



Family Engagement & Volunteer Guide

2026-2027





Dear Volunteer,

New Los Angeles Charter Schools welcomes and encourages parents/guardians and community members to share their time, knowledge, and skills with our students. Volunteers in our schools support the educational program and work to support the success of each student.

We hope you enjoy supporting our students by:

- Accepting each student and encouraging the best from him or her
- Using patience and kindness
- Providing help and assistance to a student without doing the work for the student
- Finding ways to establish a good rapport with students
- Keeping a friendly but formal demeanor

As you collaborate closely with a teacher or other member of the school staff, please:

- Respect the privacy of teachers and students by not discussing school matters away from the school campus.
- Be familiar with the safety procedures of the school site.
- Arrive on time and on schedule and notify the school site in advance of any absences.
- Dress in a manner that is appropriate to the educational setting where the volunteer activity is taking place.
- Remember school administrators, teachers, and staff have ultimate responsibility for rules and programs and the welfare of students.

This handbook provides guidelines and additional information to support volunteer involvement in our schools. Volunteers are responsible for the contents of the handbook and are expected to follow school policies and regulations. Whether you provide one hour a week, one day a month, or are a more frequent volunteer, your effort and time make a difference for our students. We want to thank you for volunteering and working to make a positive outcome for our students.

If we can ever be of assistance to you, please do not hesitate to contact us.

Sincerely,

New LA Team

DEFINITION OF VOLUNTEERS

Volunteers are individuals who donate their time, without financial compensation, to benefit their communities. The volunteer's participation may occur in a classroom setting during the school day or outside the school setting as part of an extracurricular activity. *A person who comes to the school for a special one-time event, such as a guest speaker, presenter, or visitor is considered a guest, and they do not complete a volunteer application.* School policy prohibits discrimination on the basis of race, color, national origin, creed, marital status, sex, religion, age, disability, or any other protected status as defined by federal, state, or local law.

Volunteer Opportunities include:

Classroom Assistance/Class Ambassador	Food Services (supporting during lunch)
Yard or Playground Supervision	Non-classroom assistance (main office, library/media center, etc.)
School/classroom events (festivals, book fairs, fundraising)	Field Trips (requires mandated reporter training)
Outdoor Ed (requires mandated reporter training and fingerprinting)	

VOLUNTEER REQUIREMENTS

All volunteers are required to complete a "School Volunteer Application Form" on Raptor. Volunteers will be subject to a criminal background/ fingerprint check in order to participate in Outdoor Education field trips. No volunteer shall be assigned to provide supervision or instruction of students unless the applicant has submitted evidence of a TB Risk Assessment or Mantoux Skin Test within the past 60 days (to determine that the applicant is free of active tuberculosis in compliance with CA Education Code § 49406. Volunteers who are found to be free of infectious TB shall thereafter be required to have TB Clearance every four years.

Acceptance as a volunteer is based on factors including, but not limited to:

- No record of a serious or violent felony conviction (pursuant to Ed Code § 45122.1), or requirement to register as a sex offender, or with a history of child abuse under California law (Penal Code § 290)
- Live Scan fingerprinting, with clearance from the Department of Justice (only for Outdoor Education field trips)
- A completed "School Volunteer Application Form" on Raptor.
- Tuberculosis (TB) Clearance (Risk Assessment or Skin Test) uploaded to Raptor
- Positive attitude; interest in and enthusiasm for working with children.
- Ability to collaborate cooperatively with school personnel and participate regularly.
- Good communication skills, health, and personal hygiene; ethical conduct; dependability.
- Annual Mandated Reporter Training, if applicable. **(required for all off campus field trips)**

REPORTING CHILD ABUSE OR NEGLECT

School volunteers play a critical role in protecting students from abuse and neglect. Effective January 1, 2026, under California Penal Code § 11165.7, certain school volunteers are considered mandated reporters of child abuse and neglect.

A volunteer who is 18 years of age or older and who interacts with pupils outside the immediate supervision and control of a school employee or the pupil's parent or guardian is a mandated reporter and is legally required to report known or reasonably suspected child abuse or neglect.

Mandated reporters must make a report immediately or as soon as practicably possible by telephone to the appropriate local law enforcement agency or county child protective services. A written follow-up report must then be submitted within 36 hours using the California Department of Justice Form BCIA 8572, which can be accessed [here](#).

Mandated reporters may report anonymously and are not required to provide their name when making a report. Parents and guardians of pupils also have the right to file a complaint if they suspect a child has been abused or neglected.

School volunteers who do not meet the legal definition of a mandated reporter are strongly encouraged to report any suspected abuse or neglect and may do so voluntarily.

