MT. DIABLO UNIFIED SCHOOL DISTRICT

VOLUNTEER HANDBOOK
2026-2027



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Welcome Message from HR

Our Mt. Diablo community is known for a proud tradition of civic engagement and volunteerism. The contributions of volunteers are crucial to the ongoing success of our school district. We deeply appreciate your dedication to giving your time and sharing your talents to support the students and educational programs in MDUSD, ensuring that all students thrive.

Our MDUSD volunteers truly enhance the educational experiences we provide for our students. We are so appreciative of the efforts and impact of our many volunteers, whether helping in classrooms, chaperoning field trips, assisting with extracurricular activities, participating in school events, and so much more. Your efforts make a significant impact and are vital to our school district.

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

Sincerely,

Office of Human Resources

About MDUSD

MDUSD includes more than 50 school sites in Contra Costa County, in the cities of Clayton, Concord, Pleasant Hill, portions of Martinez, Pittsburg, and Walnut Creek, and the unincorporated communities of Bay Point, Lafayette, and Pacheco. Our student population is diverse and culturally rich. MDUSD provides a supportive and enriching environment to ensure that every educator (classified and certificated) is making a difference in the lives of students. Mt. Diablo Unified School District (MDUSD) is honored to serve more than 29,000 students.



MDUSD offers award-winning, innovative programs in Career Technical Education (CTE), Science, Technology, Engineering and Mathematics (STEM), extensive visual and performing arts programs, rich foreign language and dual immersion offerings, and regional magnet programs. MDUSD is pleased to offer the only High School and Elementary School International Baccalaureate (IB) programs in Central Contra Costa County; efforts are underway to establish the program at other elementary schools and a middle school. Our College Now program enables high school juniors and seniors to take college classes at Diablo Valley College that allow them to meet high school graduation requirements while also earning college credits, one of only three such programs in the region. The nationally-renowned Advancement Via Individual Determination (AVID) program is in place districtwide. The district also offers a Transitional Kindergarten (TK) program at more than 20 elementary school sites.

Purpose of the Volunteer Program

Our volunteer program aims to engage our parents and caregivers in meaningful opportunities to support MDUSD 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 responsibilities, requirements, and expectations for volunteers. Additional information regarding volunteer assistance is contained in **MDUSD Board Policy BP 1240** and **Administrative Regulation AR 1240**. Volunteers are expected to follow all state and district policies and regulations.

The board policies, regulations, and assembly bills referenced in this handbook do not represent an exhaustive list. All information contained in this handbook is subject to change in accordance with current Board Policies, Administrative Regulations, applicable Collective Bargaining Agreements (CBAs), and state and federal laws. In the event of any conflict, the provisions of those laws, policies, and agreements shall take precedence over the contents of this handbook.
This handbook is not intended to conflict with any applicable law, policy, regulation, or employment agreement. In all cases, the terms of applicable law, CBAs, and Board Policies/Administrative Regulations shall govern and supersede any inconsistent provisions within this handbook.

