



# **Heritage Oak Private Education**

## **VOLUNTEER POLICY**

## **SPRING EDUCATION GROUP'S SCHOOL VOLUNTEER POLICY**

Heritage Oak Private Education, encourages the involvement of volunteers within appropriate programs and activities of its schools. The purpose of this policy is to provide overall guidance and direction to school staff and volunteers engaged in the volunteer process.

### ***Definition of a 'Volunteer'***

A 'volunteer' is a parent or family member aged 18 or over of a student who without compensation or expectation of compensation performs a task at the direction of and on behalf of the school. Volunteer are not considered employees.

### ***Application Process***

Every volunteer applicant must complete and submit a Volunteer Application form to the school management (such as the principal or head of school) at the specific school campus with which he or she wishes to volunteer. The school management will review the form and discuss with the volunteer applicant their availability and interests. Volunteer applications are reviewed with consideration of current volunteer opportunities.

### ***Volunteer Onboarding***

If a current volunteer opportunity exists for the applicant, the applicant will become involved in the volunteer onboarding process. Spring Education Group implements safety guidelines that it strictly enforces throughout the school day. These safety guidelines extend to volunteers assisting in our schools. The applicant must read, understand, and agree to abide by the policies and procedures outline in the Volunteer Handbook. The volunteer must acknowledge via their signature that they have read the Volunteer Handbook and agree to a waiver of liability.

All parents who volunteer at any school campus on a recurring basis (at least once per week) or as a chaperone on an overnight field trip are required to undergo background checks which may include the following, depending on applicable licensing requirements by state and age.

- ❖ Criminal Background Check
- ❖ Suspected Child Abuse Index
- ❖ Fingerprint Clearance (completed where required)

Successful completion of the background checks and clearances showing no criminal history and/or suspected child abuse is an absolute requirement to become a volunteer.

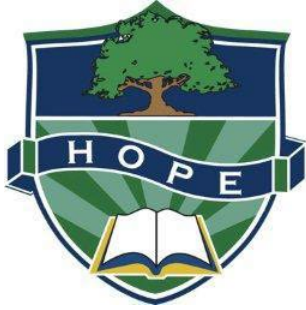
### ***Volunteer Assignments***

All volunteers will have a clearly identified supervisor/teacher who is responsible for direct management of the volunteer. All volunteers will receive a general orientation on the nature and operation of the program or activity for which they are involved. They will be provided with the information and skills necessary to perform their volunteer assignment. The supervisor/teacher will be available to the volunteer for consultation and assistance.

Parents who regularly volunteer and/or go on an overnight field trip will be provided with educational material related to sexual predators. The goal is to increase volunteer awareness of the grooming behaviors of predators.

***Volunteer Dismissal***

Any volunteer that refuses to follow the outlined policy and procedures should be dismissed immediately. If on a field trip, discuss options for arranging transportation home.



# HERITAGE OAK *Private Education*

## VOLUNTEER APPLICATION

### VOLUNTEER INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Student Name(s) \_\_\_\_\_

### AVAILABILITY

**Weekdays (please indicate preference):**

Mornings: Monday Tuesday Wednesday Thursday Friday

Afternoons: Monday Tuesday Wednesday Thursday Friday

**How many hours would you like to volunteer?** \_\_\_\_\_

**Frequency (please circle choice):**

Weekly, Monthly, Special Events, Whenever Needed

**INTERESTS, CLUBS, SERVICE ORGANIZATIONS, ETC.**

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**SPECIAL PROFESSIONAL TRAINING/SKILLS**

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**EMERGENCY CONTACT INFORMATION**

Emergency Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Relationship \_\_\_\_\_

***Thank you*** for your interest in volunteering with Spring Education Group schools.  
Volunteer applications are reviewed with consideration of current volunteer opportunities.

Please be advised that all volunteers are required to complete a background check and clearance as noted in the Volunteer Handbook.



