

Paramount Unified School District



VOLUNTEER HANDBOOK

VAPSS

VOLUNTEERS ASSISTING PARAMOUNT
STUDENTS AND STAFF

Board Approved June 12, 2013

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A PERSON HAS TWO HANDS,
ONE FOR HELPING HIMSELF,
AND THE OTHER FOR
HELPING OTHERS.

Our Mission

The Mission of the Paramount Unified School District is to ensure learning and success for each student by providing a quality education.

THE SCHOOL VOLUNTEER PROGRAM – ITS PURPOSE

The Volunteers Assisting Paramount Students and Staff (VAPSS) is a program endorsed by the Superintendent's Office and authorized by the Board of Education of the Paramount Unified School District. It is designed to supplement but not replace highly successful existing programs that provide outstanding help to the schools – such as ongoing PTA activities, advisory councils, booster groups and classroom aides.

The purpose of the project is to develop, with the cooperation of community organizations and other interested citizens, a group of volunteers to:

- ◆ Tap the human resources of the community for the enrichment of the school's students.
- ◆ Increase community understanding and support of public education, thereby strengthening the educational system through the use of volunteers.
- ◆ Provide additional individual attention and assistance to students who are not performing well in a group situation.
- ◆ Offer needed supportive services to the teacher and other members of the school staff.
- ◆ In-Classroom Help with Routine Duties: Volunteers give general help to the classroom teacher or other members of the school staff doing such tasks as: preparing duplicated work, preparing educational materials, assisting with art and science classes and maintaining bulletin boards.

PERSONAL QUALIFICATIONS OF THE SCHOOL VOLUNTEER

The volunteer should be a reliable, friendly, flexible person. All age levels from 18 to 80+ have made significant contributions to the program.

Volunteers must be willing to arrange their daily schedule, so that a regularly scheduled time is planned for each week in order to increase both the teacher's and the volunteer's effectiveness with the students.

The volunteer should like children.

The volunteer should feel a deep obligation as a citizen to support and help the schools in their effort to educate each student.

Qualifications such as physical fitness, education, work experience, and other volunteer experience will vary, depending on the kind of service to be performed.

The volunteer may already have – or be willing to acquire – skills that are needed in the schools.

PROCEDURES FOR VOLUNTEERING

Volunteers are recruited from a variety of sources – through organizations actively involved in the School Volunteer Program, by other volunteers, by school principals and teachers, or by one of their friends.

- ◆ Persons wishing to volunteer are urged to contact their nearest school or a school to which they wish to be assigned.
- ◆ Each person wishing to serve as a volunteer is asked to complete an application form and meet with the principal or designated representative of the school or district.
- ◆ Each applicant should be in good health and must obtain a tuberculosis clearance as prescribed by State law.
- ◆ Applicants must be informed of the VAPSS program requirement for additional clearance in order to comply with the mandates of MEGAN'S LAW. This requirement is necessary to ensure the welfare and safety of our students. The VAPSS Office will use the applicant's birth date and driver's license number for the clearance process with the Los Angeles County Sheriff Department.
- ◆ Upon receipt of verification of a completed application, TB clearance and Megan's Law clearance by the VAPSS Office, the prospective volunteer will receive verification of approval. No volunteer is expected to accept an assignment that is unsatisfactory. Problems should be discussed with the VAPSS Coordinator, principal or VAPSS Office.

The Volunteer's Role

The School Volunteer program is characterized by its flexibility, and duties will vary from classroom to classroom and school to school. The volunteer will find that while the duties vary, certain guidelines apply in any classroom or school situation.

- ◆ A volunteer always works under the direction and supervision of a teacher or other member of the school staff. State law forbids a volunteer being left in charge of a class.
- ◆ The volunteer should be given specific instructions and all necessary materials for any job undertaken.
- ◆ The volunteer's attendance is most important upon entering the building, the volunteer needs to sign in on the specified sheet provided for VAPSS.
- ◆ The volunteer recognizes their important role as examples to students by behavior and speech.
- ◆ **The volunteer must keep the information about students confidential. This information should only be discussed with the teacher or principal.**
- ◆ The volunteers must keep their TB clearance current, as required by the Paramount Unified School District. TB clearance needs to be renewed every 4 years, x-rays every 8 years.

Procedure for Volunteering in PUSD

Volunteer

Complete a VAPSS application and TB clearance (per State law). Attach a copy of the results to the VAPSS application and a copy of a valid government issued unexpired photo ID (e.g. California Driver's License, California ID, Military ID, Passport or International ID).

School Site

Turn in the completed, signed application with copy of TB results and photo ID to the school site.

District Office

Principal reviews application for completeness, signs it and forwards it to Curriculum & Instruction-Projects, at the District Office.

District Office

District Office will process application, clearing VAPSS for TB and Megan's Law.

School Site

Principal receives notification of clearance with your VAPSS ID badge. School will contact applicant within ten days of receiving application.

Volunteer

You are now ready to begin volunteering. Each site will maintain an approved list of VAPSS. To safeguard our students and maintain campus security you **must** sign in and out each time you work; you must **always** wear your VAPSS ID badge. Your badge **never** leaves the site (except for field trips) nor should it be loaned to other people.

Thank you for sharing your time and talents!

For questions regarding VAPSS processing, please call (562) 602-6047.

COMMITMENTS

Commitment to the School

Mutual respect will grow as each group understands that the teacher is in charge of the instruction, the safety, and the discipline of each student in the class. The awareness of this fact can be the basis on which we build a good working relationship with each other.

