



**2025-2026**

# **Volunteer Handbook**

**Superintendent**

Mary Beth Tack

**WE ARE KELSO**  
SCHOOL DISTRICT



# Welcome to Kelso School District

The mission of Kelso Public Schools is to prepare every student for living, learning and achieving success as a citizen of our changing world. You are joining a staff of highly dedicated individuals who are committed to student achievement.

This handbook is designed to help you become better acquainted with the services Kelso provides and the way it operates. While some policies, procedures and benefits are identified in this handbook, it is important to understand that this handbook is not meant to be inclusive of all information. You may refer to the district website at [www.kelso.wednet.edu](http://www.kelso.wednet.edu) which has extensive information that may answer your questions. The human resources staff will make every effort to provide you with any additional information you may need.

Human Resources/Payroll  
P. 360-501-1934 F. 360-501-1950

<b>General HR/Payroll Inquiries</b>	Alyssa Mayclin	360-501-1945	<a href="mailto:alyssa.mayclin@kelsosd.org">alyssa.mayclin@kelsosd.org</a>
<b>Substitute Staff/Job Openings/Applicant System</b>	Crystal Smith	360-501-1934	<a href="mailto:crystal.smith@kelsosd.org">crystal.smith@kelsosd.org</a>
<b>Negotiations/Contract Interpretation/ADA</b>	Holly Budge	360-501-1900	<a href="mailto:holly.budge@kelsosd.org">holly.budge@kelsosd.org</a>



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# WE ARE



## A MESSAGE FROM THE

# Superintendent

**Kelso School District Students, Families, and Community,**

It is with great pride and deep gratitude I enter my 8th year as superintendent of Kelso School District. My journey began in 1991 as a mathematics teacher at Kelso High School, and over the past three decades, I've been honored to serve alongside extraordinary educators, staff, and community members in this remarkable district.

This year, we proudly celebrate A Century Strong – 100 years of the Hilander. It's a meaningful milestone—one that invites us to honor our rich history while renewing our commitment to the future. Our mission remains steadfast: to prepare every student for living, learning, and achieving success as a citizen in our changing world. More than ever, we are dedicated to achieving 100% graduation, ensuring each student leaves Kelso with a diploma, a plan, and a pathway to college, career, or service.

At the heart of this mission are relationships. As Rita Pierson once said, "Every child deserves a champion—an adult who will never give up on them." In Kelso, we believe in the power of connection and the potential of each and every student.

Guided by our Strategic Plan: Road to Student Success, we focus on six foundational pillars:

1. Career, College, and Community Ready
2. Climate & Culture
3. Communication
4. Early Learning
5. Fiscal Responsibility
6. Quality Instruction

Thanks to the unwavering dedication of our staff, the support of our families, and the strength of our community, our students thrive in a system built to support high levels of learning for all.

As a mother of three proud Kelso grads and the spouse of a Hilander alumnus, I understand firsthand the trust you place in our schools. Our nearly 5,000 students deserve our best—every day. I am humbled to serve this district and energized for what's ahead as we honor our past and shape our future.

Here's to a powerful year of learning, growth, and legacy.

**#ACenturyStrong | #KelsoProud | #WeAreStrong**

For our children, our community, our future,

Mary Beth Tack  
Superintendent, Kelso School District





# Road to STUDENT SUCCESS

## Our Goals



### CAREER, COLLEGE & COMMUNITY READY

Every Kelso student will transition successfully between grades and schools and will graduate with the knowledge, skills, and attitude to excel in post-high school opportunities.



### CLIMATE & CULTURE

Emphasize student & staff safety, wellness, and a culture of mutual respect.



### COMMUNICATION

Maximize awareness and support of the district's mission, vision, goals, and programs.



### EARLY LEARNING

Every Kelso student will meet or exceed standard by the end of third grade in English language arts and mathematics.



### FISCAL RESPONSIBILITY

Maintain effective resource allocation, operational planning, and solid fiscal controls.



### QUALITY INSTRUCTION

Every Kelso student will experience high-quality, standards-based instruction that fosters critical thinking and high levels of academic achievement.

## Mission

The mission of Kelso Public Schools is to prepare every student for living, learning, and achieving success as a citizen of our changing world.

## Vision

Our students begin school ready to learn, transition confidently between grades and schools, and emerge from our district as engaged citizens, both career- and college-ready.