# HERITAGE OAK

## *Private Education*

In order to ensure the safety of all our students, each year Heritage Oak requires a background check for any adult who volunteers on campus more than once, including field trip drivers, chaperones, regular classroom volunteers, or in any other capacity that involves contact with students in a regular and/or reoccurring school related activity.

Individuals that are interested in volunteering for any of the above mentioned roles are required to sign a Background Verification Disclosure/Authorization to Release Information Form. If this is your first background check with Heritage Oak, please submit a check (NO CASH) in the amount of thirty-five dollars. If this is not your first background check, you must resubmit an Authorization to Release Information Form yearly, with payment due every other year. This gives Heritage Oak authorization to run the following background check and receive the resulting report:

Social Security Number Verification  
Address Verification  
County Criminal History  
Sex Offender Nationwide  
DMV Check

Once the reports are reviewed, you will receive an email notification that you are now clear to volunteer at Heritage Oak.

Should you have any questions regarding the above information, please feel free to contact Melissa Dunham at [melissa.dunham@heritageoak.org](mailto:melissa.dunham@heritageoak.org) or (714) 524-1350 Ext. 4011.

Sincerely,

Latrese Jackson  
Head of School

## Authorization to Release Information

I hereby authorize any officer, representative or agent of Heritage Oak, bearing this release or copy thereof, to conduct background investigations, including but not limited to, a National Cross Reference of all 50 states showing actual past residences and any other information regarding my driving history and records and criminal history. This release is executed with full knowledge and understanding that the information is for the official use of Heritage Oak Private Education. Please furnish the bearer, Heritage Oak Private Education, with any and all information you possess about me. A photocopy of this authorization can be accepted with the same authority as the original.

This authorization shall remain on file and shall serve as ongoing authorization for you to procure the above-mentioned reports at any time during my volunteer period.

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Signature of Volunteer

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Volunteer's First Name	Middle Name	Last Name	Date
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Student(s) Name

Teacher(s) Name

### ***Volunteer's Additional Information:***

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Driver's License #

DL State

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Date of Birth

Social Security #

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Cell #

Email Address

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Street Address

City

State

Zip

**\*PLEASE SUBMIT PAYMENT OF \$35.00  
CHECK ONLY (NO CASH) WITH THIS FORM IN ORDER TO BE  
CLEARED TO VOLUNTEER\***



By:

### **FOR OFFICE USE ONLY**

Amount:

Payment Method:

## **DISCLOSURE AND RELEASE FORM**

In connection with my application for employment (including contract for services or volunteer services) or tenancy with Heritage Oak, at 16971 Imperial Highway Yorba Linda CA 92886, consumer reports will be requested. These consumer reports (investigative consumer reports in California) may include the following types of information: names and dates of previous employers, salary, work experience, education, accidents, licensure, credit (except California), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

In addition, investigative consumer reports as defined by the federal Fair Credit Reporting Act, gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics, may be obtained.

**I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO FURNISH THE ABOVE-MENTIONED INFORMATION.**

I have the right to make a request to the consumer reporting agency: **Background Screeners of America**, 18344 Oxnard Street, Suite 101, Tarzana, CA 91356; telephone (866) 570-4949 ("Agency"), upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and the agency, on our behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by the investigative consumer report(s); and the recipients of any reports on me which the agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to your obtaining the above information from the agency. You may view their privacy policy at their website: [www.backgroundscreenersofamerica.com](http://www.backgroundscreenersofamerica.com).

I hereby authorize procurement of consumer report(s) and investigative consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

☐ **California, Minnesota and Oklahoma Applicants only: Check box if you request a copy of any consumer report ordered on you.**

### **Notice to California Applicants:**

You have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (PTZ) Monday through Friday) to obtain all information in your file for your review. You may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. You can have someone accompany you to the Agency's offices. Agency may require this third party to present reasonable identification. You may be required at the time of such visit to sign an authorization for Agency to disclose to or discuss your information with this third party; 2) By certified mail, if you have previously provided identification in a written request that your file be sent to you or to a third party identified by you; 3) By telephone, if you have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in your file to you and if the file contains any information that is coded, such will be explained to you.



