Use adult or faculty restrooms, not student restrooms
- Follow directions from school staff in case of an emergency or emergency drill

Volunteers may NOT:

- Be left alone with students (unless all procedures and fingerprinting have been completed)
- Discipline students
- Place hands on a student
- Give any medication, food, drinks, or candy to a student
- Hold any student's property
- Bring younger children or children not enrolled at the school to the school during volunteer hours
- Bring pets or other animals on campus
- Photograph, video, or otherwise record students or staff unless approved by the school site principal

It is important for volunteers to read and understand their responsibilities in adhering to the rules of behavior and conduct when volunteering. Rules are not designed to restrict rights, but rather to establish shared responsibility for maintaining a safe and productive learning environment for students as well as a safe and productive working environment for certificated and classified school personnel.

Volunteer and Visitor Guidelines

The following guidelines are to be followed by schools with respect to volunteers and visitors on school campuses:

Definitions

LiveScan: LiveScan is a system for submitting fingerprints to conduct criminal background checks. Inkless electronic fingerprints are transmitted to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Through the LiveScan process, the person submitting fingerprints consents to allowing the DOJ and FBI to transmit any records of specific arrest convictions, as well as any subsequent arrest records after initial clearance.

ScholarChip: ScholarChip is a visitor management system that scans visitors' and volunteers' identification credentials and checks those credentials against a variety of sex offender databases, including California's Megan's Law database (<http://www.meganslaw.ca.gov/>). It also provides the school site with a log of visitor entry and exit times to assist the site in knowing who is on campus at all times.

Tuberculosis Risk Assessment: California law requires that anyone who works with students on a frequent or prolonged basis must be free of tuberculosis; this may be documented through a Tuberculosis (TB) Risk Assessment Questionnaire or through a verified negative TB test result. The questionnaire can be found here: [School Volunteer TB Risk Assessment Questionnaire](#)

Visitor: A visitor is defined as an individual who, with school authorization, attends a student performance, meeting, or classroom observation. A visitor must be under the direct supervision of a school staff member at all times while on campus and must sign in at the school office prior to entering campus.

Volunteer: A volunteer is defined as an individual who, with school and District authorization, assists schools and/or students on a planned and pre-approved basis.

Frequent Volunteer: Volunteers who serve regularly throughout a significant portion of the school year before, during, or after the school day. Examples include weekly classroom and office support volunteers, parent/community coaches, tutors, enrichment providers, performing arts assistants, BCHD docents, etc.

Infrequent or One-Time Volunteer: Volunteers who support one-time or occasional events.

Supervised Volunteer: A volunteer who is always in the line of sight of a certificated/classified staff member while in the company of students.

Unsupervised Volunteer: A volunteer who is NOT always in the line of sight of a certificated/classified staff member.

Volunteer Matrix

Supervision	Frequent	One-Time/Infrequent	Visitor
Supervised	Assisting in a classroom frequently during the school year, under the direct supervision of a certificated teacher(i.e., tutor, mentor, group facilitator, classroom preparation assistance, docents for Young At Art, Nutrition, Garden, etc.) <i>Requires:</i> Sign-in at the front office Live Scan Fingerprint TB test ScholarChip	Assisting with a specific event one time, under direct supervision (i.e., STEAM Night, Scholar Quiz, SEL Week, school dance, senior activity) <i>Requires:</i> Sign-in at the front office ScholarChip	Career day speaker, music concert audience member, or a student teacher completing an observation. <i>Requires:</i> Sign-in at front office ScholarChip
Supervision	Frequent	One-Time/Infrequent	Visitor
Unsupervised	Lunchtime monitoring in the school cafeteria, without direct supervision by school staff, serving as a volunteer coach who is not always in the presence of the team's hired coach <i>Requires:</i> Sign-in at the front office Live Scan Fingerprint TB Test ScholarChip	Assisting the principal or teacher with a special project or event, some contact with students, and limited supervision by school staff and teachers (i.e., Mind Lounge supervisor, overnight field trip chaperone, daytime field trip chaperone where students are separated into groups and led by the chaperone separately from the teacher, etc.) <i>Requires:</i> Sign-in at the front office Live Scan Fingerprint TB Test (overnight field trip chaperones only) ScholarChip	MBUSD does not allow unsupervised visitors on campus.

How to Volunteer

If you would like to volunteer at a school site, there are a few steps to take:

1. **Complete the MBUSD Volunteer Application through Informed K12:** [HERE](#) (All Volunteers)

Route the completed form to the site Principal of the site where you wish to volunteer for approval

2. **Submit TB Clearance** (Frequent Volunteers/Overnight Field Trip Chaperones):

Submit a current completed TB Risk Assessment Questionnaire or verified negative TB test to the school site office, ideally before the first date of service, but no later than 60 days after the date of initial service. TB clearance must be obtained at the volunteer's expense. After the initial TB clearance is obtained to begin volunteering, it must be renewed every four years (Education Codes 45106, 45349, 49406).

A TB test is not required for a volunteer “whose functions do not require frequent or prolonged contact with pupils” (CA Health and Safety Code Section 121545 (a)(b)).

