Antioch Unified School District

Volunteer Handbook

2026-27



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Welcome

Our Antioch community has a proud tradition of civic engagement and volunteerism, and volunteers are crucial to the ongoing success of our school district. We deeply appreciate your dedication in giving your time and sharing your talents to support the students and educational programs of AUSD.

AUSD volunteers enhance the educational experiences we provide, whether helping in classrooms, chaperoning field trips, assisting with extracurricular activities, or participating in school events. Your efforts have a significant impact and are vital to our district.

Thank you for becoming a volunteer. We value your partnership in providing a positive educational experience that prepares our students to make a better world. Here's to a fantastic new school year!

Sincerely,

Antioch Unified School District

Purpose of the Volunteer Program

The AUSD volunteer program engages parents, caregivers, and community members in meaningful opportunities to support AUSD, its staff, and its students. Volunteers work with teachers and staff to enhance the learning experience and benefit all students, helping build strong school communities and a shared investment in student success.

This handbook provides clear guidance on the responsibilities, requirements, and expectations for volunteers. Additional information on volunteer assistance is in AUSD Board Policy (BP) 1240 and Administrative Regulation (AR) 1240, available through the AUSD Board Policies listing. Volunteers are expected to follow all state and district policies and regulations.

The policies, regulations, and laws referenced in this handbook are not an exhaustive list. This handbook is subject to change in accordance with current Board Policies, Administrative Regulations, applicable collective bargaining agreements, and state and federal law. If there is any conflict, those laws, policies, and agreements govern and supersede this handbook.

Questions about volunteering are best directed to your school site first. The school office can help with most questions about forms, clearance steps, and scheduling.

Visit the AUSD Volunteers page for current forms and links.

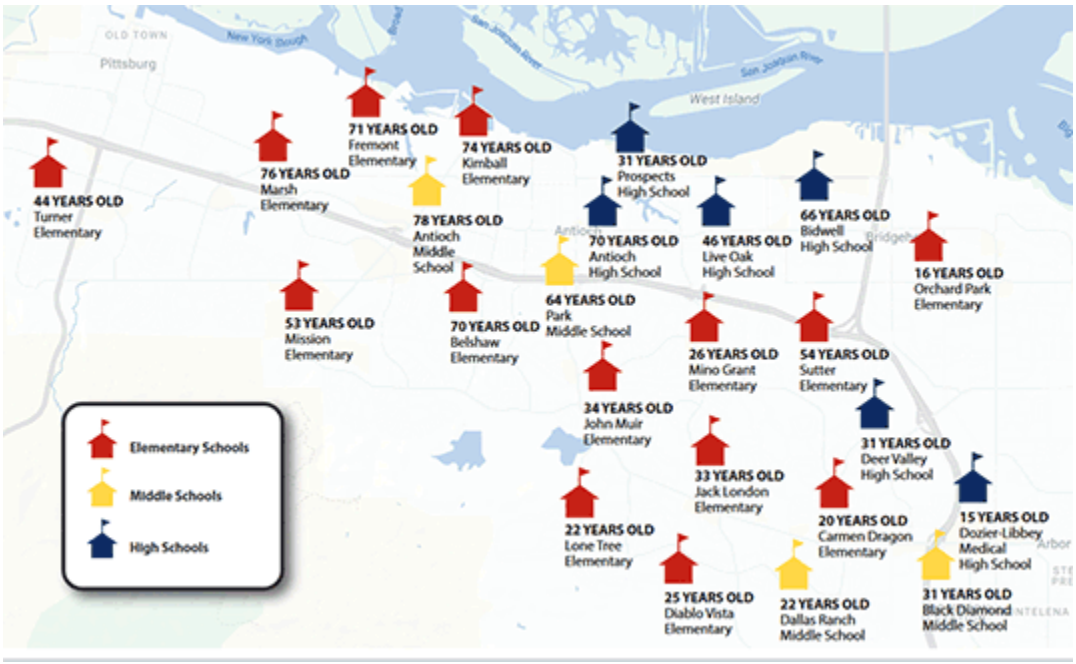
About AUSD

Thank you for choosing to volunteer and partner with Antioch Unified School District (AUSD) in supporting the students, families, and schools of our community. Your time, talents, and commitment help create meaningful learning experiences and make a lasting difference in the lives of our students.