# Kelso School District

601 Crawford St.  
Kelso, WA 98626

## Elementary Schools

Barnes Elementary  
401 Barnes Street  
Kelso, WA 98626

501-1500

Butler Acres Elementary  
1609 Burcham Street  
Kelso, WA 98626

501-1600

Carrolls Elementary  
3902 Old Pacific Hwy S  
Kelso, WA 98626

501-1380

Lexington Elementary  
200 Boardwalk Way  
Kelso, WA 98626

501-1450

Rose Valley Elementary  
1502 Rose Valley Road  
Kelso, WA 98626

501-1400

Wallace Elementary  
1213 S 5th Avenue  
Kelso, WA 98626

501-1650

## Secondary Schools

Coweeman Middle School  
2000 Allen Street  
Kelso, WA 98626

501-1750

Huntington Middle School  
500 Redpath Street  
Kelso, WA 98626

501-1700

Kelso High School & Loowit  
1904 Allen Street  
Kelso, WA 98626

501-1800

Kelso Virtual Academy High School  
404 Long Avenue  
Kelso, WA 98626

232-5000



# Kelso School District 2025/2026

## Staff School Calendar

### KELSO SCHOOL DISTRICT 2025-2026 STAFF CALENDAR

AUGUST						
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#### STUDENT FIRST AND LAST DAYS OF SCHOOL

August 27 First Day  
June 15 Last Day

#### GRADUATION

June 13

#### CERTIFICATED EMPLOYEE ORIENTATION

August 19, 20, 21 New Employees Only

#### DIST. DIRECTED CERTIFICATED REQUIRED DAYS

August 22 Special Education Only  
August 25 & 26 Opening Days  
October 9 All Certificated PLCs  
October 10 In-Service Day  
March 12 In-Service Day

#### DIST. DIRECTED PARAEDUCATOR REQUIRED DAY

August 25 All Paraeducators

#### ADDITIONAL STUDENT NON-ATTENDANCE DAYS

September 1 Labor Day  
November 10 No School  
November 11 Veterans' Day  
November 24-26 Elementary School Conferences  
November 27 & 28 Thanksgiving Break  
December 1 Trimester Break  
Dec. 22-Jan. 2 Winter Break  
January 19 MLK Jr. Day  
January 26 Semester Break  
February 16 President's Day  
March 13 Trimester Break  
April 6-10 Spring Break  
May 25 Memorial Day

#### EARLY DISMISSAL DAYS

November 26, December 19, April 3  
Elementary 1:55 pm, Secondary 1:00 pm

Last Day of School – June 15  
Elementary 11:10am, Secondary 10:05am

#### TRIMESTERS END (Elementary & High School)

November 26, March 11, June 15

#### SEMESTERS END (Middle Schools)

January 23 & June 15

#### MAKE-UP DAYS

December 1  
January 26  
March 13  
End of School Year

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# Kelso School District 2025/2026

## Wallace Staff School Calendar

### KELSO SCHOOL DISTRICT 2025-2026 WALLACE STAFF CALENDAR

AUGUST						
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#### STUDENT FIRST AND LAST DAYS OF SCHOOL

August 12 First Day  
June 18 Last Day

#### GRADUATION

June 13

#### CERTIFICATED EMPLOYEE ORIENTATION

August 19, 20, 21 New Employees Only

#### DIST. DIRECTED CERTIFICATED REQUIRED DAYS

August 11 Wallace Only  
August 22 Special Education Only  
August 25 Opening Day  
October 9 All Certificated PLCs  
October 10 In-Service Day  
March 13 In-Service Day

#### DIST. DIRECTED PARAEDUCATOR REQUIRED DAYS

August 25 All Paraeducators

#### ADDITIONAL STUDENT NON-ATTENDANCE DAYS

September 1 Labor Day  
October 13-17 Intersession #1  
November 10 No School  
November 11 Veterans' Day  
November 24-26 Elementary School Conferences  
November 27 & 28 Thanksgiving Break  
Dec. 22-Jan. 2 Winter Break  
January 19 MLK Jr. Day  
February 16 President's Day  
February 17-20 Intersession #2  
April 6-10 Spring Break  
May 25 Memorial Day  
May 26-29 Intersession #3  
June 19 Juneteenth

#### EARLY DISMISSAL DAYS

November 26, December 19, April 3  
Elementary 1:55 pm, Secondary 1:00 pm

Last Day of School – June 18

Elementary 11:10am

#### TRIMESTERS END

November 26, March 12, June 18

#### MAKE-UP DAYS

June 8, June 15, June 22  
End of School Year

FEBRUARY						
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# Volunteer Process





# Kelso Volunteer Program

- Volunteers complete the KSD application
- Fingerprints are required every 2 years
  - Criminal background check
  - National sex offender registry check
- Volunteers review key KSD board policies and sign
- Volunteers sign disclosure form
- Volunteers receive a KSD volunteer handbook
- Volunteers must sign in and out at each KSD location



**FEEL  
LIKE  
MAKING  
DREAMS  
COME  
TRUE?**

**Kelso's kids need you.**



# Volunteer Clearance Process

## Volunteer Policy 5630:

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, district staff shall clearly explain the volunteer's responsibility for supervising students in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

The superintendent/designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The selection and use of volunteers will be consistent with those policies and procedures specified for unsupervised volunteers in [Policy 5005](#).

