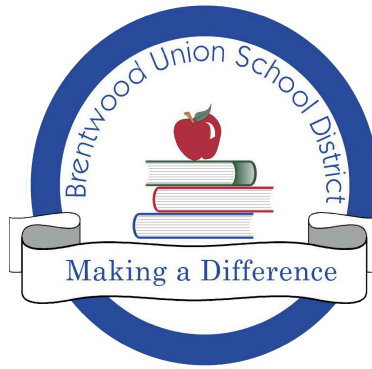
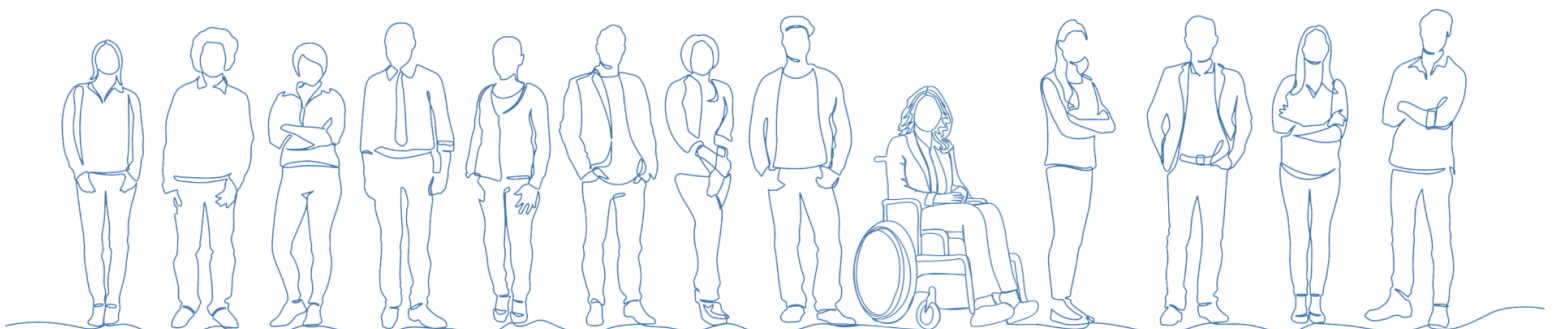




Brentwood Union School District

Volunteer Handbook

2026-2027



V O L U N T E E R S

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Purpose of the Volunteer Program

Our volunteer program aims to engage our parents and caregivers in meaningful opportunities to support BUSD and its staff and students. Volunteers will work with teachers and staff to enhance the learning experience and provide support to benefit all students. By building and sustaining a robust volunteer program, we hope to foster strong school communities, encouraging family engagement and a shared investment in student success.

The intent of this handbook is to provide clear guidance regarding volunteer responsibilities, requirements, and expectations. Additional information regarding volunteer assistance and participation is contained in [Brentwood Union School District Board Policy \(BP\) 1240](#), [Administrative Regulation \(AR\) 1240](#), [California Assembly Bill 506](#), and [Senate Bill 848](#). Volunteers are expected to comply with all applicable federal and state laws, as well as all District policies, administrative regulations, and school site procedures.

[* District Board Policies and Administrative Regulations may be accessed through the Brentwood Union School District Board Policies webpage.](#)

Please review the [Volunteer Program Frequently Asked Questions \(FAQs\)](#).



Volunteer Opportunities

Our volunteer program offers a multitude of opportunities to become more involved in your student's education, fostering better communication and stronger relationships between home and school. The opportunities include Library support, Office support, School events, Classroom support, Extracurricular activity support, Field Trip chaperones and/or drivers, PTA/PTO activities and events.



VOLUNTEER OPPORTUNITIES



Definition of “Volunteer”

VISITOR vs VOLUNTEER ([Volunteer Policy Requirements at a Glance](#))

Review the categories below to determine which applies to you:

VISITOR

Visitor/Participant: (Requires Raptor check in if during school hours)

- Attends a musical, drama, art, or event or assembly as a member of the audience
- Attends a PTA, Parents’ Club or Education Foundation Affiliate Meeting
- Attends school events at which parents are expected to supervise their own children (examples: Family Movie Night, Open House, events open to the public)
- Visits the school office for business
- Attends a parent-staff conference
- Attends an IEP or 504 meeting
- Observation of Classroom (Upon written request)

VOLUNTEER

Driver: Field Trip/Athletic Event Parent Driver (less than 32 hours per year)

- Any person over the age of 21, who has direct contact with students and **may not be** under the supervision of district staff at all times.
- Drivers for school day field trips
- Drivers for athletic events transporting students who are not their own children

Level 1: Occasional Volunteer (less than 32 hours per year)

- Any person over the age of 21, who has direct contact with students – under the supervision of district staff
- Assists in the classroom or other school activities
- Campus Support

Level 2: Ongoing Classroom Volunteer (more than 32 hours per year)