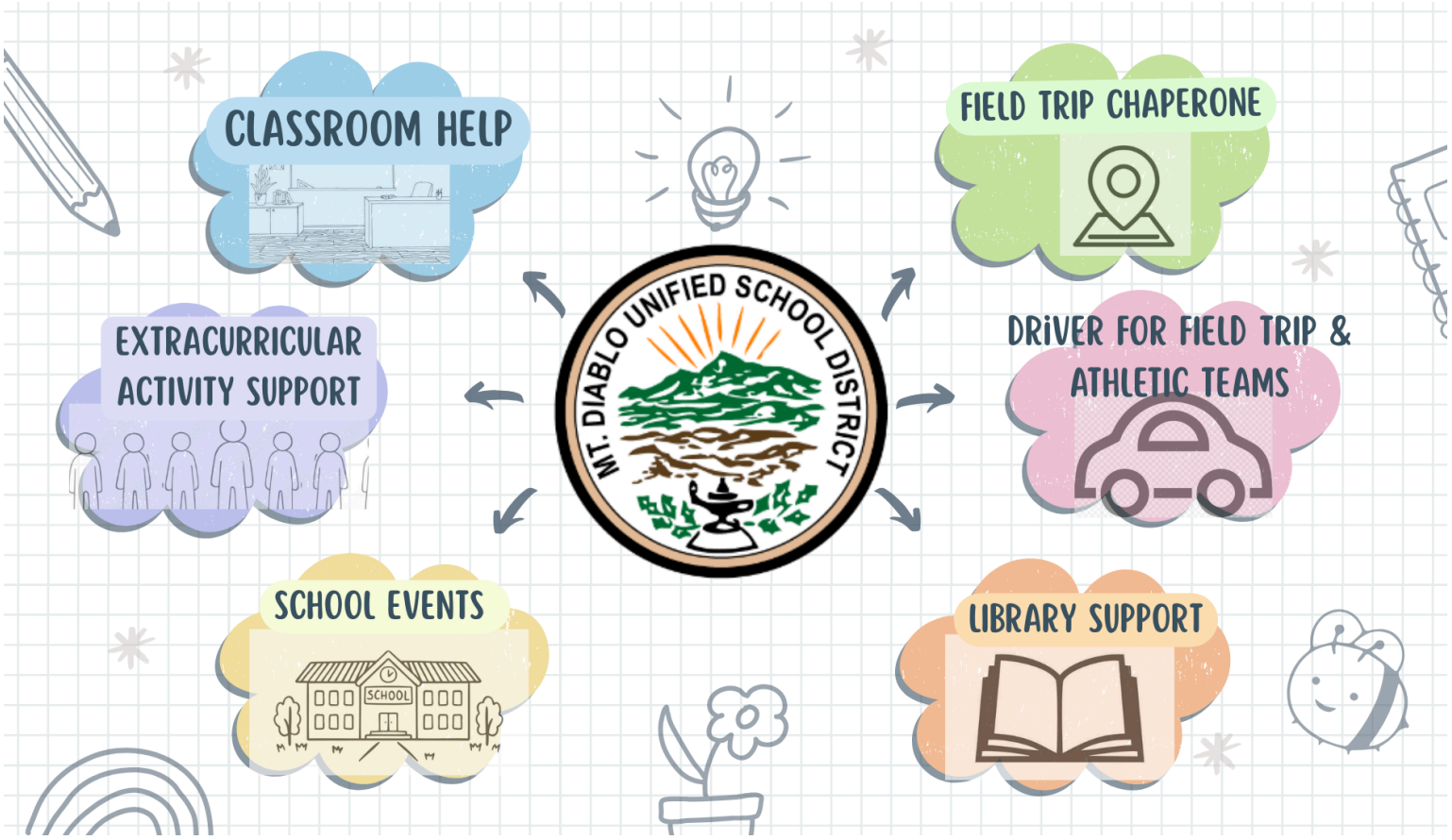
Volunteer Program Contact Information

The volunteer clearance team can be reached at **volunteers@mdusd.org**

Please review the **Volunteer Program Frequently Asked Questions FAQ.**

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, school events, classroom support, extracurricular activity support, field trip chaperones, and drivers for field trips and athletic events.



Definition of “Volunteer”

VISITOR vs VOLUNTEER
Review the categories below to determine which applies to you.

VISITOR

Visitor/Participant: No Clearance Requirements

- Attends a musical, drama, athletic, art, or academic event or assembly as a member of the audience
- Attends a Parent Faculty Club (PFC)/Parent Teacher Association (PTA) or Education Foundation Affiliate Meeting
- Attends school events at which parents are expected to supervise their own children (examples: Family Movie Night, Open House)
- Visits the school office for business
- Attends a parent-staff conference
- Attends an IEP or 504 meeting
- Presents at a Career Fair

VOLUNTEER

Level 1: Limited Volunteer - Limited to volunteering up to two times per year at the school.

- Supervised by District staff members at all times.
- No responsibilities for supervising students without a District staff member present

Level 2: “Ongoing” Volunteer - Not restricted to a specific number of events

- Supervised by District staff members at all times.
- No responsibilities for transporting students

Level 3: “Ongoing” Volunteer with Authorization to Transport Students.

- Completes forms outlined in Exhibit **3541.1** and **3541.1(2)**
- Volunteer ***driver*** for athletic events or field trips.

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 students, staff, and other volunteers
- 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 will sign in the front office immediately upon arrival at school
- Wear your badge: A printed ID badge 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 state and 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
- Dress appropriately: Please dress appropriately for the volunteer activity, keeping in mind that you are representing our district
- Respect Privacy: Refrain from taking photos of students other than your own, unless an MDUSD staff member has confirmed the student(s) has the appropriate releases on file
- Sign out: Volunteers will sign out in the front office before they leave campus

Volunteer Clearance Levels and Requirements

Please allow sufficient time for the completion of all requirements. Clearance can take between one week and 45 days to complete. *Effective July 1, 2026, in addition to the requirements listed below, Level 2 and Level 3 volunteers must complete Mandated Reporter Training annually.*

Category	Example	Requirements
Level 1 - Limited Volunteer - Limited to volunteering *up to two times per year at the school.* • Supervised by District staff members at all times. • No responsibilities for supervising students without a District staff member present	Infrequent visits to their students' classes or their school's special events	• ***Completion of Level 1 - Limited Volunteer Information form*** • Copy of Current Photo ID • Site Administrator Approval • Must follow school site specific check-in policies Megan's Law check
Level 2 - "Ongoing" Volunteer - Not restricted to a specific number of events. • Supervised by District staff members at all times. • No responsibilities for transporting students	Classroom volunteer (frequent, regular, or weekly volunteer activities), chaperone for field trip or school dance	• Completion of **MDUSD Volunteer Application Form** • Live Scan (fingerprinting) clearance • TB (test or assessment) • Copy of Current Photo ID • Site Administrator Approval • Must follow school site specific check-in policies, field trip instructions and chaperone guidelines
Level 3 - "Ongoing" Volunteer with Authorization to Transport Students.	Volunteer driver for athletic events or field trips	• Completion of **MDUSD Volunteer Application Form** • Live Scan (fingerprinting) clearance • TB (test or assessment) • Copy of Current Photo ID • Site Administrator Approval • Meets District requirements for Transportation For School Related Trips, including auto insurance coverage level requirements (***Transportation of Students Form***) • Completes forms outlined in Exhibit **3541.1**and **3541.1(2)** • Must follow school site-specific check-in policies, field trip instructions, and chaperone guidelines