Antioch sits along the Sacramento-San Joaquin River Delta in eastern Contra Costa County and is one of California's oldest cities, incorporated in 1872. AUSD serves approximately 15,000 Transitional Kindergarten through Grade 12 students. The district includes 13 elementary schools, 4 middle schools, 2 K-8 schools, 3 comprehensive high schools, and 3 alternative high schools.

AUSD's mission is to prepare every student for success in college, career, and life. We are committed to a high-quality education in a safe, inclusive, and supportive learning environment, built on strong partnerships with families and the community and a commitment to equity.

Volunteers are an important part of this mission. Whether supporting students in the classroom, assisting at school events, or sharing your talents in other ways, your service strengthens our schools and enriches the educational experience for all students.



Volunteer Opportunities

The AUSD volunteer program offers many ways to get involved in your student's education and build stronger relationships between home and school.



Visitors and Volunteer Levels

AUSD distinguishes visitors, who need no clearance, from volunteers, who are assigned one of three clearance levels.

Visitor / Participant: No Clearance Required

- Attends a musical, drama, athletic, art, or academic event or assembly as an audience member
- Attends a Parent Teacher Association (PTA) or other parent forum meeting
- Attends school events where parents are expected to supervise their own children (for example, Family Movie Night or Open House)
- Visits the school office for business
- Attends a parent-staff conference
- Attends an IEP or 504 meeting
- Presents at a Career Fair

Level 1: Limited Volunteer

Works under the supervision of an AUSD employee.

- Supervised by a District staff member at all times
- Has no responsibility for supervising students without a District staff member present

Level 2: Ongoing Volunteer

May occasionally be unsupervised while working with students.

- Supervised by AUSD staff members at all times
- Has no responsibility for transporting students

Level 3: Ongoing Volunteer with Authorization to Transport Students

Will be alone with students.

- Does not require AUSD staff supervision
- Can transport students

Expectations of Volunteers

AUSD asks volunteers to be dependable, flexible, and kind, to work well with students, staff, and other volunteers, and to represent our district with professionalism.

As a volunteer, we expect you to:

- **Reliability:** Arrive on time and tell the school as soon as possible if you can't attend.
- **Sign in**: Sign in at the front office immediately upon arrival at school.
- **Wear Identification:** Always wear the school specific identification while volunteering on campus.
- **Respect confidentiality:** All information about students, staff, and families is confidential and must not be shared outside the school setting.
- **Follow policies and procedures:** Follow state and district policies and procedures, including those on safety, communication, and behavior, as outlined in your school's Student & Family Handbook.
- **Supplemental role:** Volunteers support staff and do not replace staff or perform staff duties.
- **Staff direction:** Volunteers follow the direction of the supervising staff member and stay in their assigned area.
- **No discipline:** Volunteers may calmly remind students of expectations, but refer all behavior concerns to staff.
- **Student boundaries:** No personal conversations, gifts, or private contact with students, and no personal accounts used to contact students.
- **Safety reporting:** Report safety concerns or suspected abuse or neglect right away, in line with the mandated reporter training.
- **Phones and technology:** Limit personal phone use and use district devices only when authorized.
- **Respectful conduct:** Treat everyone with respect, and no harassment or discrimination.
- **Substance-free campus:** No tobacco, vaping, alcohol, cannabis, or illegal drugs, and no weapons.
- **Communicate effectively:** Take questions or concerns to the appropriate staff member.
- **Dress appropriately:** Dress appropriately for the volunteer activity, keeping in mind that you represent the district.
- **Respect privacy:** Do not take photos of students other than your own unless an AUSD staff member has confirmed the students have the appropriate releases on file.
- **Sign out**: Sign out at the front office before you leave campus.