- Any person over the age of 21, who has direct contact with students – under the supervision of district staff
- Assists in the classroom or other school activities
- Campus support
- Member of PTA/PTO

Level 3: Overnight Chaperones & Odyssey of the Mind Volunteers

- Any person over the age of 21, who has direct contact with students and **may not** be under the supervision of district staff at all times
- Attends overnight field trip or school event
- Odyssey of the Mind
- Live Scan Fingerprinting is required for **Level 3 volunteers only**



Expectations of Volunteers

THE IDEAL VOLUNTEER WOULD:

- Be friendly, reliable, and flexible
- Enjoy working with children
- Have a good and professional attitude
- Have the ability to work cooperatively with school staff
- Have a good moral character
- Recognize that well-educated children are our greatest natural resource
- Feel a deep obligation as a citizen to support and help schools educate each child to their highest potential
- Already have, or are willing to learn, the skills that are needed to volunteer in schools
- Have time and a willingness to serve
- Understand and appreciate the work of school staff
- Find ways to establish a good rapport with students
- Use patience and kindness

VOLUNTEER EXPECTATIONS

As a volunteer, we expect you to:

- **Sign in: Volunteers MUST sign in with the front office immediately upon arrival at school (Raptor)**
- **Wear your badge:** A printed ID badge from Raptor will be worn at all times while volunteering on campus
- **Respect confidentiality:** All information regarding students, staff, and families is confidential and should not be shared outside the school setting
- **Follow policies and procedures:** All volunteers are expected to follow district policies and procedures, including those related to safety, communication, and behavior as outlined in your school's Student & Family Handbook
- **Communicate effectively:** If you have questions or concerns, please communicate them to the appropriate staff member
- **Respect Privacy:** Refrain from taking photos of students other than your own, unless an BUSD staff member has confirmed the student(s) has the appropriate releases on file
- **Must be 21 years of age**
- **Sign out: Volunteers MUST sign out in the front office before they leave campus**



Volunteer Clearance Levels and Requirements

DRIVER (Field Trip Drivers/Athletic Event Parent Drivers)

Driver volunteer requirements include:

- Completion of the [Volunteer Online Application](#), including uploading an image of driver's license
- Scan your driver's license into our [Raptor Integrated School Safety Technology System](#) at school site
- Check in at the office to receive a Raptor visitor badge
- Check out with office when you are no longer on campus
- Completion of [Child Abuse Mandated Reporter training](#)
- **Driver:** Declaration of auto insurance. All drivers must maintain liability insurance of at least \$100,000/\$300,000 bodily injury and \$25,000 property damage per occurrence. New forms are required for every field trip.

***TB clearance is not required for volunteers serving solely as school-day field trip drivers/athletic event parent drivers**

*This level of clearance will allow you to act as a volunteer in classrooms, support campus activities and chaperone or drive for day field trips. **Clearance is typically completed immediately.***

LEVEL 1

Occasional Volunteer (less than 32 hours per year)

Level 1 volunteers requirements include:

- Scan your driver's license into our [Raptor Integrated School Safety Technology System](#) at school site
- Check in at the office to receive a Raptor visitor badge
- Check out with office when you are no longer on campus

*This level of clearance will allow you to act as a volunteer in classrooms and support campus activities. **Clearance is typically completed immediately.***

LEVEL 2

Ongoing Classroom Volunteer (more than 32 hours per year)

Level 2 volunteer requirements include:

- Completion of the [Volunteer Online Application](#), including uploading an image of driver's license
- Scan your driver's license into our [Raptor Integrated School Safety Technology System](#) at school site
- Check in at the office to receive a Raptor visitor badge
- Check out with office when you are no longer on campus
- Completion of [Child Abuse Mandated Reporter training](#)
- TB Clearance Verification

*This level of clearance will allow you to act as a volunteer in classrooms, support campus activities, and be active in PTA. **Clearance typically takes one week to complete.***

LEVEL 3

Overnight Chaperones & Odyssey of the Mind Volunteers

The District will conduct background clearances on all Overnight Field Trip volunteer applicants. This is the most stringent level of clearance. Level 3 volunteer requirements include:

- Complete [Volunteer Online Application](#) *[See Page 12](#)
- Scan your driver's license into our [Raptor Integrated School Safety Technology System](#) at school site
- TB Clearance Verification
- Completion of [Child Abuse Mandated Reporter training](#)
- Completion of Live Scan Fingerprinting *[See Page 10](#)
- For additional requirements for overnight chaperones who are also driving on a field trip, see **Driver**.

*This level of clearance will allow you to act as a chaperone for overnight field trips and activities. **Clearance for this level could take approximately 45 days.***



Tuberculosis (TB) Clearance Verification

California Education Code (EC) 49406

Tuberculosis Assessment/Examination: A volunteer in a school shall also be required to have on file with the school a certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis.

