

KELSO SCHOOL DISTRICT



Volunteer Guidelines and Expectations



Kelso School District #458
601 Crawford Street
Kelso, Washington 98626

• (360) 501-1900

• FAX (360) 501-1902

Dear Kelso School District Volunteer,

I am delighted to welcome you to our team.

We are proud to have you joining our effort to help every Kelso student succeed. In Kelso, we believe that all of our students have the potential to make incredible growth as a result of the learning opportunities we create for them. This belief comes from our confidence that you and the rest of our volunteers are deeply committed to our mission – to prepare every student for living, learning and achieving success as a citizen in a changing world.

We have a Strategic Plan that outlines the strategies we are using to achieve that mission. That includes:

1. Early Learning
2. Quality Instruction
3. Career, College and Community Readiness

Each goal area has specific strategies with action plans that drive our work and focus our resources. We monitor the plan and report its progress to the public regularly. In your work, you contribute to that work and, therefore, to the success of the students. No matter what your role, you play an important part in this work. Thank you, in advance, for the difference you will make as a member of our team!

I hope to meet you and learn firsthand how you contribute to our mission. Best wishes and welcome!

Sincerely,

Glenn Gelbrich
Superintendent

Welcome to Kelso School District!

The Kelso Public School District is pleased to welcome you as a Volunteer. We hope that your experience in our schools will be satisfying and rewarding. The District recognizes that volunteering is often a demanding job. Please be assured that your services are recognized as essential to the ongoing educational program of Kelso Schools.

Currently, the District serves nearly 5,000 students in kindergarten through Grade 12. We have seven elementary schools, two middle schools, one high school and one small alternative high school. Our students benefit from a dynamic curriculum that emphasizes basic skills, high standards and continued learning improvement.

Materials contained in this packet will assist you in learning district expectations and will provide information, which may be helpful to you. If you wish to obtain more complete information on district policies and regulations, or if you have any questions, please contact the Human Resources Department at (360) 501-1924.

We look forward to working with you in our schools.

Cordially,

The Human Resources Team

Our Mission Statement

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

Kelso School District

Human Resources Department

601 Crawford St.
Kelso, WA 98626
Fax: 501-1950

Jenae Gomes
Executive Director of Human Resources
(360) 501-1917 or (360) 501-1945

Human Resources

Cindy Madsen
Human Resources Manager
(360) 501-1919

Jill Kaufman
Human Resources Admin. Asst.
(360) 501-1945

Kelsey Thompson
Human Resources Admin. Asst.
(360) 501-1917

Payroll

Sherie Hockett
Payroll Manager
(360) 501-1921

Kris Hansen
Payroll Assistant
(360) 501-1922

Stefanie House
Payroll Assistant
(360) 501-1923

Jill Jurvakainen
Human Resources Associate
(360) 501-1924

Isiah Lewis
Human Resources Associate
(360) 501-1964

Krista Maher
Substitute Coordinator
(360) 501-1900

Elementary Schools

Barnes Elementary Christine McDaniel, Principal Susie Fritsch, Secretary	401 Barnes Street Kelso	501-1500
Beacon Hill Elementary Tim Yore, Principal Brooke Henley, Assistant Principal Claudia Broschat, Secretary	257 Alpha Drive Longview	501-1450
Butler Acres Elementary Cindy Cromwell, Principal Karen Marrs, Secretary	1609 Burcham Street Kelso	501-1600
Carrolls Elementary Mark Connolly, Principal Sheri Townsend, Secretary	3902 Old Pacific Hwy S (PO Box 3) Carrolls	501-1380
Catlin Elementary Holly Budge, Principal Lorretta LaFave, Secretary	404 Long Avenue Kelso	501-1550
Rose Valley Elementary Mark Connolly, Principal Theresa Ames, Secretary	1502 Rose Valley Road Kelso	501-1400
Wallace Elementary Jill Steele, Principal Michele Eaves, Secretary	410 Elm Street Kelso	501-1650

Secondary Schools

Coweeman Middle School Greg Gardner, Principal Gunnar Guttormsen, Assistant Principal Elizabeth Hockett, Secretary	2000 Allen Street Kelso	501-1750
Huntington Middle School Chris Clark, Principal Chris Wiseman, Assistant Principal Shana Busby, Secretary	500 Redpath Street Kelso	501-1718
Kelso High School John Gummel, Principal Rob Birdsell, Assistant Principal Len Hiatt, Assistant Principal Ray Cattin, Assistant Principal/Athletic Director Helen Street, Secretary	1904 Allen Street Kelso	501-1800 501-1850 501-1837
Loowit High School Kay Fine, Lead Teacher Sarah Rice, Secretary	2001 Allen Street Kelso	501-1951

KELSO SCHOOL DISTRICT

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.