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## Human Resource Guidelines:

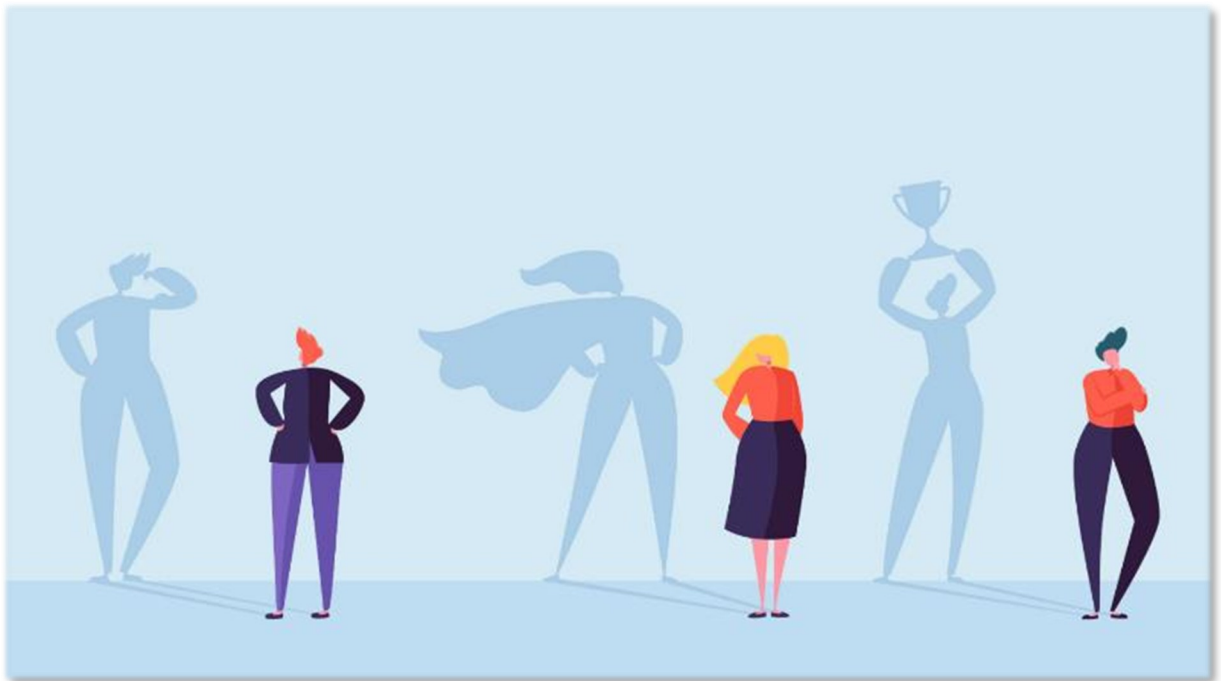
- Prospective unsupervised staff members and volunteers, who will have supervised and unsupervised access to children, will have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check shall include a fingerprint check using a complete Washington state criminal identification fingerprint card.
- All volunteers will complete the online application.
- All volunteer forms will be completed by the volunteer.
- Human Resources will investigate the charge (a letter is sent to the volunteer requesting them to bring in any court documents related to the arrest, arresting officer's report and personal statement describing what occurred).
- Any volunteer who had activity on the background check report within the last five (5) years and/or their name is on the National Sex Offender Registry will be required to meet with Human Resources.
- If the Volunteer Disclosure Form does not disclose the criminal activity found on the background check report, the individual may not be considered for volunteering.
- If a volunteer has undergone a criminal record check in the last two (2) years for another entity, the district shall request a copy from the volunteer, or have the volunteer sign a release permitting the entity to provide a copy to the district.



### Volunteer Clearance for secondary Kelso students in programs where there is contact with other children:

Secondary students, seeking enrollment in programs or classes where they will have contact with children under sixteen (16) years of age or contact with developmentally disabled persons while not in the presence of an employee must have a signed release from their parent/guardian and a background check completed through the Washington State Patrol criminal identification system. In addition, their school disciplinary records are reviewed and their participation must be approved by a secondary principal.

If a background check reveals evidence of crimes against children or other person, adjudication of child abuse, or the issuance of protective orders, the applicant will not be allowed to participate in the program to which he/she has applied.