Tuberculosis (TB) is a contagious disease that can be transmitted through the air, and it is important that we take all necessary precautions to prevent its spread. People can have and spread TB without knowing it. As part of our commitment to the safety and well-being of our students and staff, California Education Code requires ALL volunteers to provide documentation of TB clearance **every 4 years**.

Volunteers must upload TB clearance documentation when completing the volunteer application.

Submit **ONE of the following forms of TB clearance documentation** from a healthcare provider:

- TB risk assessment certificate of completion ([download 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 individuals who have previously tested positive for TB and/or received a BCG vaccination against TB. Please consult your healthcare provider for further instruction.

 **Documentation needs to be from a licensed healthcare provider within the last three years and must include the date, volunteer's name, volunteer's date of birth, and the healthcare provider's contact information.**

If you have health insurance (other than Kaiser Permanente)	If you have Kaiser Permanente health insurance	If you do not have health insurance
You may contact your healthcare provider and request that they fill out the California School Employee Tuberculosis (TB) Risk Assessment Questionnaire for you.	You can complete the TB risk assessment questionnaire via your online health portal. Kaiser Permanente will provide further instruction for those needed testing and possible follow up care.	You can also locate community providers for testing if you don't have access to your own medical provider.

For questions regarding TB clearance, please email: [Jennifer Romero](#), District Office Receptionist



Live Scan Fingerprinting

Level 3 volunteers are required to be fingerprinted and cleared by the Department of Justice (DOJ) and FBI in order to be cleared by BUSD.

Once a volunteer has been fingerprinted via Live Scan for BUSD*, they will not need to be fingerprinted again in future school years.

*Live Scan results and information are specific to an organization. BUSD does not have access to fingerprinting results completed through other organizations. Therefore, you will need to complete Live Scan fingerprinting for BUSD in order to be cleared to volunteer in BUSD even if you have been fingerprinted previously for other organizations.

When submitting your Live Scan fingerprints, be aware that BUSD 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, you may be called by Human Resources in order to provide additional information. Sometimes this could delay or prevent a volunteer's clearance.

Individuals needing to be fingerprinted during the 2026–27 school year should first

To complete Fingerprint Clearance, take the [Live Scan Service Form](#) to [Live Scan Service Location](#). You do not need to upload these results. Results will be sent directly to the District.

(No cost options to volunteers when using: [Fingerprinting Options – Please call or email for appointment – Diablo Live Scan 925-754-3100 or diablolivescan@yahoo.com](#)).

For questions about Fingerprinting clearance, please email: [Jenny Clark](#), Human Resources Secretary



Driver Transportation Form & Proof of Auto Insurance

Driving for Field Trips & Athletic Events

Volunteers transporting students in their own cars should be aware that their personal automobile insurance has sole responsibility in the case of any accident. School/district insurance does not cover the use of private vehicles; therefore, it is required that volunteer drivers have adequate insurance before transporting any student.

Volunteers must complete and sign the **Driver/Personal Vehicle Use Registration Form** (provided by your teacher or school office) and provide their **driver's license** and **auto insurance coverage Declaration Page** to be submitted to your teacher or office staff 7 days (1 week) before you transport students.

Minimum liability insurance requirements:

- Bodily injury
- at least \$100,000/\$300,000
- Property damage at least \$25,000

Please note: Insurance policies often expire during the school year. New forms are required for each field trip.

Can a parent drive just their own student?

Yes, you must request a permission slip from your school site and the principal must approve it.

*For questions about the Driver Registration Form or Proof of Auto Insurance, please contact your [school site](#).



Completing the Volunteer Application through Frontline

Online Application

- To begin the application process click [here](#) and follow the [instructions](#)

WHAT YOU NEED TO APPLY:

- Tuberculosis (TB) Clearance Documentation (level 2 & 3 clearance) ***TB clearance is not required for volunteers serving solely as school-day field trip drivers/athletic event parent drivers.**
- Driver's License
- Completed [Mandated Reporter Training](#) Certificate (*General Volunteers*)
- Photo for ID badge
- Complete Fingerprint Clearance (level 3), take the [Live Scan Service Form](#) to [Live Scan Service Location](#). and complete fingerprinting (results are sent directly to BUSD)

IMPORTANT REMINDERS:

- The information a volunteer enters on the application must match their government-issued identification card including their full legal name.
- A volunteer must provide a valid email address
- All information collected on the application will remain confidential and will not be shared outside the volunteer program.
- The application should be filled out using a laptop or desktop computer, not a mobile device.
- Volunteers should allow about 10- 15 minutes to complete the application, and the application does not need to be completed in a single session.
- You can save the application and return to it up to 25 days by clicking "Continue/Modify my application for employment, but you will need to remember the email and password used.
- The volunteer clearance application may only be submitted one time per volunteer and then updated as needed
- Please remember to hit the "**Finish and Submit**" button when completed

