



VOLUNTEER HANDBOOK

April 2026

SERVING TOGETHER

Volunteers are the heart of our mission, giving their time, talent and care to support our students and MetroED community. Together, we create meaningful experiences that inspire, connect, and make a lasting impact.

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Welcome

Welcome to the Metropolitan Education District (MetroED). We are grateful for your interest in volunteering and supporting our students, staff, and community. Volunteers play a vital role in enriching educational experiences, strengthening school connections, and helping students succeed.

Volunteers are valued members of our school community. Through your involvement, you help connect learning to real-world experiences, broaden student perspectives, and support meaningful engagement in the classroom. Students benefit greatly from positive adult role models who can guide, encourage, and inspire them throughout their learning journey.

Our mission is to provide high-quality educational opportunities that prepare all students for success in college, career, and life. Your time, talents, and commitment are essential to advancing this mission, and we are grateful for your partnership.

Definition of a Volunteer

A volunteer is an individual who provides services to the District without compensation. Volunteers may support classrooms, school events, field trips, office operations, and other school-related activities under the direction of District staff.

Volunteers are not employees of the District and may not assume responsibilities reserved for certificated or classified staff.

Volunteer Requirements

To ensure the safety of our students and compliance with District policies, all chaperones and volunteers must complete the following requirements prior to service:

- 1. Volunteer Application**

All volunteers must complete and submit a District-approved volunteer application.

- 2. Fingerprint Clearance**

Volunteers are required to complete fingerprinting and receive clearance through both the Federal Bureau of Investigation (FBI) and the California Department of Justice (DOJ).

- 3. Tuberculosis (TB) Clearance**

Volunteers must provide proof of one of the following:

- a. A negative TB test completed within the past 60 days, or
- b. A TB Risk Assessment Questionnaire completed and signed by a qualified medical professional

- 4. Required Forms**

- a. Confidentiality Agreement
- b. Volunteer Code of Conduct Acknowledgment
- c. Any additional forms required by the District or program

- 5. Mandatory Training**

- a. All Keenan training assigned by Human Resources, including mandated reporting

Chaperone Requirements

Volunteers must be at least 21 years of age to serve as a chaperone for students on field trips and overnight school-sponsored activities.

Volunteer Responsibilities

- Follow all District and program policies and procedures
- Work under the supervision and direction of District staff
- Maintain confidentiality of all student and staff information
- Arrive on time and notify the school if unable to attend
- Model respectful, inclusive, and appropriate behavior at all times

Staff Responsibilities

- Provide clear direction and expectations
- Ensure appropriate supervision of volunteers
- Communicate schedules and duties
- Provide a safe and supportive environment

Code of Conduct

Volunteers are expected to maintain the highest standards of conduct while on school grounds or participating in school activities.

Safety Guidelines

These guidelines are provided for the protection of everyone involved and must be followed by volunteers:

- School volunteers always work under the direct supervision of school or district professional staff. Volunteers are never to be alone with a student.
- Treat all students in the same manner.
- Maintain appropriate boundaries between volunteer and student.
- If you sense that a student may be developing a personal interest in you, see the teacher immediately.
- Giving gifts to student(s) is strictly prohibited.
- No physical contact with students unless for Health or Safety reasons.
- The school respects and values each family's beliefs and religious doctrines. Volunteers may not advocate or endorse any personal or religious beliefs to a student.
- If a student becomes ill, follow the school's procedures regarding notifying the teacher
- Before taking a student's photograph, ask the teacher for permission. The District is accountable for ensuring the proper parental permission is on file.
- Treat all students and staff with respect.
- Use appropriate language and behavior at all times.
- Follow staff directions and school rules.

DO NOT:

- Take students on private outings.
- Initiate social activities with students.
- Transport students.
- Make any comments that are based on gender or could be construed as sexist.
- Make any comments and/or innuendos that are sexual in nature or could be construed as sexual.
- Make jokes that belittle or diminish another person.
- Engage in any form of discrimination, harassment, or inappropriate behavior

- Share personal religious or political beliefs.
- Give students compliments that focus on physical attributes.
- Initiate conversations or correspondence of a private and personal nature with students.
- Provide your contact information to any student or ask for the phone number of any student.
- Volunteers may never dismiss a student from school.
- Classroom and student work is always confidential. Please don't discuss student problems with anyone except the teacher.
- Use or be under the influence of drugs or alcohol at school

Dress and Behavior:

Please dress appropriately for the volunteer assignment you are performing. Casual clothing is fine, but we ask that your attire be conservative. Your attire should not reflect clothing suited for the weekend or the beach. Keep in mind that you are in a position to set an example for students. Your speech and behavior should serve as a good role model for students.

