



Liberty Union High School District

Visitor/Volunteer/Stipend Handbook

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Purpose of the Visitor and Volunteer

The Liberty Union High School Volunteer Program is designed to engage parents and caregivers in meaningful opportunities to support both staff and students. Volunteers will collaborate with teachers and staff to enrich the learning experience and provide essential support to benefit all students. By creating and maintaining a strong volunteer network, we aim to build a thriving school community, promote family involvement, and foster a shared commitment to student success.

The intent of this handbook is to provide clear guidance regarding responsibilities, requirements, and expectations for visitors and volunteers. Additional information regarding volunteer assistance is contained in Liberty Union High 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 Liberty Union High School District Board Policies webpage.**

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

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 School events, Classroom support, Extracurricular activity support, Field Trip chaperones and/or drivers, PTA/PTO activities and events.

Definition of a ‘Visitor vs Volunteer vs Stipend’

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

LEVEL 1 - STANDARD “VISITOR”:

An individual who strictly assists inside a fully staffed classroom with the teacher present, or a parent assisting at a school festival while under continuous employee line-of-sight supervision

LEVEL 2 – QUALIFYING “VOLUNTEER”:

Occasional Volunteer/Chaperone Day Field Trip and interact with students outside of the immediate supervision of a school employee or the student’s parent/guardian.

Requirements:

18 years of age (Under the age of 21 must be approved by HR and Site Administration)

Volunteer Application

CURRENT VALID PHOTO I.D. REQUIRED

Required Forms through [Frontline Central](#)

TB results or TB risk assessment

Livescan (Fingerprints)

Keenan SafeSchools – Mandated Reporter Training, Sexual Harassment Prevention, and Youth Suicide

LEVEL 3 – “STIPEND” POSITION OR ATHLETIC COACH:

Coach, Stipend VAPA position or other paid position and has direct contact with or supervises children for more than 16 hours per month or 32 hours per year. (Paid positions in Level 3 clearance have additional payroll forms, and coaches have additional required training)

Requirements:

18 years of age (Under the age of 21 must be approved by HR and Site Administration)

CURRENT VALID PHOTO I.D. REQUIRED

Required Forms through [Frontline Central](#)

TB results or TB risk assessment

Livescan (Fingerprints)

Keenan SafeSchools – Mandated Reporter, Sexual Harassment Prevention, and Youth Suicide

Athletic Coaches - [additional training](#)

Visitor, Volunteer & Stipend Code of Conduct

Student Safety & Welfare

- Prioritize the health, safety, and well-being of students and staff.
- Immediately report any observed, known, or suspected child abuse to the school administrator.
- Do not transport students unless approved as a District Volunteer Driver through the required application process and completion of the Day trip Driver Vehicle form.

Professional Conduct

- Always follow the direction and supervision of the teacher and/or administrator.
- Dress and conduct yourself in a professional manner.
- Support all district, school, classroom policies and programs.
- Refer student behavior or discipline concerns to appropriate school staff.

Confidentiality & Privacy

- Maintain the confidentiality of student information and discuss concerns only with the supervising teacher or school administrator.
- Do not access district networks, email systems, or student records.
- Unless authorized by an administrator, do not photograph, record, videotape, or post information on social media involving students or school activities.

Student Boundaries

- Do not have contact with students outside the school setting unless authorized by administration.
- Volunteers must promptly notify the site administrator of any personal, social, professional, or other relationship with a student or family that exists outside of, or develops beyond, their school volunteer role.
- Do not bring other children while volunteering.

Health & Safety Requirements

- Remain free from the influence of alcohol or illegal drugs while volunteering. (BP / E 4020)
- Do not use tobacco products or electronic nicotine delivery systems on district property or in district vehicles. (BP / AR 3513.3(a))
- Use adult restroom facilities only.