## Authorization to Release Information

I hereby authorize any officer, representative or agent of Heritage Oak, bearing this release or copy thereof, to conduct background investigations, including but not limited to, a National Cross Reference of all 50 states showing actual past residences and any other information regarding my driving history and records and criminal history. This release is executed with full knowledge and understanding that the information is for the official use of Heritage Oak Private Education. Please furnish the bearer, Heritage Oak Private Education, with any and all information you possess about me. A photocopy of this authorization can be accepted with the same authority as the original.

This authorization shall remain on file and shall serve as ongoing authorization for you to procure the above-mentioned reports at any time during my volunteer period.

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Signature of Volunteer

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Volunteer's First Name	Middle Name	Last Name	Date
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### ***Volunteer's Additional Information:***

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Driver's License #	DL State
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Date of Birth	Social Security #
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Cell #	Email Address
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Street Address	City	State	Zip
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**\*PLEASE SUBMIT PAYMENT OF \$35.00  
CHECK ONLY (NO CASH) WITH THIS FORM IN ORDER TO BE  
CLEARED TO VOLUNTEER\***



Recorded By:

### **FOR OFFICE USE ONLY**

Amount:

Payment Method:

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In addition, investigative consumer reports as defined by the federal Fair Credit Reporting Act, gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics, may be obtained.

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# **Heritage Oak Private Education**

## **VOLUNTEER HANDBOOK**

## PARENT VOLUNTEER INFORMATION

Thank you for volunteering at Heritage Oak! We sincerely appreciate your participation and involvement with our student activities. We look forward to you enjoying a very positive experience with our students and staff!

Research has shown that parental participation at school directly impacts student achievement and more extensive involvement results in higher levels of student achievement. Building a strong and supportive parent relationship is essential and a hallmark of a Heritage Oak education.

Heritage Oak views the relationship between home and school as an essential contributing factor to the positive development and overall success of its students. Heritage Oak provides many opportunities and welcomes parents and family members to become actively involved in any chosen area(s) of interest. These may include:

- ❖ Planning and organizing class and school-wide events
- ❖ Classroom presentations and demonstrations, including but not limited to occupations, art, science, reading, and multi-cultural week
- ❖ Participation in the school-site parent committee
- ❖ Planning, organizing, advertising, and managing our annual book fair
- ❖ Serving as chaperones on field trips
- ❖ Volunteering for lunch and rainy day supervision
- ❖ School beautification projects
- ❖ Promote and support campus leaders' coffees and parent gatherings
- ❖ Managing the uniform exchange
- ❖ School sponsored family events

Heritage Oak appreciates your willingness to be an involved member of our school community and values its parent volunteers. The following guidelines will contribute to a successful partnership.

### ***What we anticipate from our volunteers:***

- ❖ Be familiar with and follow Heritage Oak's school protocols for student safety. Questions regarding school safety protocols should be directed to the leader at your child's campus.
- ❖ Treat all students, members of staff, and parents with respect.
- ❖ Be professional in appearance and conduct. This includes conducting all communications in a professional and respectful manner.
- ❖ Understand that information about students, staff, and school affairs is considered confidential and is not to be discussed with anyone, except with the staff member responsible for coordinating the event. If you have additional concerns that cannot be addressed by that staff member, please bring them to the attention of the campus leader.
- ❖ Provide as much notice as possible if you are going to be absent when you are scheduled to volunteer or participate in a school event.
- ❖ Support Heritage Oak's school procedures and policies.

***What you can expect from us:***

- ❖ **Information:** We will educate you about our school policies and procedures.
- ❖ **Guidance:** We will provide you with the training and information that you require to do your task, and we will answer your questions in an accurate and timely fashion.
- ❖ **Respect:** We will respectfully listen to your opinions, ideas, and suggestions because you are valued.
- ❖ **Appreciation:** We will thank you each day for your time and valued assistance.