District discretion: Volunteer service may be limited or ended by the district or school administrator.

Volunteer Clearance Levels and Requirements

Clearance can take between one week and 45 days to complete, so please allow enough time. Effective July 1, 2026, Level 2 and Level 3 volunteers must also complete Mandated Reporter Training annually.

Requirement	Level 1: Limited	Level 2: Ongoing	Level 3: Ongoing with transport
Example	Infrequent visits to your student's class or school special events	Classroom volunteer (frequent, or weekly), field trip or school dance chaperone	Volunteer driver for athletic events or field trips
Application	Limited Volunteer Information Form	AUSD Volunteer Application	AUSD Volunteer Application
Copy of current photo ID	Yes	Yes	Yes
Site administrator approval	Yes	Yes	Yes
School site check-in policies	Yes	Yes	Yes
Megan's Law check	Yes	-	-
Live Scan (fingerprinting) clearance	-	Yes	Yes
TB test or risk assessment	-	Yes	Yes
Mandated Reporter Training (annual)	-	Yes	Yes
Field trip instructions and chaperone guidelines	-	Yes	Yes
District requirements for transportation, including auto insurance (Transportation of Students Form)	-	-	Yes
Forms in Exhibit 3541.1 and 3541.1(2)	-	-	Yes

A volunteer may not begin service until all applicable requirements are complete and AUSD has approved the volunteer.

Tuberculosis (TB) Clearance Verification

Under California Education Code (EC) 49406, a volunteer in a school must have a certificate on file showing that, upon initial volunteer assignment, they completed a tuberculosis risk assessment and, if risk factors were identified, were examined and found to be free of infectious tuberculosis.

TB is a contagious disease that can spread through the air, and people can have and spread TB without knowing it. As part of our commitment to student and staff safety, TB clearance documentation is required every 4 years.

Submit one of the following from a licensed healthcare provider:

- TB risk assessment certificate of completion (CDPH School Staff and Volunteer TB Risk Assessment form)
- Negative TB skin test result
- Statement from a healthcare provider that you are free of active TB infection

A TB skin test may not be recommended for people who have previously tested positive for TB or received a BCG vaccination. Please consult your healthcare provider.

Documentation must be from a licensed healthcare provider, dated within the last 60 days, and include the date, the volunteer's name, the volunteer's date of birth, and the provider's contact information.

Ask your healthcare provider to complete the TB risk assessment form for you.

Please email your completed TB form to TB@antiochschools.net

For questions about TB clearance, please start with your school site. If you need further help, contact TB@antiochschools.net.

Live Scan Fingerprinting

In alignment with California Assembly Bill 506, effective July 1, 2025, volunteers must be fingerprinted and cleared by the Department of Justice (DOJ) and FBI to be cleared by AUSD. Before beginning service, all volunteers must complete AUSD's clearance process, which includes the requirements for their type of volunteer service.

Once you have been fingerprinted through Live Scan for AUSD, you do not need to be fingerprinted again in future school years.

Live Scan results are specific to an organization. Each agency uses its own Originating Agency Identifier (ORI) code, and AUSD cannot access or accept results from fingerprinting done for other organizations. You must complete Live Scan for AUSD, even if you have been fingerprinted before.

AUSD Human Resources has full visibility to any history of arrest for a felony or misdemeanor, regardless of conviction outcome. If you have ever been arrested, Human Resources may contact you for additional information, which can sometimes delay or prevent clearance.

How to Complete Live Scan

1. Complete the AUSD Volunteer Application first.
2. Follow the instructions you receive afterward, including the Request for Live Scan Service form.
3. Find a provider using the Live Scan Locations list.
4. Pay the provider directly at the time of service.

