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## **Volunteer/Visitor Policies & Procedures**

Updated: July 9, 2018

### **Who can volunteer at our school?**

Patriot Oaks Academy welcomes parents and family members to our school to assist in the classrooms, with PTO events, chaperone field trips, eat lunch with students and other opportunities as made available by the administration and teachers.

*Please note that this also includes parent-teacher meetings. If a parent is not cleared through the system, all parent-teacher meetings will need to take place in the front office.*

### **All volunteers must complete a background check.**

The St Johns County School District requires all parents & recurring visitors on school campuses to complete a background check. This simple process can be completed by going to <http://www.patriotoakspto.org/VolunteerRequirements> and completing the short on-line application. The approval process may take up to 6 weeks, so we encourage all parents to do this as soon as they enroll their children in school.

*The background check is good for three years from the date of approval. Upon expiration, the school's volunteer coordinator will renew the clearance. Reapplication is not required. If you are unsure of your expiration date, please contact the Volunteer Coordinator to verify your status.*

Families transferring from another school within St Johns County Schools that already have clearance should email [patriotoaksvolunteers@gmail.com](mailto:patriotoaksvolunteers@gmail.com) to request access to Patriot Oaks Academy. Clearances are not transferrable from other Florida counties. Families moving from outside of St Johns County will need to apply for new clearance.

### **What are the procedures for entering school property?**

All visitors entering our school should check in using the Keep'NTrack computer kiosk in the front office lobby. Each person must present photo identification upon checking in at the front desk. St Johns County approved identification cards are a valid state driver's license, valid state identification card, or a passport.

While on our campus, all volunteers/visitors should be wearing a yellow guest ID tag in a visible location.

*Should your yellow tag not be visible, please expect to be escorted back to the front office to secure a tag. Please know this is for the safety of our children and staff to ensure all visitors have permission to be on campus.*

All volunteers/visitors should check out using the Keep'NTrack kiosk in the front lobby prior to leaving the building.



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### **Helpful Web Sites**

- <http://www.patriotoakspto.org/volunteerrequirements> - Direct access to the online application as well as answers to many frequently asked questions about volunteering in our school.
- <http://www.patriotoakspto.org/Volunteer-Now> - Resource for parents who are interested in signing up to volunteer for school-wide activities.
- <http://www.patriotoakspto.org/PTOVolunteers> - Parents can utilize this page to submit a request to volunteer for specific PTO committees/events.
- <http://www.stjohns.k12.fl.us/depts/cr/volunteer/access> - District policies and procedures for volunteers in our schools.

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