***While interacting with the students, keep in mind the following ways to show you care:***

- ❖ Smile
- ❖ Thumbs up
- ❖ Specific verbal praise

## **HERITAGE OAK SCHOOL VOLUNTEER PROCEDURES**

The welfare and safety of our students are always of paramount importance to Heritage Oak. As such, Heritage Oak implements safety guidelines that it strictly enforces throughout the school day.

### ***Background Checks***

Heritage Oak will not, under any circumstances, knowingly become involved with anyone who has been convicted of child abuse or sexual molestation. Heritage Oak requires, as part of its pre-volunteer process, that a background check is conducted on all individuals before Heritage Oak will consider accepting them as a school volunteer and/or field trip volunteer. Please note that all volunteers must be at least 18 years of age.

All parents who volunteer at any campus or as a chaperone on a field trip are required to undergo background checks which may include the following, depending on applicable licensing requirements by state and age:

- ❖ Criminal Background Check
- ❖ Suspected Child Abuse Index

### ***Signing In & Out***

In our efforts to keep our campus safe, it is necessary for us to always be aware of all individuals who are on site and of their whereabouts. We, therefore, require all parent volunteers, visitors, and maintenance workers to report to the office to sign in upon arrival, without exception. All visitors are also required to sign out in the school office at the end of their visit.

### ***Identification***

Upon checking in at the school office, all school volunteers and chaperones must provide state issued ID such as a driver's license. It is essential for all staff members and students to easily recognize individuals who are authorized to be on the school grounds. After signing-in and checking ID's, all

visitors are given a Visitor's Sticker which he/she will be required to wear in a visible location on their person while on the campus

Volunteers must always be under the direct supervision of a teacher/authorized staff member and may never, under any circumstances, be left in charge of a class.

### **HERITAGE OAK'S STUDENT BEHAVIOR POLICY**

Children find security and direction where there is consistent guidance and routine. It is the role of the volunteer to uphold Heritage Oak's school guidelines and assist the children in conducting their behavior in a positive manner. Our goal is to teach students to exhibit self-control, while managing their emotions and anger. This can only be accomplished by consistent, firm, and loving methods. No corporal punishment, including but not limited to spanking, hitting, slapping, tapping, and pulling on any part of the body, will be used.

#### ***NEVER interact with a child when you are ANGRY***

If you become angry, upset, or feel that you need to remove yourself from the situation for any other reason, advise the nearest staff member and then remove yourself from the situation. Under NO CIRCUMSTANCES should you touch a child when angry or upset.

Because it is best to avoid interacting with the students when you are highly emotional, you will be excused from the remainder of the activity or event. If you are at the school, return to the office to sign out. If you are on a field trip, discuss options for arranging your return home with the staff member in charge.

### **CHILD ABUSE & SEXUAL MOLESTATION PREVENTION**

All Heritage Oak's school staff members and volunteers share the responsibility for preventing and reporting suspected child abuse and sexual molestation. Abuse can be mental, emotional, physical, or sexual injury to a child. Every parent who regularly volunteers and/or goes on any overnight field trip will be provided with Child Abuse Prevention Training material.

#### ***Molestation Prevention at School***

Heritage Oak expects all volunteers to limit opportunities for molestation by responding quickly and appropriately to suspicious situations and taking immediate action or filing a report when warranted. Volunteers are expected to adhere to the following guidelines:

- ❖ Volunteers and visitors are never to be left alone with a child; another teacher or adult must be present at all times.
- ❖ Report any misconduct or questionable behavior to the campus leader.
- ❖ Volunteers are prohibited from driving students on field trips or for any other reason, and are prohibited from driving all school vehicles.

## **BATHROOM PROCEDURES**

The following safety precautions are to be adhered to at all times.

### ***Adults:***

- ❖ No adult is permitted to use student designated bathrooms, which are to be used only by Heritage Oak students.
- ❖ Volunteers and chaperones are prohibited from entering any bathroom with a student.