All applicants and volunteers, regardless of clearance level, are responsible for the full cost of their Live Scan. Fees vary by provider, so contact your preferred location for pricing.

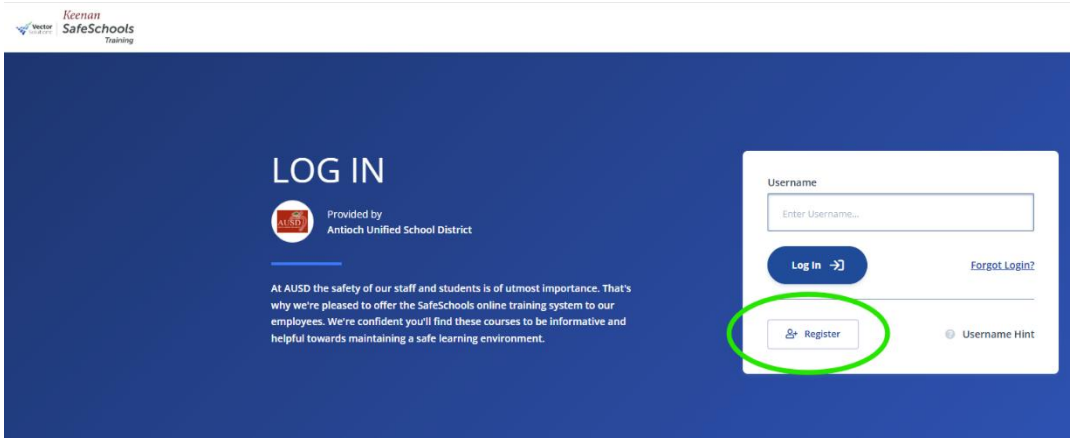
Mandated Reporter Training

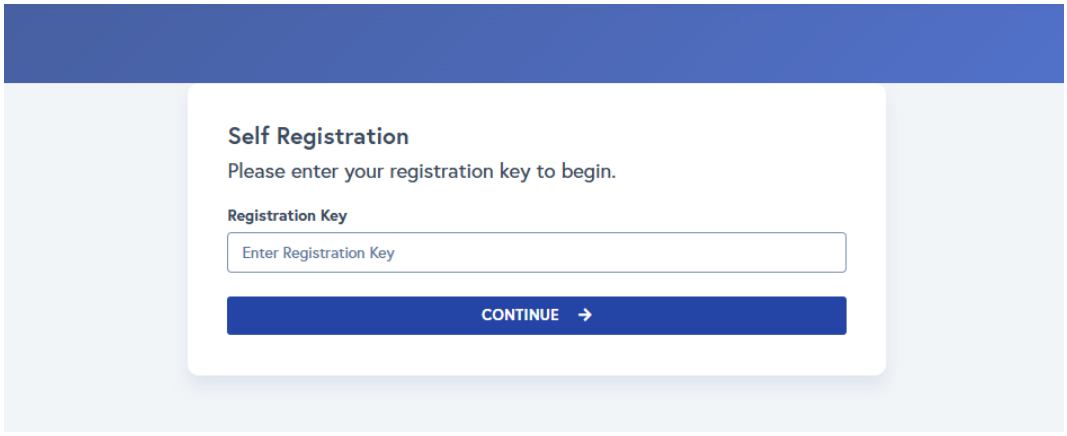
All Level 2 and Level 3 volunteers must complete mandated reporter training before they are cleared to volunteer in AUSD. The requirement is based on Senate Bill 848, which expands the definition of a mandated reporter in schools to include school volunteers who are 18 or older.

Under SB 848, a school volunteer is considered a mandated reporter. Mandated reporters are required by law to report known or reasonably suspected child abuse or neglect to the appropriate agency. Effective July 1, 2026, training must be completed before clearance is finalized and repeated every year.