3. **Submit Fingerprints (Background Clearance)** (Frequent and Unsupervised Volunteers):

LiveScan fingerprinting is available by appointment through the MBUSD Human Resources Department. The volunteer is responsible for paying fingerprinting fees; the District’s \$61.00 fee covers the DOJ and FBI costs for processing the fingerprints and providing subsequent arrest reports to the District. Costs for the actual fingerprinting, which is conducted by District personnel, are waived. Individuals who seek to get fingerprinted at an outside agency will need to use the District form with the District’s Originating Agency Identifier (ORI) Code on it and should be aware that outside agencies will charge individuals for the costs of fingerprinting (often called a “rolling fee”) in addition to the \$61 DOJ and FBI processing fees.

Please note: State law prohibits contact with students by anyone who has been convicted of a serious or violent felony (Education Code 45125).

4. **Sign In and Out** (All Volunteers and Visitors)

- Volunteers and visitors are required to sign in at the school office each time they are on campus. Volunteers/visitors will be asked to present picture identification in the form of a current driver’s license or state-issued identification card at the time they sign in. This will be processed through the ScholarChip system prior to admission to the site.
- Volunteers and visitors are required to complete the sign-in register at the school site, which includes the person’s first and last name, date, reason for visit, location the person is visiting, and the time they reported.
- Prior to proceeding to the designated location (i.e., classroom, MPR, blacktop, garden, etc.) volunteers must be approved by an administrator or office staff member.
- All volunteers/visitors are required to wear an identification badge issued by the school at all times.

- Volunteers and visitors are required to sign out at the school office when leaving campus. Volunteer and visitor badges should be turned in to the office before the volunteer or visitor leaves the school. To protect school safety, badges must not leave the school site.

Scholar Chip (Megan’s Law) Background Check Form (All Volunteers):

Submit a current Megan’s Law Check Form to the school site (<http://www.meganslaw.ca.gov/>). The school site is responsible for completing the Megan’s Law check through our *Scholar Chip* Scan, in the main office.

Any individual whose name appears on the Megan’s Law database list and who is required to register as a sex offender is prohibited from serving as a school volunteer in any capacity, including individuals participating in one-time activities (Education Codes 35021, 45349; Penal Code 290.95).

MBUSD employees who want to participate in a school volunteer program:

MBUSD employees do not need to provide TB clearance or submit their fingerprints through LiveScan when seeking to volunteer, as requirements are fulfilled during the MBUSD hiring process. However, MBUSD employees who wish to volunteer must complete a volunteer application and be checked in and out of campus through ScholarChip.

Additional Information for Volunteers

Confidentiality and Privacy

When participating as school volunteers or visitors, individuals may have access to student information, including communications between teachers and students. The Family Education Rights and Privacy Act (FERPA) of 1974 prohibits the disclosure of student information. Volunteers are required to maintain confidentiality at all times. Failure to do so may subject the volunteer to civil liability in addition to exclusion from a school campus.

In all cases regarding student privacy, MBUSD abides by the California Department of Education's mandates and all applicable federal and state laws. Personally identifiable information, including a student’s name and other direct personal identifiers, is confidential, as well as personal characteristics or other information, such as being “the new kid in class,” that make a student’s identity traceable. Furthermore, information about a student’s achievement, behavior, medical status, learning needs, and any other educational characteristics or data is also confidential. In short, volunteers must respect the privacy of students, teachers, and school staff members by not discussing school matters away from the school campus or with anyone other than a student’s teacher of record or school administrator.

Volunteers shall support Board goals, policies, and administrative regulations in the course of their duties. The Board prohibits harassment of any student, staff member, visitor, or volunteer on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

Child Abuse

If you suspect that a student may be the victim of abuse or neglect, report it immediately to the school principal, counselor, or teacher.

Harassment

MBUSD is required by state and federal law to provide an educational environment for students, teachers, and staff that is free from all types of discrimination and harassment, including sexual harassment, bullying, and intimidation. Volunteers and visitors who engage in harassment, intimidation, or bullying on school property or at school activities will be excluded from school property and activities, as appropriate.

Safety

Safety is the responsibility of each volunteer. Observance of safety rules is important.

Safety rules include a requirement that the volunteer or visitor:

Immediately report to the teacher or Principal:

- Any work-related injuries and illnesses, no matter how minor. Any volunteer or visitor who is injured must immediately inform their site administrator and complete an injury questionnaire form and submit this to the site administrator
- Any unsafe conditions or practices
- All suspicious persons or potentially violent or dangerous situations.

If You See Something, Say Something.

Additionally, volunteers are permitted to use only those tools or equipment for which they are qualified and authorized by the school to use.

In the Case of an Emergency

Volunteers must follow all emergency procedures. In the event of an emergency, you may hear a bell or an announcement over the loudspeaker indicating the type of emergency.

In the event of an earthquake, drop, cover, and hold until shaking stops. If inside, quickly evacuate the room once the ground has stopped shaking. Help lead the students safely to the assembly area. The students will know the location where their class is expected to meet in the event of an earthquake. Help keep students calm.

In the event of a Lockdown/Shelter-In-Place, gather all students in the nearby vicinity and go into the closest room. Lock all doors/windows and pull the shades or blinds. Instruct students to be silent and to listen attentively to directions. Wait to receive instructions. Do not leave the room until you hear an "All Clear" announcement on the loudspeaker or receive instructions from authorities with identification.

Each classroom has a red emergency supplies bag, food/water, fire extinguisher, and an emergency binder with information about safety procedures.

Student safety is our primary concern, and we rely on volunteers to know and abide by the above rules when volunteering on an MBUSD school campus.

Thank you for being a partner with MBUSD in helping to provide our students with an excellent school experience.