Our Mission:
Inspiring Learning.
Growing Community.
Each Student, Every Day.

Volunteer Handbook



Vancouver Public School
2901 Falk Road
Vancouver, WA 98661

Table of Contents

District Phone Numbers and Addresses
Our Vision of a Graduate
What Can We Focus On to Achieve This Vision?
How Can Volunteers Aid In This Vision?
The Role of Volunteers In Our Schools
Volunteer Opportunities
Ground Rules for School District Facilities
Volunteer Guidelines and Expectations
Chaperone Responsibilities
Ready To Be a Volunteer?
In The Event of an Emergency
Frequently Asked Questions

Elementary Schools

Anderson
2215 NE 104th St
360.313.1500

Chinook
1900 NW Bliss Rd
360.313.1600

Edgewood
3212 E Evergreen Blvd
360.313.2000

Eisenhower
9201 NW 9th Ave
360.313.1700

Felida
2700 NW 119th St
360.313.1750

Franklin
5206 Franklin St
360.313.1820

Fruit Valley
3410 NW Fruit Valley Rd
360.313.1900

Hazel Dell
511 NE Anderson Rd
360.313.2050

Hough
1900 Daniels St
360.313.2100

King
4801 Idaho St
360.313.2200

Lake Shore
9300 NW 21st Ave
360.313.2250

Lincoln
4200 Daniels St
360.313.2300

Marshall
640 MacArthur Blvd
360.313.2400

Minnehaha
2800 NE 54th St
360.313.2500

Ogden
3200 NE 86th Ave
360.313.2550

Roosevelt
2921 Falk Rd
360.313.2600

RBG
8408 NE 25th Ave
360.313.3100

Sacajawea
700 NE 112th St
360.313.2750

Salmon Creek
1601 NE 129th St
360.313.2800

Truman
4505 NE 42nd Ave
360.313.2900

VITA
1111 Ft Vancouver Way
360.313.5000

Walnut Grove
6103 NE 72nd Ave
360.313.3000

Washington
2908 S St
360.313.3050

Middle & High Schools

Alki
1800 NW Bliss Rd
360.313.3200

Discovery
800 E 40th St
360.313.3300

Gaiser
3000 NE 99th St
360.313.3400

Jason Lee
8500 NW 9th Ave
360.313.3500

McLoughlin
5802 MacArthur Blvd
360.313.3600

Thomas Jefferson
3000 NW 119th St
360.313.3700

Columbia River
800 NW 99th St
360.313.3900

Fort Vancouver
5700 E 18th St
360.313.4000

Hudson's Bay
1601 E McLoughlin Blvd
360.313.4400

Skyview
1300 NW 139th St
360.313.4200

Specialized Schools

VSAA(MS/HS)
3101 Main St
360.313.4600

iTech Prep (MS/HS)
16100 NE 50th Ave
360.313.5200

Jim Tangeman Center
3200 E 18th St
360.313.1800

Gate
3100 E 18th St
360.313.1800

Flex Academy
2901 General Anderson Ave
360.313.4350

Heights/VLA
6450 MacArthur Blvd
360.313.4990

BECOME A VOLUNTEER - MAKE A DIFFERENCE

Our VISION of a Graduate

Vancouver Public School Graduates have the core knowledge and life-ready skills to meet the real-world demands of their chosen next step. Our graduates are curious learners who can persevere and adapt to changing conditions. They are effective communicators who work independently or in collaboration with others in search of informed solutions to complex problems. Whether entering the workforce, trade programs, and/or higher education, VPS graduates are compassionate and inclusive human beings who will positively influence their local and global community while consistently acting with integrity.

What Can We Focus On to Achieve This Vision?

Student-Centered Staff. Advance each student on their journey towards our vision through a diverse and skilled workforce that reflects our student population. Develop a culture of belonging by honoring the uniqueness of each student in an inclusive and inspiring learning community.

Student-Centered Experience. Design learning experiences that motivate each student to realize their potential and love for learning.

Student-Centered Community. Increase family and community trust, connection, and partnership to ensure each student can thrive in their journey towards our vision. Partner with families and communities to help determine and deliver needed access and support for our students.