Volunteers who require Level 2 or Level 3 clearance can register an account using the steps below to complete the training online through Keenan SafeSchools (see the Keenan SafeSchools login). Complete it in addition to all other requirements: the volunteer application, Live Scan, and TB clearance.

A volunteer may not begin service until all applicable clearance requirements have been completed and approved by AUSD.





Level 2 Volunteer- Registration Key: 5201b22d

Level 3 Volunteer- Registration Key: d293e83c

Driver Transportation Form and Proof of Auto Insurance

To drive on field trips or transport students to and from extracurricular activities such as athletics and band competitions, you must select Level 3 when you apply.

Volunteers who transport students in their own cars should know that their personal automobile insurance has sole responsibility in the case of an accident. School and district insurance does not cover private vehicles, so volunteer drivers must have adequate insurance before transporting any student.

Level 3 volunteers must complete the application and submit their driver's license and auto insurance Declaration Page to be cleared to transport students in a private vehicle. You may submit the Declaration Page when you complete the Volunteer Application.

Minimum Liability Coverage

- Bodily injury: at least $250,000 per person / $500,000 per accident

Insurance policies often expire during the school year. Be prepared to submit updated documentation when the policy on file at the school site expires.

Can a student drive themselves to a school-sponsored activity? In some instances, yes. The student must hold a valid California driver's license, complete all necessary paperwork, have pre-approval, and the trip must occur within 25 miles of school district boundaries.

Can a student drive other students to a school-sponsored activity? No. A student cannot drive other students to school or athletic events and activities.

Form: Field Trip Agreement for Volunteer Drivers

Completing the Volunteer Application

Start with the AUSD Volunteer Application. Level 1 volunteers instead complete the Limited Volunteer Information Form at the school site.

What You Need

- The completed application or request form for your level
- Request for Live Scan Service form
- Mandated Reporter Training, completed annually
- TB clearance documentation
- Driver Transportation Form and auto insurance Declaration Page (Level 3 only)

You must complete the application process and receive notification of clearance before you begin volunteering.

Important Reminders

- We are unable to accept live scan results from other agencies, as each agency uses its own Originating Agency Identifier (ORI) code to ensure continuous access to fingerprinting results.
- The information on your application must match your government-issued ID, including your full legal name.
- Provide a valid email address so AUSD can notify you of your application status and contact you in the future.
- Information collected on the application is confidential and is not shared outside the volunteer program.
- The application may be submitted only once per volunteer.
- Select your clearance level (1, 2, or 3) based on the volunteer activities you expect to do during the 2026-27 school year.
- To change your clearance level or ask questions, please start with your school site.

Clearance Process: School Site and HR Responsibilities

No volunteer may begin service until the school site has received confirmation from Human Resources that all required clearances are complete.

Level 1 Volunteers

Level 1 volunteers are managed entirely at the school site. The school site:

- Distributes the Limited Volunteer Information Form
- Collects and maintains the completed form
- Ensures all Level 1 requirements are completed in accordance with District procedures

Level 2 and Level 3 Volunteers

The volunteer:

- Completes the AUSD Volunteer Application
- Completes Live Scan fingerprinting
- Provides TB clearance (test or risk assessment)
- Completes the required Mandated Reporter Training
- Pays all costs for Live Scan and TB testing or risk assessment

The school site:

- Distributes, collects, and maintains the AUSD Volunteer Application
- Provides volunteers with the TB Test/Risk Assessment form and the Request for Live Scan Service form
- Sends a list of volunteers awaiting clearance each Friday only to Human Resources

Volunteers may submit completed TB documentation directly to Human Resources, or the school site may submit it for them by email using TB@antiochschools.net.

Please only send the TB form or assessment, no other documents to this email.