## Volunteer Conduct Information

### **Kelso School District Facility Rules**

- No smoking or tobacco
- No drugs or alcohol
- No weapons
- Do not use any school equipment for personal purposes

### **For Safe, Professional Interaction with Students-**

- **Do Not** transport or take students on private outings, alone
- **Do Not** make comments that are based on gender or that could be considered as sexist
- **Do Not** belittle or diminish a student or other person
- **Do Not** share personal, political or religious beliefs
- **Do Not** give students compliments focused on physical attributes
- **Do Not** use any electronic media such as text messaging or email to contact students
- **Do Not** engage in Social Networking such as Facebook, Twitter etc. to maintain or initiate relationships with students
- **Do Not** provide contact information to any student or ask any student for their contact information such as phone number, address, or email etc.
- **Do Not** provide childcare for students
- **Do Not** ask a student to engage in activities with your family
- **Do Not** take photographs of students
- **Do Not** be alone with a student in a closed door setting without other adults or students present.

**Always** treat all students in the same polite manner.

**Always** maintain appropriate boundaries with students.



# How to Be Successful as a Volunteer

## **Enjoy working with students**

- Believe that each student can succeed.
- Encourage and motivate students to succeed.
- Use students' names wherever you can.
- Appropriately compliment students when possible.
- Show a genuine interest in each student, without giving special privileges to your own child or a friend.
- Accept all students and encourage the best from each student.
- Set a good example for all students to follow.
- Be patient, kind and friendly.

## **Support the classroom teacher and all staff**

- Be respectful of and follow the direction and suggestions from teachers and/or staff members.
- Seek help from the teacher when you need additional information or instruction to successfully get your tasks done.
- Accept directions or suggestions given by a staff member.
- Refer to classroom teacher or fellow staff member to discipline a student that disobeys the school or classroom rules.
- Respect privacy of students and teachers by maintaining confidentiality.
- Only discuss students' performance and behaviors with appropriate staff members.
- Understand that evaluation of students work and performance can be done only by the teacher.
- Avoid being alone with a student.

## **Be dependable and understand your commitment**

- Make sure you have the time to fulfill your commitment.
- Be reliable and understand that people are counting on you to be there!
- Inform teachers and staff members of any schedule changes that will affect your commitment.
- You may call the designated school and leave a message if first source is unreachable.

### **Arrive on time.**

Remember: you are part of an education team.



## Know the Volunteer Expectations

- Sign in to the visitors log in the main office.
- Wear appropriate attire.
- Turn off the ringer on your cell phone while in classrooms.
- Refrain from making personal phone calls during your time in the building.
- Be aware of school board policies as a volunteer.

### Goals

**These include, but are not limited to, the following research-based National Standards for Parent/Family Involvement in schools.**

- **Communicating:** Effective two-way communication between all parents and schools regarding district policies and procedures, local school operating procedures, and an individual child's progress.
- **Parenting:** Information and programs for parents on how to establish a home environment to support learning.
- **Student Learning:** Information and programs for parents about how they can assist their own children to learn and meet the student's short-term and long-term educational goals.
- **Volunteering:** Activities to encourage a variety of parental volunteer opportunities in schools both in the classroom and in other areas of the school including attendance at local school programs and events.
- **School Decision-Making and Advocacy:** Assistance to develop parental involvement in educational advocacy, including school district task forces and site-based advisory committees.
- **Collaborating with Community:** Identification and utilization of community resources to strengthen school and family partnerships and student learning.





## Employee and Volunteer Dress Code

Kelso School District employees serve as role models for the students and as representatives of the District. Consistent with these roles, all employees, volunteers, and substitutes shall dress professionally and appropriately.

Staff are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with an effective learning environment.

Each school sets their own standard of professional dress. However, the following items should not be worn, regardless of the work environment that your school or departments particular level of professional dress.

- Flip flops
- Slippers
- Distressed, torn clothing
- Muscle tops
- Crop tops
- Pajamas





# Safety Policy and Procedure



# KSD SAFE SCHOOLS EMERGENCY INFORMATION



## HOLD

ISOLATED EVENT/MEDICAL ISSUE

### STUDENTS

- **CLEAR** hallways, stay in room
- **CONTINUE** as usual
- **WAIT** for "all clear"

### ADULTS

- **CLOSE/LOCK** the door
- **ACCOUNT** for students & adults
- **CONTINUE** as usual
- **WAIT** for "all clear"



## SECURE & TEACH

POTENTIAL THREAT OF HARM

### STUDENTS

- **RETURN** inside
- **CONTINUE** as usual
- **WAIT** for "all clear"

### ADULTS

- **BRING** everyone indoors
- **LOCK** outside doors
- **INCREASE** awareness
- **ACCOUNT** for students & adults
- **CONTINUE** as usual
- **WAIT** for "all clear"



## LOCKDOWN

DEFINITE THREAT OF VIOLENCE OR HARM

### STUDENTS

- **MOVE** out of sight
- **MAINTAIN** silence
- **DO NOT** open door
- **PREPARE** to evade/defend