How Can Volunteers Aid In This Vision?

Working side-by-side with our teachers and staff, you can model Vancouver Public Schools CORE VALUES of:

- Safety
- Belonging
- Equity
- Integrity
- Community
- Love of Learning

These core values serve as a compass, providing direction and alignment to goals, strategies, and relationships.

The Role of Volunteers In Our Schools

Volunteers play a crucial role in the success of our schools. They bring a wealth of skills, experiences, and passion into our schools, enriching the learning environment in countless ways. Whether a volunteer is a family member, a current or retired professional, or a college student, each one offers invaluable support to our teachers, staff, and students. Volunteers infuse our schools with energy, creativity, and a spirit of collaboration. Their selfless contributions make a profound difference in the lives of students and educators, helping to shape the future leaders of tomorrow.

Choose The Way You Want To Volunteer

- Volunteering does not mean you have to come every day
- Volunteering does not mean you have to stay at school all day long
- Volunteering does not mean you have to volunteer all year
- Volunteering means you are committed to doing your part to make our schools and community a better place

Volunteer Opportunities

Volunteers can help in the school:

- Classroom
- Library
- Main Office
- FCRC

Volunteers can help with:

- Classroom activities
- Special school events (back to school night, end of year promotions, etc)
- Parties
- Assemblies
- Dances
- Field trips
- Teacher appreciation events
- Conferences
- Before and after school programs
- Sports (elementary only)
- And more….

Each elementary and middle school has a PTSA organization that is always in need of extra volunteers. High schools have Booster Clubs, both athletics and curricular. Please contact your school PTSA/Booster Club directly for more information.

Ground Rules for School District Facilities

- No smoking or tobacco allowed, including athletic fields
- No weapons allowed
- No drugs or alcohol allowed

Volunteer Guidelines and Expectations

- Volunteers shall conduct volunteer activities under the supervision of school staff.
- Volunteers are cleared through the volunteer process and will follow the building procedure for signing in and out of the Raptor system.
- Volunteers will wear an identification badge at all times while in the building.
- Do not bring younger children to the school during your volunteer time.
- Volunteers give consent for photographs, or videotapes to be taken during the course of an assignment for use by VPS for publicity purposes.
- Volunteers agree to follow the procedures put in place in case of a building emergency.
- Volunteers are expected to maintain a personal appearance compatible with school climate and culture.
- Volunteers may not discipline students. Let appropriate staff know so they can assist with appropriate action.
- Confidentiality is a legal requirement. Any information you learn at school about students or staff is confidential.
- Volunteers are asked to be aware and report to appropriate staff any activities that threaten the safety and well-being of others.
- Volunteers will use staff/adult restroom facilities rather than student restrooms.
- Do not give students gifts, rewards, or food items of any kind without teacher permission.
- Maintain appropriate boundaries with students. Avoid being isolated with a student such as a room with a closed door. Work only in areas of the building where there is direct supervision by district staff.
- If a student gives you information that you suspect may be considered abuse or neglect, report it immediately to the appropriate staff.

Chaperone Responsibilities

- To chaperone a trip off campus, chaperones are cleared through the volunteer process.
- Chaperones are utilized on field trips so that the class can be broken up into smaller groups allowing students to gain the most from the experience.
- Chaperones must ride the bus or walk with students to and from the field trip destination. Only designated chaperones who accompany the class to and from school will be allowed with the group on the field trip.
- Chaperones assisting with a class field trip or outing must read and follow all directions pertinent to the site you are visiting, as well as follow teacher instructions.
- Take responsibility for your entire group of assigned students for the duration of the field trip and always know where the children in your group are. Take a headcount often to be sure you have everyone with you who was assigned.
- Any students who have difficulty following your directives should be taken to a teacher.
- Follow the schedule and rules given to you and meet the teacher at designated spots on time.
- Cell phones should only be used for emergencies. Focus should be on the students you are assigned.
- Do not purchase food or gift shop items for your child and/or the members of your group unless approved by the teacher for all students.

Ready To Be a Volunteer?