All mandated reporters in California schools are required to complete State-approved child abuse identification and reporting training annually. Training must be completed within six weeks of the beginning of each school year or within six weeks of assuming a role that qualifies the individual as a mandated reporter, whichever occurs first. Volunteers who meet the definition of a mandated reporter under Penal Code section 11165.7 must comply with this annual training requirement.

Child Abuse Identification & Reporting Guidelines and Resources

<https://www.cde.ca.gov/ls/ss/ap/childabusereportingguide.asp>

SCHOOL VOLUNTEER PROCEDURES/CHECKLIST

Procedures for all volunteers are as follows:

TIP! Have all your documents ready to upload when completing your Raptor Volunteer Application.

- ☐ Completed and Signed Volunteer Application on Raptor
- ☐ Upload Valid State-Issued Driver's License/ID Card on Raptor
- ☐ Upload TB Clearance Signed by a Health Care Provider on Raptor
- ☐ Upload Mandated Reporter Training Certificate (if applicable - only to those who would like to volunteer for an off campus field trip) on Raptor
- ☐ Upload Signed Volunteer Guidelines and Agreement on Raptor (see pg. 8)
- ☐ Upload Signed Volunteer Confidentiality Agreement on Raptor (see pg. 9)
- ☐ Upload Signed Declaration of Volunteers as Disaster Service Workers on Raptor (see pg.10)
- ☐ Upload Signed Volunteer Participation Informed Consent/ Waiver & Release on Raptor (see pg. 11)
- ☐ Upload Signed Acknowledgment of Receipt of Volunteer Handbook on Raptor (see pg. 11)
- ☐ Upload Criminal Background check with LiveScan on Raptor (if applicable and only required for Outdoor Education field trips)

Raptor QR Code

(scan QR code to access volunteer application)



INFORMATION FOR MANDATED TRAINING FOR VOLUNTEER CHAPERONES

YOUR ROLE IN PROTECTING CALIFORNIA'S STUDENTS

Under California law, school board members and volunteers are now classified as mandated reporters. Effective January 1, 2026, SB 848 expanded California's definition of mandated reporters to include school governing board members and certain volunteers who interact with students. CharterSAFE provides member schools' board members and volunteers with no-cost access to mandated reporter and child abuse prevention training online. Volunteers whose duties require direct contact with and supervision of children are considered mandated reporters.

CHILD ABUSE PREVENTION

Learn to recognize warning signs of child abuse and sexual misconduct. Know when and how to make a report to protect the students in your care.

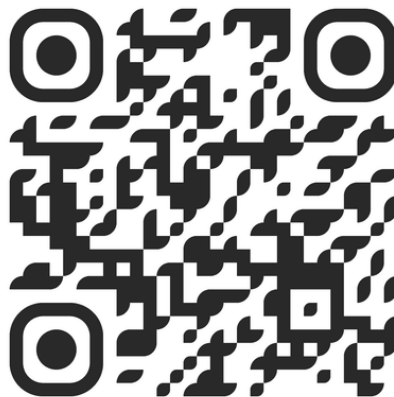
INSTRUCTIONS

Use the video link provided below to complete training. (English and Spanish video available) Complete all three training videos and upload your Certificate of Completion to your Raptor Volunteer Application.

Notice: Check your spam/junk folder if you do not see the confirmation of completion e-mail.

Volunteer 2026-27 Mandated Training Video (English Language)

- Video Link: <https://vimeo.com/1198184240> or scan QR code Below.
- Visit www.newlacllc.org to view the password to access training videos (note: password is updated monthly)



Scan QR code to access Mandated Training Video
Training video link is also available on our website:
www.newlacllc.org

SUGGESTIONS FOR MAKING YOUR EXPERIENCE SUCCESSFUL

The following are suggestions that should prove helpful in developing a successful partnership with New Los Angeles Charter Schools students and staff.

