



Heritage Oak Private Education

VOLUNTEER HANDBOOK

PARENT VOLUNTEER INFORMATION

- ❖ **Guidance:** We will provide you with the training and information that you need 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.

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
- ❖ Live Scan Fingerprint Clearance (completed where required)

In compliance with California's Assembly Bill 506 (AB506), all parents and guardians who volunteer on a **regular basis**—defined as 16 hours per month or 32 hours per year are required to complete a Live Scan (fingerprinting) background check.

Parents volunteering **fewer than 16 hours per month** may complete the general background check currently in place. However, once you reach the 16-hour threshold, you will be required to complete the Live Scan.

The Live Scan is a **one-time process every 5 years**. Once completed, you will not need to repeat it each year until the 5 years have expired, in which case a new Live Scan will be required.

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.

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.
- ❖ If 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 always followed under the direction of the teacher. Elementary students should always remain in sight of the group chaperone 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, timeline 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.



HERITAGE OAK

Private Education

VOLUNTEER APPLICATION

VOLUNTEER INFORMATION

Last Name _____ First Name _____
Phone _____ Email _____
Student Name _____ Teacher Name _____ Grade _____
Student Name _____ Teacher Name _____ Grade _____

AVAILABILITY

Weekdays (please indicate preference):

AM: Monday Tuesday Wednesday Thursday Friday

PM: Monday Tuesday Wednesday Thursday Friday

INTERSETS

*(Events/opportunities marked with a “ * “ must be emailed coordinated with your child’s teacher(s))*

Special Events	PAL Support	Ongoing Volunteer Opportunities
☐ Holiday Parties*	☐ Welcome Back Event	☐ Lunch Service
☐ Class/Grade Level events*	☐ Open House	☐ Yard 2 Traffic (AM)
☐ Smart Start (PK)*	☐ Bookfair	☐ Yard 2 Traffic (PM)
☐ Guest Speaker*	☐ Assembly Refreshments	☐ Yard 3 Traffic (AM)
☐ Field Trips*	☐ Picture Day	☐ Yard 3 Traffic (PM)
☐ School Event Setup	☐ Used Uniform Sale	☐ Make Copies for Teachers
	☐ Staff Appreciation Events	☐ Door Decorating (EL-JK)*

****A HOPE or PAL representative will contact you****