### ***Elementary and Middle School Procedure:***

- ❖ Students must buddy up with a partner to use the restroom.
- ❖ Bathroom passes are to be used in all cases, including lunch, extended day, and middle school afternoon leadership activities. Bathroom passes help in monitoring the number of students who are in the restroom at any one time to avoid horseplay.
- ❖ If a child needs a change of clothing, please send them directly to the office. The office will either provide a change the clothing or notify the parents, depending upon the circumstance.

### ***Preschool and Pre-kindergarten Procedure:***

- ❖ When using the restrooms, volunteers are to assist a Heritage Oak fully qualified teacher in counting students upon leaving the classroom and upon returning to the classroom. Volunteers may never be left alone with students per licensing requirements.
- ❖ In the event that a child needs a change of clothing, the volunteer should alert the teacher in the classroom, and the teacher will assist the student with changing clothes.

## **FIELD TRIP PROTOCOLS**

We encourage parent volunteers to chaperone on some field trips. Chaperones should follow all directions given by the teachers, as well as the staff at the field trip venue.

Heritage Oak school safety protocol should be followed at all times under the direction of the teacher.

Elementary students should remain in sight of the group chaperone at all times unless they are using the restroom facilities and then they should go in pairs.

Chaperones will be given a list of the students they are responsible for. Additional information, such as a map of the venue, the trip schedule, time line for lunch and departure, and materials that may enhance the students' learning experience may also be provided by the teachers.

## THANK YOU

Thank you for your participation and for reading, understanding, familiarizing yourself with, and agreeing to abide by the procedures outlined in this Volunteer Handbook. We know you are just as committed to the enrichment and safety of our students as we are.

Please detach and return the acknowledgement and waiver on the next page. If you have questions about any of the procedures described above, please contact the leader at your child's campus.

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## VOLUNTEER HANDBOOK ACKNOWLEDGEMENT AND WAIVER

1. I have read, understood, and agree to abide by the policies and procedures described in the Heritage Oak Private Education Volunteer Handbook. I further agree to familiarize myself with and adhere to the policies within the Handbook.
2. As a volunteer, I understand that I will not be compensated for any time spent volunteering, nor am I entitled to benefits, including employment insurance benefits upon the termination of my volunteer services.
3. I am aware that participation in volunteer services may require physical activity (e.g., standing, lifting, and carrying) and will require the exercise of reasonable care to avoid injury. I understand that if I am injured in the course of volunteer activities, I am not covered by the Heritage Oak's workers' compensation program. I authorize Heritage Oak personnel to seek emergency medical treatment on my behalf in case of injury, accident, or illness to me arising from volunteer services. I understand that I will be responsible for medical costs incurred as a result.
4. I understand and acknowledge that certain risks of injury, damage, loss, or other harm are inherent in volunteer services and assume responsibility for any such risks associated with my participation. These risks may include, but are not limited to, accidents, acts of nature, my negligent or intentional acts, or the negligent or the intentional acts of others. I understand that while the Heritage Oak has taken steps to reduce the chances of these risks, it has no control over most risks and, thus, cannot and does not guarantee the safety of me or my property during my volunteer service, and that I must take reasonable precautions to protect myself and my property. I acknowledge and expressly assume all risks and dangers associated with volunteer services, whether described above, known or unknown, and inherent or otherwise. I take full responsibility for any injury or loss, including death, which I may suffer, arising in whole or in part from my volunteer services.
5. As consideration for volunteering, I (for myself and my assignees, heirs, guardians, and legal representatives) voluntarily waive and release all claims against the Heritage Oak, its affiliates, officers, directors, employees, volunteers, agents, representatives, successors, and assigns (collectively "the Released Parties"), that are in any way related to or arising from my volunteer services and to the fullest extent permitted by law, including but not limited to, claims for bodily injury, personal injury, emotional distress, property damage, or wrongful death. I hereby agree to indemnify and hold harmless the Released Parties with respect to any claims of injury, death, or other loss or damage to person or property suffered by any person related to or arising from my volunteer services.

I have carefully read this agreement and fully understand its contents. I am aware that this is a release of liability and sign it of my own free will.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Child's Name/Grade (Please Print)

\_\_\_\_\_  
Child's Name/Grade (Please Print)