### ADULTS

- **RECOVER** students from hall if possible
- **LOCK** room doors
- **ACCOUNT** for students & adults
- **TURN OFF** lights
- **MOVE** out of sight
- **MAINTAIN** silence
- **DO NOT** open door
- **PREPARE** to evade/defend



## SHELTER IN PLACE

HAZARDOUS OUTDOOR ATMOSPHERE

### STUDENTS

- **USE** appropriate strategy

### ADULTS

- **LEAD** safety strategy
- **ACCOUNT** for students & adults
- **NOTIFY** if missing, extra, or injured people

**HAZARD      STRATEGY**  
Tornado.....Get to shelter  
Hazmat.....Seal the room  
Earthquake...Drop, cover, hold  
Tsunami.....Get to high ground



## EVACUATE

FIRE / INTERNAL THREAT

### STUDENTS

- **LEAVE** items behind if needed
- **BRING** phone if possible
- **FOLLOW** instructions

### ADULTS

- **LEAD** students to location
- **ACCOUNT** for students & adults
- **NOTIFY** if missing, extra, or injured people

## KEY REMINDERS

- **NO PROPPED OPEN DOORS**
- **MAINTAIN ADULT VISIBILITY**
- **SEE or HEAR SOMETHING, SAY SOMETHING**

**HearMeWA  
Tipline**

CALL 888-537-1634

TEXT

HearMeWA to 738477



## EMERGENCY CONTACTS

### 911

SUICIDE HOTLINE	988
COWLITZ CO. CRISIS LINE	360.425.6064
KELSO POLICE	360.423.1270
SHERIFF	360.577.3092
SEXUAL ASSAULT HOTLINE	1.800.656.4673
CHILD PROTECTIVE SERVICE	360.501.2600
DOMESTIC VIOLENCE	1.800.799.7233 or text START to 88788
POISON CONTROL	1.800.222.1222
DRUG/ALCOHOL HOTLINE	1.800.662.4357





# PLAN FOR INCLEMENT WEATHER

Snow, ice, and wind can impact our ability to conduct school activities as planned. Depending on the road conditions, any one of the following may happen:

- 1) **Buses are on snow routes.**  
All schools and activities continue, but some routes are altered. Snow route details are on our Transportation web page.
- 2) **School is delayed two hours.**  
Buses pick up students two hours later than normal; no breakfast or AM preschool.
- 3) **School is canceled for the day.**  
All schools, activities, and athletics are canceled for the day.
- 4) **School is dismissed early.**  
All activities and athletics are canceled.

## HOW WE DECIDE

Before deciding to close schools, district officials consult county road crews and our own employees who are out driving the roads in the early hours of the morning.

Our district covers a large region with steep terrain in places. While roads may be passable in town, conditions may be different just a few miles away. Before we close schools we seek answers to the questions below:

- Can we ensure that buses can navigate streets safely?
- Will students be safe waiting for buses, driving, or walking to school?
- What are the predicted weather conditions later in the school day so we can also ensure students a safe return home?
- Will conditions be substantially improved if we start school late?
- Will we have heat and lights in our schools?

## HOW WE INFORM YOU

We attempt to provide you with as much prior notice of school closures as possible. We make every effort to announce changes by 6 AM and we use a variety of methods to get the information to parents and staff.

### KSD Website

Check the homepage on [kelso.wednet.edu](http://kelso.wednet.edu).

### KSD App

Download the Kelso School District app and enable notifications for the district and/or specific schools.

### Text & Email

We'll use the cell phone number and email you have listed in Skyward. Please make sure your contact information is correct.

### Flash Alert

Subscribe to FlashAlert to receive weather-related schedule changes by email and/or text. Push notification is available with the FlashAlert app. To subscribe, look under the "How do I" tab on our website: [kelso.wednet.edu](http://kelso.wednet.edu).

### Radio/Television

Portland TV stations will carry basic information about school closures. For more detailed information, especially about changes in bus routes, please listen to local radio stations.

### Social Media

Follow us on Facebook and Twitter @KelsoSchools for updates on school closures and bus routes.

For a recorded message of changes in bus routes and/or school closures, call: (360) 501-1990.

### Remember:

No news is good news! We only make announcements when there are changes in normal routine.



## Kelso School District Info Line: 501-1990

Kelso School District #458 • 601 Crawford Street, Kelso, WA 98626 • (360) 501-1900 • [www.kelso.wednet.edu](http://www.kelso.wednet.edu)



# Exposure to Blood and Body Fluids

School personnel may come into contact with blood and other body fluids at work. To protect yourself, it is important to understand the possible danger of exposure to blood and other potentially infectious materials (OPIM) and ways to minimize that risk.