Volunteer Clearance Support Resources

TB screening | Live Scan fingerprinting | Cost and coverage planning

A Message to Our Volunteers

We recognize the cost of completing a service or paying a fee in order to volunteer. IVYAC and AUSD are reviewing alternative payment options and other ways to help volunteers serve at no cost. Right now, these resources can help you compare options, use available health coverage, and plan before an appointment. Your service matters - one person giving time can strengthen an entire school community.

Before You Go

- Complete the AUSD volunteer application first.
- For Live Scan, bring the AUSD Request for Live Scan Service form and unexpired government photo ID.
- Ask a TB provider whether it can complete AUSD-accepted TB risk-assessment, examination, or test documentation.
- Call first to confirm services, appointment rules, costs, and required records.

Coverage and Cost Planning

TB clearance: Start with your regular medical provider or health plan. Contra Costa Health and La Clinica list Medi-Cal, Medicare, CCHP, and/or other coverage options; eligibility and cost sharing must be confirmed directly.

Live Scan: Fees are paid to the provider. California DOJ notes that rolling fees and other charges vary by location.

TB Screening and Primary-Care Options

Provider	Contact	Details
Antioch Health Center [1]	2335 Country Hills Drive, Antioch Appointments: 1-800-495-8885	CCHP, Medi-Cal, and Medicare are listed as accepted. Ask whether an appointment can address the AUSD TB documentation you need.
La Clinica Pittsburg [2]	2240 Gladstone Drive, Suite 4, Pittsburg 925-431-2100	Lists TB screening and accepts Medi-Cal, Medicare, CCHP, private insurance, and uninsured sliding-scale discounts. Call to confirm current service, documentation, and cost.

Provider	Contact	Details
John Muir Mobile Health Clinic [3]	Call 925-941-7940	The clinic provides free primary care for low-income, uninsured, and under-insured patients at sites across Contra Costa County, including Antioch and Pittsburg. Ask whether the service is appropriate for your current TB-clearance need.

Live Scan and Public Search Options

Resource	Contact	Details
California DOJ Live Scan Locator [5]	Online	Use the state locator to compare public sites. DOJ advises applicants to contact a site in advance to verify hours, rolling fees, additional charges, and appointment rules. Bring valid photo ID. Use the AUSD form so the provider transmits the request correctly.
PostalAnnex Antioch [6]	3377 Deer Valley Road, Antioch 925-706-0166	The location requests the organization's Live Scan form and government-issued photo ID. Call first for its current rolling fee and appointment availability.
Medi-Cal and referral support [4]	Medi-Cal (Contra Costa County): 1-800-709-8348 Referrals: 2-1-1	Coverage and out-of-pocket costs vary. For help locating a service or an enrollment pathway, call 2-1-1. These options do not waive a Live Scan provider's fee unless a provider or program says so.

Please Verify Before You Schedule

> Information checked August 20, 2026. Provider availability, fees, clinical services, and insurance coverage change. This page is a starting point - not a guarantee of service, coverage, fee waiver, or AUSD acceptance. Confirm directly with the provider and use the current AUSD forms. For clinical questions, consult a qualified health professional.

Sources: [1] Contra Costa Health - Antioch Health Center [2] Contra Costa Crisis Center - La Clinica Pittsburg [3] John Muir Health - Mobile Health Clinic [4] Contra Costa Health - Medi-Cal [5] California DOJ - Live Scan Locations [6] PostalAnnex Antioch. URLs and details verified August 20, 2026.

Forms, Links, and Contacts

Item	Link
Volunteer Application	AUSD Volunteer Application
Request for Live Scan Service	Request for Live Scan Service (PDF)
TB Test/Risk Assessment	TB Risk Assessment form (CDPH)
Limited Volunteer Information Form (Level 1)	Limited Volunteer Information Form (PDF)
Mandatory Keenan SafeSchools trainings	Keenan SafeSchools login
Live Scan locations	Live Scan Locations
Board policies (BP/AR 1240)	AUSD Board Policies
Drivers Form	Agreement for Volunteer Driver

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