Clearance Levels

REQUIREMENTS:

- ☐ Be 21 years of age or older
 - Under the age of 21 - with approval by HR
- ☐ Current Valid Driver License

LEVEL 1: Standard “Visitor” (less than 32 hours per year)

*This level of clearance will allow one to act as a visitor in classrooms and support campus activities under the supervision of staff. **Clearance is typically completed immediately.***

- ☐ Check in at the office and provide ID.
- ☐ Check out with office when you are no longer on campus

LEVEL 2: Qualifying Volunteer - Classroom/Club Volunteer, Overnight Field Trip Chaperone (16 hours per month or more than 32 hours per year)

*This level of clearance will allow one to act as a volunteer in classrooms, support campus activities, driver to transport students, chaperone overnight fieldtrips, etc. **Clearance typically takes one to two weeks to complete.***

Level 2 volunteer requirements include:

- ☐ Step 1: Completion of the Online Application, including uploading an image of a driver's license. *Link to the application is emailed to the volunteer, from the principal secretary once the staff member has made the request known to the principal secretary.*
- ☐ Step 2: Live Scan – form and directions are in the job description page of the application. Results are sent directly to LUHSD for review.
- ☐ Step 3: Frontline Central Forms (Personnel, TB, Volunteer ID, Oath of Allegiance, Code of Conduct, Volunteer Handbook, LUHSD Uniform Complaint Procedures and LUSD Additional Notifications)
- ☐ Step 4: TB Clearance Verification - upload your results to the Frontline Central Forms
- ☐ Step 5: Completion of 3 Keenan trainings: Mandatory Reporter (yearly), Youth Suicide (every two years), Sexual Harassment (every two years).
 - Go to: <https://libertyuhsd-keenan.safeschools.com/register/6cf72bfa>

LEVEL 2: Driver for Day Field Trips interacts with students outside of the immediate supervision of a school employee or the student’s parent/guardian.

*This level of clearance will allow one to act as a volunteer in classrooms, support campus activities, and transport students in private vehicles. **Clearance typically takes one to two weeks to complete.***

Level 2 Day Field Trip Driver requirements include:

- ☐ All items listed above for Level 2 volunteer
- ☐ [Day Trip Driver Vehicle](#) form from the school site and turned into the staff member in charge of program.
 - 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.

LEVEL 3: Coach, Stipend VAPA position or other paid position and has direct contact with or supervises children for more than 16 hours per month or 32 hours per year.

*This level of clearance will allow one to coach athletes, visual and performing arts position or other paid status. **Clearance typically takes two weeks to complete.***

Level 3 Overnight Field Trip Chaperone, Coach or Stipend VAPA positions requirements include:

- ☐ **Recommendation to HR from Principal Secretary or Athletic Director**
- ☐ Steps 1-4 listed above for Level 2 volunteer
- ☐ Step 5: Completion of 3 Keenan trainings: Mandatory Reporter (yearly), Youth Suicide (every two years), Sexual Harassment (every two years).
 - Go to: <https://libertyuhsd-keenansafeschools.com/register/528f34c5>

Athletic Coaches

- ☐ Frontline Central: CPR, Coaches Handbook and Code of Conduct.
- ☐ Athletic Coaches - [additional training](#)

Paid Athletic Coaches, VAPA Positions or other paid positions

- ☐ Frontline Central: I-9, CA DE-4, W-4, Direct Deposit

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](#)
- Negative TB Skin or QuantiFERON 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.

- ❖ Documentation needs to be from a licensed healthcare provider 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.

Driving Transportation Form & Proof of Auto Insurance

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.

- ◆ 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.

Volunteers must complete and sign the [Private Vehicle form](#) and update declaration if policy changes or expire during the school year and once again for the new school year.

Can a parent drive just their own student?

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

Live Scan Fingerprinting

Level 2 & 3 are required to be fingerprinted and cleared by the Department of Justice (DOJ) and FBI as part of the clearance process for LUHSD .

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

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

When submitting your Live Scan fingerprints, be aware that LUHSD 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.

To complete Fingerprint Clearance, take the Live Scan Form to [Live Scan Service Location](#) or by calling Diablo Live Scan 925-392-85265 or 925-754-3100). LUHSD does pay the DOJ fee of the fingerprinting; however, the processing fee charged by the livescan location is the responsibility of the volunteer.

Completing the Application

Online Application [instructions](#). Use the link in the email you received from the school site to access the application.

WHAT YOU NEED TO APPLY:

- Driver's License

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

For questions about the Volunteer process please reach out to your school site. If you've started the process and need assistance with the application, Keenan Safe Schools, TB or Fingerprinting, please email: [Michelle Snyder](#), Human Resource Administrative Assistance.