- Bloodborne pathogens can cause infection by entering the body through open cuts, skin abrasions, dermatitis (if skin is broken), acne and mucous membranes (mouth, eyes and nose). The most common diseases carried by blood are Hepatitis B, Hepatitis C and HIV/AIDS.
- To reduce the chance of infection from bloodborne diseases:

Practice universal precautions. You should consider every person, all blood and body fluids to be potential carriers of infectious disease and protect yourself when in contact with blood and other body fluids.

Wear gloves anytime you may come into contact with blood or OPIM. Disposable gloves should only be used once and then disposed of.

- Consider getting vaccinated.
- A vaccine is available that will protect you against hepatitis B.

Always wash your hands after using the bathroom, handling any body fluids, or removing gloves. If water and soap are not immediately available, an antiseptic hand sanitizer may be used as a temporary measure until you can get to soap and water.

- Clean and disinfect all hard, soiled, washable surfaces immediately. Commercial disinfectants or a 10% bleach-to-water solution (10 parts water to one part household bleach) may be used.
- Never pick up broken glass with your bare hands. Always wear gloves, use tongs or a broom and dustpan.
- Use a one-way resuscitation device if performing CPR.
- Dispose of contaminated gloves and waste into a plastic bag.
- Make sure your building first aid kit is fully stocked.
- If you are exposed to another person's blood or OPIM, as soon as possible:
  - Flush the exposed area with water.
  - Wash the area thoroughly with soap and water.
  - Report the incident to your supervisor.

Here is an easy to follow guideline to protect yourself:

**If it's wet and not yours, don't touch it!**



# Reporting Child Abuse or Neglect

## Who is required to report child abuse or neglect?

Anyone who has reasonable cause to believe that a child has suffered abuse or neglect can, in good faith, report. If you are identified as a mandated reporter, you are required by law to report your concerns to the Department of Children, Youth & Families (DCYF), Child Abuse Hotline or law enforcement (RCW 26.44.030).

Mandatory reporters include:

- Medical practitioners
- Professional school employees
- Social service counselors
- Psychologists
- Placement and liaison specialists
- Host home programs employees or volunteers
- Coroners, medical examiners and licensed pathologists
- Pharmacists
- Licensed or certified child care providers or their employees
- Department of Social and Health Services employees
- Department of Children, Youth, and Families employees
- Department of Corrections employees who become aware of possible child abuse or neglect during the course of their employment
- State and private higher education employees
- Juvenile probation officers
- Law enforcement
- Licensed foster parents
- Licensed or certified group care providers and their employees
- Responsible living skills programs or HOPE centers employees
- Family and Children's Ombuds Office employees or volunteers
- Guardians ad litem (GALs)
- Court Appointed Special Advocates (CASAs)
- Any adult who resides with a child who he or she suspects to have suffered severe abuse and who is capable of making a report
- Any supervisor with a nonprofit or for-profit organization who has a reasonable cause to believe that a child has suffered abuse or neglect caused by a person over whom he or she regularly exercises supervisory authority, provided that the person alleged to have caused the abuse or neglect is employed by, contracted by or volunteers with the organization and coaches, trains, educates or counsels a child or children, or regularly has unsupervised access to a child or children as part of the employment, contract or voluntary service



DCYF supports families and responds to concerns of abuse and neglect. Responses may include a DCYF worker visiting a family's home to meet with the family and children. They will assess what has happened as well as offer supports to increase the safety for the family.



## What circumstances justify a report and when should I report?

If there is reasonable cause to believe that a child has suffered abuse or neglect or may be at risk of abuse or neglect, the report must be made at the first opportunity but in no case longer than 48 hours. "Reasonable cause" means a person witnesses or receives a credible written or oral report alleging abuse, including sexual contact or neglect of a child (RCW 26.44.030).

## What is reportable?

- Physical abuse (defined in WAC 110-30-0030)
- Sexual abuse (defined in WAC 110-30-0030)
- Sexual exploitation (defined in WAC 110-30-0030)
- Negligent treatment or Maltreatment (defined in WAC 110-30-0030)
- Abandonment (defined in WAC 110-30-0030)

## How do I report suspected child abuse and neglect?

- Contact DCYF Child Protective Services – 866-363-4276 Toll-free, 24/7 866-END-HARM
- Local Intake numbers and information about reporting abuse and neglect can be located at [www.dcyf.wa.gov/safety/report-abuse](http://www.dcyf.wa.gov/safety/report-abuse).
- Law Enforcement.

## What information will I be asked to provide?

- The name, address and age of the child and parents, stepparents, guardians or other persons caring for the child.
- Whether the mother or father is of American Indian/Alaska Native ancestry.
- The nature and extent of the alleged child abuse, neglect or sexual abuse, including the nature and extent of any alleged injury or injuries and previous injuries.
- Any other information that may be helpful in establishing the cause of the child's death, injury or injuries and the identity of the alleged perpetrator or perpetrators.