Tuberculosis (TB) Clearance Verification

California Education Code (EC) 49406

Tuberculosis Assessment/Examination: All volunteers 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 MDUSD 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 instructions.

✅ **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: **volunteers@mdusd.org**.

Livescan Fingerprinting

Before beginning service, all volunteers must complete MDUSD's clearance process. This includes meeting district requirements based on the type of volunteer service. This process reinforces our commitment to student safety and well-being by ensuring appropriate screening for those working with children.

Once a volunteer has been fingerprinted via Livescan for MDUSD, they will not need to be fingerprinted again in future school years.

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

When submitting your Livescan fingerprints, be aware that MDUSD 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 contacted by Human Resources to provide additional information. Sometimes this could delay or prevent a volunteer's clearance.
All applicants must first complete the Volunteer Clearance Application. Following completion of the application, volunteers will receive follow-up instructions regarding the process to complete fingerprinting, including the Livescan registration form.

All applicants and volunteers—regardless of clearance level—will be responsible for covering the full cost of their Livescan fingerprinting through a service provider of their choice. To locate Live Scan service providers in Contra Costa County, please use the following link: Livescan Locator

The fingerprinting fee is paid directly to the Livescan provider at the time of service. Since rolling fees vary by provider, we recommend contacting your preferred Livescan location for specific pricing.

Mandated Reporter & Required Training

In addition to the other clearance requirements for their volunteer role, all Level 2 and Level 3 volunteers must complete mandated reporter training before they are cleared to volunteer in MDUSD. This training requirement is based on Senate Bill 848, which expands the definition of a mandated reporter in schools to include school volunteers who are 18 years of age 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, volunteers must complete mandated reporter training before volunteer clearance is finalized. Mandated reporter training must be completed annually.

Volunteers who require Level 2 or Level 3 clearance will receive instructions and a link to complete the required training online through Keenan. The training must be completed in addition to all other applicable volunteer clearance requirements, including the Volunteer Clearance Application, Livescan fingerprinting, and TB testing.

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

Driver Transportation Form & Proof of Auto Insurance

Driving on field trips or to/from extracurricular activities such as athletics and band competitions:

In order to drive on field trips or transport students to/from extracurricular activities such as athletics and band competitions, a volunteer must select Level 3 when applying to volunteer.

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.

Level 3 volunteers must complete the online application and provide uploads of their **driver's license** and **auto insurance coverage Declaration Page** to be cleared to transport students in a private vehicle.

Minimum liability insurance requirements:

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

The applicant's personal auto insurance coverage Declaration Page may be uploaded when completing the 2025-2026 MDUSD Volunteer Clearance Application.

Please note: Insurance policies often expire during the school year. Level 3 volunteers should be prepared to submit updated insurance policy documentation upon expiration of the policy currently on file at the school site.

Can a student drive themselves to a school-sponsored activity?
Yes, in some instances. Please see MDUSD Exhibit 3541.1 for specifics. Students must possess a valid California driver's license, complete all necessary paperwork for the field trip, must 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/activities.

Completing the Volunteer Clearance Application

Complete Volunteer Application

WHAT YOU NEED TO APPLY:

Please complete the appropriate request form:

- **Limited Volunteer Form** or the **Volunteer Request Form**
- Complete REQUEST FOR LIVESCAN SERVICE-APPLICATION SUBMISSION
- Complete Mandated Reporter Training annually
- Tuberculosis (TB) Clearance Documentation (all volunteer levels)
- Driver Transportation Form (Level 3 volunteers only)
- Auto Insurance Coverage Declaration Page (Level 3 volunteers only)
- All volunteers must complete the application process and receive notification of clearance before they can begin volunteering.

IMPORTANT REMINDERS:

- Unfortunately, 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. To proceed, you will need to complete the fingerprinting process specifically through MDUSD.
- Please note that the district office does not conduct fingerprinting for volunteers. A list of approved fingerprinting vendors is available on the MDUSD website.
- 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 to be notified of the status of their application and for future communication.
- All information collected on the application will remain confidential and will not be shared outside the volunteer program.
- The volunteer clearance application may only be submitted once per volunteer.
- Volunteers should select their clearance level — Level 1, 2, and 3 — based on their anticipated volunteer activities for the 20 school year.
- To change your volunteer clearance level or help with questions, email Sonia Perez at **volunteers@mdusd.org**