- **Meet with the Teacher or Staff Member Before You Start:** Volunteers are placed with staff who have requested assistance. Some may have specific tasks prepared, while others assign duties as needed.
 - Ask questions if you are unsure about anything.
 - Maintain open and ongoing communication.
- **Familiarize Yourself with the School Campus:**
 - Know the location and phone number of the school office.
 - Learn where key areas are, such as restrooms, the staff lounge, and the volunteer sign-in area.
 - Ask about appropriate parking areas.
- **Observe Before Assisting in the Classroom:**
 - Get to know classroom routines and expectations.
 - Identify where supplies and materials are kept.
- **Understand Playground Expectations:** If assigned to the playground, learn the supervision rules. If unsure, ask a staff member for clarification.
- **Build Positive Relationships with Students:**
 - Be friendly and approachable—let students know you are glad to be there.
 - Offer encouragement and support.
 - Learn and use students' names.
 - Work alongside students rather than over them; sit or stand at their level to show engagement.
 - Help students stay focused without doing their work for them.
 - Always speak to students in a positive and respectful manner
- **Respect Classroom Management and Boundaries:**
 - Do not discipline students; any behavioral concerns should be referred to school staff.
 - Discuss concerns or challenges with the teacher or staff member privately, never in front of students or parents.
 - If a concern cannot be resolved with your assigned teacher or staff member, contact school administration.
- **Orientation Topics to Cover with the Teacher, Staff Member, or School Administrator:**
 - Scheduled volunteer days and times
 - Communication methods
 - What to do if the teacher or staff member is absent
 - How daily assignments will be shared (e.g., folder, note, verbal instructions) o Classroom management expectations
 - Where to store personal belongings
 - Locations of the staff lounge and adult restrooms
 - Overview of emergency procedures
- **Professional Expectations:**
 - Be punctual; if you need to be absent, inform the teacher or staff as early as possible.
 - Sign in and out at the main office (or per school policy)
 - Wear your volunteer badge or nametag while on campus so you can be easily identified.
 - Remember that you are a role model- act respectfully and responsibly at all times.
 - Ask questions about policies, procedures, or materials as needed

VOLUNTEER GUIDELINES AGREEMENT

As a school volunteer, I agree with the following expectations to help promote a safe, respectful, and productive environment for all students and staff:

- I will not bring children who are not enrolled in the school, including younger/older siblings, while volunteering. Their presence may cause distractions and pose safety risks due to the nature of the school environment and equipment.
- I will complete any required training relevant to my volunteer responsibilities and the potential risks involved.
- I will sign in at the main office or designated sign-in station immediately upon arrival and wear my identification badge at all times while on campus and present it upon request.
- I will follow all school policies, procedures, and applicable laws while volunteering.
- I will follow the staff dress code while volunteering on campus or at school events.
- I will not smoke in any school building or facility, or within 50 feet of a school building.
- I will not lend money to or bring gifts for students unless authorized by school administration.
- I will not transport students unless expressly authorized by school administration and only after providing required insurance and driving record verification. I will never be alone with a student in a vehicle.
- I will not be alone with students in unsupervised areas of the campus or during activities.
- I will not access student educational records.
- I will not photograph or video record students unless specifically authorized by the principal or designee.
- I will not assist students with dressing/undressing, personal hygiene, or the administration of medication.
- I will not exchange personal contact information (e.g., phone numbers, email addresses, home addresses) with students.
- I will follow universal precautions when in potential contact with bodily fluids.
- I will use only restrooms designated for adult use.
- I may monitor student behavior but will immediately alert school staff if a serious issue arises.
- I will not engage in or tolerate discrimination or harassment and will report any incidents in accordance with school policy.
- I will not search students or their personal property.
- I will use the school's technology and internet resources responsibly and in accordance with school guidelines.
- I will familiarize myself with and follow all school emergency procedures.
- I will not direct a student to remove any emblem, insignia, or garment. If I believe a student's attire is inappropriate or disruptive, I will notify school staff immediately.
- I understand the school is not responsible for lost or damaged personal belongings and I am discouraged from bringing valuables to campus.
- I understand the school may decline my volunteer services at any time.
- I will not be in possession of or under the influence of any substance or medication that could impair my physical, emotional, or mental functioning while volunteering.
- I will not possess alcohol, illegal drugs, or firearms while volunteering.
- I will not use obscene, offensive, or discriminatory language while on campus or at school events.

I have read and agree to abide by the above guidelines.

Volunteer Name (Print Name): _____ **Child's Name** _____ **Grade** _____

Volunteer Signature: _____ **Date:** _____

VOLUNTEER CONFIDENTIALITY AGREEMENT

In accordance with federal and state laws, school volunteers must maintain confidentiality regarding all information seen or heard about students, employees, and families. Protecting the privacy of individuals builds trust and contributes to a successful volunteer program. To ensure a respectful and secure environment for all, the following confidentiality guidelines must be followed:

- I will treat all student and employee information as personal and confidential, regardless of how it is obtained.
- I will share relevant information about students only with the assigned classroom teacher or principal/school leader.
- I will seek clarification about unusual situations directly from the individuals involved and will not discuss such matters with others unless directed to do so by the teacher or school administrator.
- I will keep perspective and avoid making assumptions based on comments heard or actions observed.
- I understand that, due to legal requirements, including state and federal laws- not all information can or will be shared with volunteers.
- I will treat all students equitably and respectfully, regardless of their background, abilities, or developmental level.
- I will not discuss a student's progress or behavior with parents. Any questions or concerns will be referred to the teacher or principal.
- I will speak respectfully about all school staff and will report any concerns related to students or school welfare directly to the principal.
- I will not share confidential information with anyone. This includes but is not limited to: academic and health records, test scores, grades, disciplinary issues, classroom behavior, character observations, or support services a student may receive.
- I understand that all volunteers are required to sign a confidentiality agreement.