If a crime has been committed, law enforcement must be notified. Mandated reporters who knowingly fail to make a report or cause a report to be made shall be guilty of a gross misdemeanor (RCW 26.44.080).



*If you would like copies of this document in an alternative format or language, please contact DCYF Constituent Relations (1-800-723-4831 | 360-902-8060, [ConstRelations@dcyf.wa.gov](mailto:ConstRelations@dcyf.wa.gov)).*

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Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

# Denuncias de abuso o abandono infantil

## ¿Quiénes tienen la obligación de denunciar el abuso o abandono infantil?

Cualquier persona que tenga motivos razonables para creer que un niño ha sufrido abuso o abandono puede, de buena fe, denunciarlo. Si a usted se le identifica como un informante por mandato, la ley le exige comunicar sus preocupaciones al Departamento de Niños, Jóvenes y Familias (DCYF, por sus siglas en inglés), a la Línea Directa de Abuso Infantil o a la policía (RCW 26.44.030).

Dentro de los informantes por mandato se incluyen a:

- Los médicos
- Los empleados profesionales de las escuelas
- Los consejeros de servicios sociales
- Los psicólogos
- Los especialistas de colocación o de enlace
- Los empleados o voluntarios de los programas de hogares anfitriones
- Los peritos forenses, médicos forenses y patólogos autorizados
- Los farmacéuticos
- Los proveedores de cuidado infantil autorizados o certificados o sus empleados
- Los empleados del Departamento de Servicios Sociales y de Salud
- Los empleados del Departamento de Niños, Jóvenes y Familias y los empleados del Departamento Correccional que tengan conocimiento de una situación de posible abuso o abandono infantil durante el ejercicio de sus funciones como empleados
- Los empleados que trabajen en la enseñanza superior privada y estatal
- Los agentes de menores en libertad condicional
- La policía
- Los padres de acogida autorizados
- Los proveedores de cuidados en grupo autorizados o certificados y sus empleados
- Los empleados de los programas Responsible Living Skills y de los centros HOPE
- Los empleados y voluntarios de la Oficina del Defensor de las Familias y los Niños
- Los tutores ad litem (GAL, por sus siglas en inglés)
- Los Defensores Especiales Nombrados por el Tribunal (CASA, por sus siglas en inglés)
- Cualquier adulto que viva con un niño y sospeche que ha sufrido graves maltratos y que pueda presentar una denuncia
- Cualquier supervisor de una organización sin fines de lucro o con fines lucrativos que tenga motivos razonables para creer que un niño ha sufrido abuso o abandono por parte de una persona sobre la cual ejerce su cargo como supervisor con regularidad, siempre y cuando la persona que presuntamente cometió el abuso o abandono esté empleada, contratada o sea voluntaria a través de la organización y enseñe, entrene, instruya o aconseje a un niño o niños, o que frecuentemente tenga contacto sin supervisión con un niño o niños como parte de su servicio como persona empleada, contratada o voluntaria

El DCYF apoya a las familias y responde a las preocupaciones de abuso y abandono. La respuesta puede incluir una visita de un trabajador del DCYF al hogar de la familia para reunirse con la familia y los niños. Ellos evaluarán lo sucedido y también les ofrecerán apoyo para aumentar la seguridad para la familia.



## ¿Qué circunstancias justifican una denuncia y cuándo tengo que hacer una denuncia?

Si hay motivos razonables para creer que un niño ha sufrido abuso o abandono o que puede correr el riesgo de sufrir abuso o abandono, se debe hacer una denuncia a la primera oportunidad posible, pero en ningún caso debe tomar más de 48 horas. "Un motivo razonable" quiere decir que la persona ha sido testigo o ha recibido información fiable de manera escrita u oral de que un niño ha sufrido un supuesto abuso, incluido el contacto sexual, o abandono (RCW 26.44.030).

### ¿Qué se puede denunciar?

- Abuso físico (se define en el código WAC 110-30-0030)
- Abuso sexual (se define en el código WAC 110-30-0030)
- Explotación sexual (se define en el código WAC 110-30-0030)
- Trato negligente o maltrato (se define en el código WAC 110-30-0030)
- Abandono (se define en el código WAC 110-30-0030)

## ¿Cómo puedo denunciar sospechas de abuso o abandono infantil?

- Comuníquese con los Servicios de Protección Infantil del DCYF – 866-363-4276 Línea gratuita las 24 horas, los 7 días de la semana 866-END-HARM
- Puede encontrar los números locales para las admisiones e información sobre cómo denunciar abuso y abandono en la página [www.dcyf.wa.gov/safety/report-abuse](http://www.dcyf.wa.gov/safety/report-abuse).
- Con la policía.