Vancouver Public Schools has a responsibility to ensure the safety and security of our students and staff. We require a criminal history background check for all school volunteers and chaperones. For Washington residents, there is no cost for the background check. For Oregon residents, there is a $33 fee to cover the cost of the background check. Washington residents will need to have a current, valid Washington state ID. Oregon residents will need to have a current, valid Oregon state ID. Currently, we only accept volunteers who live within the states of Oregon and Washington.

Applicants must be at least 18 years of age.

Washington residents can begin filling out the online application here. Clearance can take 1-2 business days.

Oregon residents will need to print the application which can be accessed here and return a completed application, along with $33 (exact cash, check, or pay online here) to the school or district office. Please have ID on-hand for verification. Clearance can take 1-30 business days.

If approved, applicants will receive an email from Raptor (our Visitor and Volunteer Management System). If denied, the district will notify by sending a letter.

The volunteer clearance process must be completed every two years.

In The Event of an Emergency

In the event of an emergency, volunteers will need to follow staff members' directions.

Staff Emergency Flip Charts are posted at the door of each classroom and include procedures for various situations that could arise in a building.

Vancouver School District has moved to a new Standard Response Protocol (SRP), created by the ***I Love U Guys Foundation.*** The I Love U Guys Foundation's program for crisis response and post-crisis reunification are created through research and experience-based best practices.

The Standard Response Protocol (SRP) is a uniform, planned, and practiced response to any incident. By standardizing the vocabulary, all stakeholders can understand the response and status of the event.

These five (5) specific actions can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive".



HOLD is followed by the Directive: **"In Your Room or Area"** and is the protocol used when hallways need to be kept clear of occupants. Examples of HOLD conditions include: an altercation in the hallway, a medical issue, a maintenance issue.



SECURE is followed by the Directive: **"Get Inside. Lock Outside Doors"** and is the protocol used to safeguard people within the building. Examples of SECURE conditions include: criminal activity in the area.



LOCKDOWN is followed by **"Locks, Lights, Out of Sight"** and is the protocol used to secure occupants quiet and in place. Examples of LOCKDOWN include: intruder, angry or violent parent, report of a weapon.



EVACUATE and may be followed by a location, is used to move people from one location to a different location in or out of the building. Examples of EVACUATE include: fire, bomb threat.



SHELTER - State the **Hazard** and **Safety Strategy** for group and self protection. Examples of SHELTER include: severe weather, earthquake.

A **Secure**, **Lockdown**, **Shelter-in-Place** or **Evacuation** will be directed when a situation presents a danger to the building and/or staff in the building. Your decision will be based on the nature of the situation and whether the building is a safe place. Key decision: stay safe or leave safe.

Frequently Asked Questions

How old do you have to be to volunteer?
At least 18 years of age.

Where should I park?
Each school is different. Ask a staff member at the school.

What doors do I enter?
Always enter the main doors of the building closest to the main office. Volunteers are required to sign in and out at the front office each time they visit.

Can I stay and eat lunch with the students I work with?
Yes, you can bring your own lunch, or purchase a lunch at the school.

Can I receive phone calls while volunteering at school?
Unfortunately, no. Only in the case of an emergency. Please make sure your phone is turned off while in the building.

Can I bring my other children with me to volunteer?
Unfortunately, no. The focus needs to be on the students in the school/classroom.

How should I dress?
Wear appropriate, practical clothing when you volunteer. If you have a question, feel free to ask a staff member.

Do I need to wear a nametag?
Yes. While at any of our buildings as a volunteer or visitor, you are required to wear identification provided by the school.

Where do I put my purse and coat while I am at school?
Please check with the main office at the school you volunteer. They will tell you where the best place is for you to store your belongings while at school.

What restrooms do I use?
Staff will show you where the adult restrooms are located at your specific site.

Is it ok to give a child a hug?
Handshakes, “high fives”, or an arm around the shoulder are the only safe and friendly ways to touch a child when volunteering.

Does this volunteer clearance work if I want to help out with sports?
This volunteer clearance will allow work with our elementary sports program only. Those interested in volunteer coaching at the middle or high school level will need to contact the building Athletic Director at the building you are interested in coaching to get approval. Once approved, you will need to apply online to the Certificate of Clearance posting through Human Resources.



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