Restrooms:

Adult restrooms are available for volunteers. Do not use student restrooms or accompany students into them.

Emergencies

Check with your supervising teacher or office staff for emergency plan procedures at the program where you are currently volunteering. Please report any accidents or unusual incidents to the teacher immediately.

Volunteers are covered by the District's Worker's Compensation Insurance Policy while working on or off campus, under the supervision of a staff member in school-sponsored activities.

First-Day Checklist

- Ask where you should store your personal items and where your workstation is located.
- Learn how the teacher will communicate with you during the volunteer assignment.
- Ask about classroom standards and your role in enforcing them.
- Ask for ways to develop rapport with the students.
- Try to learn the names of students.
- Assist pupils when possible.
- Be punctual.
- Be patient when dealing with students.
- Student efforts should be praised.

Social Media Volunteers may not post photos or information about students on personal social media accounts without explicit District authorization.

Confidentiality

Volunteers may have access to sensitive or confidential information regarding students, staff, or families. All such information must be kept strictly confidential in accordance with federal and state laws.

Volunteers may not discuss student performance, behavior, or personal information with anyone other than authorized District staff.

Check-In Procedures

For safety and emergencies, ALL volunteers are to:

1. Sign in and out at the school office upon arrival and leaving (do not go directly to a classroom or other school building)
2. Wear a visitor or volunteer badge at all times while on campus

Emergency Procedures

Volunteers must follow all directions from staff during emergencies, including fire drills, lockdowns, and evacuations.

Health and Safety Guidelines for School Volunteers

To help maintain a safe and healthy environment for all students, staff, and volunteers, we ask that all volunteers follow these health and safety expectations:

Stay Home When Ill

Volunteers must not come to campus if they are experiencing symptoms of illness, including but not limited to:

- Fever (100.4°F / 38°C or higher)
- Chills
- Persistent cough
- Sore throat
- Vomiting or diarrhea
- New or worsening fatigue
- Shortness of breath

Volunteers may return to campus only after:

- Being fever-free for at least 24 hours without the use of fever-reducing medication, and
- Symptoms have improved

Practice Good Hygiene

Volunteers are expected to:

- Wash hands frequently with soap and water, especially before and after working with students
- Use hand sanitizer when handwashing is not available
- Cover coughs and sneezes with a tissue or elbow
- Avoid touching the face (eyes, nose, mouth)

Report Concerns

If you become ill during your volunteer shift or observe a health concern, notify a staff member immediately.

Mandated Reporting Volunteers are expected to report any suspected child abuse or neglect to social services and to school administration immediately.

Volunteer Opportunities May Include:

- Classroom assistance
- Office or clerical support
- Field trip support
- School events and activities
- At-home or remote support, as applicable

Assignments will vary based on program needs and volunteer clearance levels.

Term of Service

All volunteer assignments are valid through June 30 of each school year. Volunteers must reapply and meet all current requirements to continue volunteering in subsequent school years.

Scheduling and Attendance

All volunteers should coordinate schedules with the school or teacher they are supporting. If you are unable to attend a scheduled volunteer time, please notify the appropriate staff member as soon as possible.

Communication

Volunteers should communicate directly with their assigned staff supervisor regarding schedules, duties, or concerns. Any issues or conflicts should be reported to the school administration.

Recognition

The Metropolitan Education District values and appreciates the contributions of our volunteers. Recognition may include events, acknowledgments, or other forms of appreciation throughout the year.

Dismissal of Volunteers

In accordance with Board Policy 1240, the District reserves the right to terminate a volunteer's service at any time if it is determined to be in the best interest of students or the District.

References

Volunteer Forms Include:

- ✓ [Volunteer Application](#)
- ✓ [Live Scan background check form](#)
- ✓ [Confidentiality Agreement](#)
- ✓ [Volunteer Code of Conduct Acknowledgment](#)
- ✓ Any additional forms required by the District or program
- ✓ [Tuberculosis \(TB\) Clearance Risk Assessment form](#)

Acknowledgement of Receipt

I acknowledge that I have received and read the MetroED Volunteer Handbook. I understand and agree to follow all policies and procedures outlined in this document.

Volunteer Name: _____

Signature: _____

Date: _____