Discipline: Volunteers are not permitted to discipline students. Any misbehavior should be reported to the teacher in charge, who will determine the appropriate response. Students are expected to treat volunteers with the same respect shown to school staff. If a student is disrespectful, notify the teacher or principal promptly.

Student Disclosures and Confidentiality: While all student information must be treated as confidential- and sharing it inappropriately may violate the law—volunteers should never promise a student to keep information confidential, especially if it concerns the student's safety or well-being. Students may choose to share personal information, but certain disclosures must be reported by law. Volunteers are required to immediately notify a school administrator if a student discloses any of the following:

- Being a victim of sexual, emotional, physical, or chemical abuse (including bullying or cyberbullying)
- Involvement in illegal activity
- Intent to harm themselves or others (i.e., suicidal thoughts, self-harm, or threats of violence)

Such information must not be shared with anyone except a school administrator or appropriate authority. If you are unsure how to proceed, contact the principal or your assigned administrator for guidance. Additionally, any student needs communicated to a volunteer should be referred to the appropriate school staff member.

Volunteer Statement:

I understand that in the course of my association with **New Los Angeles Charter Schools (New LA MS, New LA ES, CLIC)**, I am responsible for maintaining the confidentiality of all employee and student information (both written and verbal) that may become known to me during the course of my volunteer activities. I further understand that in the performance of my volunteering, I am not to discuss academic or other confidential information regarding students or employees with anyone, including the parents of any student. Any breach of confidentiality will be carefully reviewed and if substantiated may result in the termination of any and all volunteer involvement with the school and may be reported to the proper authorities.

I have read and agree to abide by the above guidelines.

Volunteer Name (Print Name): _____ **Child's Name** _____ **Grade:** _____

Volunteer Signature: _____ **Date:** _____

DECLARATION OF VOLUNTEERS AS DISASTER SERVICE WORKERS

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in the protection of its citizens and resources, all public employees and all volunteers in any disaster council or emergency organization accredited by the Office of Emergency Services are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. (Required by Government Code § 3100-3102 of the State of California)

I acknowledge that I have read and understand that I may be declared to be a disaster service worker subject to such disaster service activities.

Volunteer Name (Print Name): _____ **Child's Name** _____ **Grade:** _____

Volunteer Signature: _____ **Date:** _____

VOLUNTEER PARTICIPATION INFORMED CONSENT / WAIVER & RELEASE

In consideration of the acceptance of my voluntary participation in the above event/activity, I hereby waive, release, and discharge any and all claims for damages for death, personal injury, or property damage which I may have, or which may hereafter accrue to me, against New Los Angeles Charter Schools as a result of my participation as a volunteer.

This release is intended to discharge New Los Angeles Charter Schools their trustees, officers, employees, and volunteers from and against any and all liability arising out of or connected in any way with my participation, even though that liability may arise out of negligence or carelessness on the part of the charter school mentioned above.

I understand that participation as a volunteer may include a great deal of physical activity. I further understand that accidents and injuries can arise out of this activity; knowing the risk, nevertheless, I hereby agree to assume those risks and to release and to hold harmless New Los Angeles Charter Schools and persons mentioned above.

It is further understood and agreed that this waiver, release, and assumption of risks is to be binding on my heirs and assigns.

Volunteer Name (Print Name): _____ **Child's Name** _____ **Grade:** _____

Volunteer Signature: _____ **Date:** _____

PROCEDURES FOR RETURNING VOLUNTEERS

Returning volunteers who have tested negative must have a current TB Clearance on file with the school. The clearance must show that, within the past four years, the individual was examined and found to be free of communicable tuberculosis, in accordance with Education Code § 49406. (Education Code §§ 45106, 45347, 45349, 49406; Health and Safety Code § 121545)

All returning volunteers shall complete a new application each school year and will need to redo the criminal history check unless the school is compliant with Subsequent Arrest Notifications, as well as mandatory training.

ACKNOWLEDGMENT OF RECEIPT OF VOLUNTEER HANDBOOK

My signature below confirms that I have received a copy of the Volunteer Handbook. I agree to follow and abide by all the procedures, rules, and policies that it contains. I understand that the Volunteer Handbook is intended to cover the procedures, rules, and policies most often applied to day-to-day activities. These policies are subject to change at the sole discretion of New Los Angeles Charter Schools. From time to time, I may receive updated information concerning changes in policy. I am aware that I may ask questions about procedures, rules, and policies.

Volunteer Name (Print Name): _____ Child's Name _____ Grade: _____

Volunteer Signature: _____ Date: _____