The professional competence of school personnel will be our source of guidance and direction. Although we will work closely with them we will always be aware that there is a difference between volunteer and professional activity.

In fulfilling our obligations to the school we can:

1. Recognize that the staff member will decide the specific duties we will perform, the authority we will be given and the information and materials we will need.
2. Acknowledge the negative effect of criticism of personnel and school practice.

Commitment to the Student

We must know that love and respect for the child as a person is the most important ingredient in working effectively. Self-esteem and self-confidence are basic to learning. The personal interest we show a child may well be the catalyst that makes him recognize his own worth and his ability to achieve.

In fulfilling our obligations to the student we:

1. Assure the school that any information we are given about the children will be considered privileged and will not be revealed.
2. Enjoy working with children and value their achievements, however modest.

Commitment to the Program

We believe in the four basic aims of the volunteer program.

1. Relieving the teacher of nonprofessional chores.
2. Offering individual help that some children need in order to do better in school.
3. Providing enrichment.
4. Stimulating support of public education.

Our competence in the schools will be respected as the staff and students learn they can count on us to support the basic aims of education.

In fulfilling our obligations to the volunteer program, we:

1. Maintain consistent and regular attendance.
2. Follow all regulations and procedures of the school and the coordinator.
3. Discuss any specific problems with the staff member or the coordinator.
4. Observe discretion in commenting on school matters, including the performance of individual volunteers or school personnel.

SAFETY RULES AND CONCERNS

Be aware of your school's safety regulations, including rules about running on campus and use of playground or classroom equipment.

Fire

Procedure: Evacuate the building according to established routes. Stand quietly in safety areas.

Earthquake

Procedure: If indoors, duck and drop to the floor, take cover under a sturdy desk or table, and hold onto it so that it doesn't move away from you. Wait there until the shaking stops. If outdoors, stay away from the buildings and overhead wires.

Air Disaster

Procedure: Drop and cover. Seek shelter under a desk or table. Stay out of line of windows, doors and large areas of glass. Protect back of neck and head with heavy clothing or other protective material.

First Aid

Be knowledgeable about the school's basic procedures for First Aid treatment. The use of protective gloves is important. Taking a course and being familiar with administering CPR and the Heimlich Maneuver is strongly recommended. First aid should only be administered by those who have been trained and certified.

Suspected Child Abuse

If you, as a volunteer, become aware of possible child abuse, you should proceed as follows:

- ◆ Immediately report the suspected abuse to a mandated reporter: principal, assistant principal, counselor, nurse, facilitator or teacher, at the site so that appropriate action can be taken.
- ◆ Keep information about student(s) confidential as required by law. Only provide information to those who are required to obtain the details.
- ◆ Do not try to investigate the possible abuse yourself as this may interfere with the reporting process and investigation by the authorities.

Lock Down Procedure

During a lock down, all students, teachers and staff need to stay inside locked rooms and follow the emergency procedure according to their school site. Do not exit your room or allow anyone to enter your room until the all clear notification has been made.



Wear your VAPSS Badge whenever you are on campus.

Sign in/out each day at the designated location.

Inform school staff if you will be absent.

I have thoroughly read my Volunteers Handbook and agree to abide by the regulations and procedures that have been set forth by the Paramount Unified School District. Should I violate any of the regulations or procedures, my volunteering privileges can and will be revoked.

Signed _____ **Date** _____



Paramount Unified School District
15110 S. California Avenue
Paramount, CA 90723

Volunteers Assisting Paramount Students and Staff (VAPSS) Application

Last Name	First Name	M.I.	Date of Birth
Home Address	Apt #	City	Zip Code
Home #	Cell #	Email	

I would like to volunteer at: _____

Child's Name	Grade	Teacher	School

PLEASE ATTACH A COPY OF GOVERNMENT ISSUED UNEXPIRED PHOTO ID (e.g. California Driver's License, Military ID, Passport, or International ID) and T. B. TEST RESULTS TO this APPLICATION.

In case of an emergency, please notify: _____

Phone # _____ Cell # _____

Have you, as a juvenile or adult, ever been convicted, fined, imprisoned, placed on probation or sentenced in any civil, criminal, or military court, or have you ever forfeited bail? Yes ☐ No ☐

Do you have any pending arrests? Yes ☐ No ☐

Are you currently on probation? Yes ☐ No ☐ If yes, when will your probation end? _____

STATEMENT OF UNDERSTANDING:

The Paramount Unified School District (PUSD) believes every student should be able to enter a learning environment free from crime, violence, drugs, and abuse. In the interest of our students, staff and community, the district reserves the right to screen volunteer applicants for any record of criminal history.

(Education Code 35021/P.C. Section 290.4)

I affirm that all the above information is true and complete and that false or misleading information may lead to my termination as a volunteer. I am offering my services to the PUSD as a volunteer without compensation and without the right to health insurance benefits. PUSD may request any relevant information pertaining to my background which might have a bearing on my function as a volunteer.

I certify under penalty of perjury and in conformance with Ed. Code section 35021 that I have not been required to register as a sex offender pursuant to Penal Code section 290.

Volunteer Applicant Legal Signature _____ Date _____

For School Use Only			
Government Issued ID	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	TB Clearance <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Approved
School Administrator Signature	_____		Date _____ <input type="checkbox"/> Denied

For District Use Only			
Megan's Law Clearance	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Authorized to Volunteer <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
District Administrator Signature	_____		Date _____