### ¿Qué información me pedirán que proporcione?

- El nombre, la dirección y la edad del niño y de los padres, padrastros, tutores u otras personas que cuiden al niño.
- Le preguntarán si la madre o el padre son de origen indígena estadounidense/nativo de Alaska.
- La naturaleza y la gravedad del supuesto abuso, abandono o abuso sexual infantil, incluida la naturaleza y la gravedad de cualquier supuesta lesión o lesiones y lesiones anteriores.
- Cualquier otra información que podría ser de ayuda para determinar la causa de la muerte o de la lesión o lesiones del niño y la identidad del presunto autor o autores.

Si se ha cometido un crimen, se debe informar a la policía. Los informantes por mandato que deliberadamente no hagan una denuncia u ocasionen que no se haga una denuncia serán culpables de un delito menor grave (RCW 26.44.080).



Si desea obtener copias de este documento en un formato o idioma diferentes, comuníquese con el Departamento de Relaciones del Constituyente del DCYF (Departamento de Niños, Jóvenes y Familias)

(1-800-723-4831 | 360-902-8060, [ConstRelations@dcyf.wa.gov](mailto:ConstRelations@dcyf.wa.gov)).

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Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**



# **School Board Policies for Review**







## Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

### What is HIB?

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

### How can I make a report or complaint about HIB?

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([Kelso School District Reporting Form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (**Gunnar Guttormsen**, [gunnar.guttormsen@kelsosd.org](mailto:gunnar.guttormsen@kelsosd.org)) who supports prevention and response to HIB.

### What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

### What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you of the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

### What are the next steps if I disagree with the outcome?

**For the student designated as the "targeted student" in a complaint:**

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

**For the student designated as the “aggressor” in a complaint:**

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s [HIB Policy 3207](#) and [Procedure 3207P](#).

## Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

### What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in or benefit from, the school’s services, activities, or opportunities.

To review the district’s [Nondiscrimination Policy 3210](#) and [Procedure 3210P](#), visit [our website](#).

### What is sexual harassment?

**Sexual harassment** is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district’s [Sexual Harassment Policy 3205](#) and [Procedure 3205P](#), visit [our website](#).

### What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and making sure that the harassment does not happen again.

### What can I do if I’m concerned about discrimination or harassment?

**Talk to a Coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Holly Budge, Director of Human Resources, 601 Crawford Street, Kelso, WA 98626, [holly.budge@kelsosd.org](mailto:holly.budge@kelsosd.org), (360) 501-1924

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Gunnar Guttormsen, Director of Student Services, 601 Crawford Street, Kelso, WA 98626, [gunnar.guttormsen@kelsosd.org](mailto:gunnar.guttormsen@kelsosd.org), 360-501-1905

Concerns about disability discrimination:

Section 504 Coordinator: Gunnar Guttormsen, Director of Student Services, 601 Crawford Street, Kelso, WA 98626, [gunnar.guttormsen@kelsosd.org](mailto:gunnar.guttormsen@kelsosd.org), 360-501-1905

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Gunnar Guttormsen, Director of Student Services, 601 Crawford Street, Kelso, WA 98626, [gunnar.guttormsen@kelsosd.org](mailto:gunnar.guttormsen@kelsosd.org), 360-501-1905



To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

### What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

### What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent or his or her designee and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3205P](#)).

### I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210P](#)) and the HIB Procedure ([3207P](#)) to **fully resolve your complaint**.

### Who else can help with HIB or Discrimination Concerns?

#### Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](http://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](http://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

#### Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

**U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [ocr@ed.gov](mailto:ocr@ed.gov)
- Phone: 800-421-3481

## Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3211](#) and Procedure [3211P](#), visit [our website](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Gunnar Guttormsen, Director of Student Services, 601 Crawford Street, Kelso, WA 98626,  
[gunnar.guttormsen@kelsosd.org](mailto:gunnar.guttormsen@kelsosd.org), 360-501-1905

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 3.



# Kelso School Board Policies to Review

## Kelso Board Policies for Review

### [Kelso Policy Page:](#)

<u><a href="#">Policy 4210</a></u>	Regulations of Dangerous Weapons on School Premises
<u><a href="#">Policy 4215</a></u>	Use of Tobacco and Nicotine Products and Delivery Devices
<u><a href="#">Policy 5005</a></u>	Employment and Volunteers
<u><a href="#">Policy 5161</a></u>	Civility in the Workplace
<u><a href="#">Policy 5201</a></u>	Drug Free Schools, Community and Workplace
<u><a href="#">Policy 5205</a></u>	Firearms and Weapons Prohibited
<u><a href="#">Policy 5253</a></u>	Maintaining Professional Staff/Student Boundaries
<u><a href="#">Procedure 5253P</a></u>	Maintaining Professional Staff/Student Boundaries
<u><a href="#">Policy 5630</a></u>	Volunteers
<u><a href="#">Procedure 5630P</a></u>	Volunteers