Human Resource Guidelines:

- Unsupervised volunteers with access to children shall also be advised that they will be subjected to a name and birth date background check with the Washington State Patrol and the National Sex Offender Registry.
- All volunteer forms will be completed by the volunteer.
- The Washington State Patrol Request for Criminal History Information sheet and Volunteer Disclosure Form will be sent to Human Resources Attn: Substitute Coordinator. Any volunteer that has marked "yes" to any question on the disclosure form will be sent to Human Resources for clearance.
- 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 Washington Access to Criminal History (WATCH) 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 WATCH 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.
- If our office does not have access to a WATCH report because the charge(s) is/are outside of Washington State etc., we will ask the volunteer to come into Human Resources to meet and obtain the information necessary in making a decision for clearance.

Human Resource Internal Process:

- Human Resources will receive the volunteer information from each building and run a WATCH report along with the National Sex Offender Registry. If activity is found, the information will be given to our Executive Director of Human Resources.
- Human Resources will review each form individually to determine if the volunteer needs to go through our internal process based on the above guidelines.
- If the volunteer **does not** need further review based on the above guidelines, Human Resources will return the volunteer documents to the building with approved clearance stamp.
- If the volunteer **does** need to be reviewed further based upon the above guidelines then Human Resources will send a letter to the individual outlining the documentation that needs to be collected. Once the individual has the necessary information, they need to call Human Resources to set up a meeting, as stated in the letter they received.
- Human Resources will notify the Building Secretary and Building Principal that the individual is not cleared for volunteering at this time because further review is necessary.
- After further review is complete, Human Resources will notify the volunteer, Building Secretary and Building Principal if the individual has been cleared/not cleared to volunteer in Kelso School District.

Alcohol:

Alcohol charges more than five (5) + years old ~ Human Resources will verify the information is disclosed and correlates with the disclosure form. The charge will more than likely NOT be investigated if older than five (5) years. However, depending on the nature of the crime (providing/selling to minors) our office may investigate regardless of the amount of time passed since the charge occurred.

MIP (Minor in Possession):

MIP charges more than five (5) + years old ~ Human Resources will verify the information is disclosed and correlates with the disclosure form. The charge will NOT be investigated if older than five (5) years. The exception will be if there are multiple MIP charges then Human Resources will take the volunteer through our clearance process.

Drugs:

Drug charges will be reviewed on a case by case basis. Depending on the nature of the crime (providing/selling to minors) our office may investigate regardless of the amount of time passed since the charge occurred.

Domestic Assault/Violence:

Domestic Assault/Violence charges will all be reviewed regardless of timeframe.

Sex Offenders:

Sex Offenders will NOT be approved.

Other Charges:

Will be reviewed on a case-by-case basis.

Current Outside Agencies Process:

LINK

- Link fills out a Facility Use Permit in order to utilize any of our buildings.
- Link does a WATCH background check on all their staff that would be volunteering in our buildings.
- Human Resources will be in contact with Link directly to obtain a copy of all WATCH reports for all Link staff that will be volunteering in our buildings.
- Human Resources will provide an approved Link volunteer list to all buildings.

AmeriCorps

- Kelso School District requests an AmeriCorps worker to perform services for the District within a building.
- AmeriCorps provides all agreements/contracts to the Business Office.
- AmeriCorps does a WATCH background check, National Sex Offender Registry and full FBI fingerprints on all their AmeriCorps workers.
- Human Resources will be in contact with AmeriCorps directly to obtain a copy of background reports for all AmeriCorps workers that will be in our buildings.
- Human Resources will contact the building upon receipt of clearance documents.

Washington Read Corps

- Kelso School District applies for a Washington Read Corps volunteer yearly through grants, if needed. If Kelso's application is approved a volunteer will be awarded.
- WRC volunteer's background check consists of a WATCH report, National Sex Offender Registry and full FBI fingerprints. We cannot obtain this information from WRC on their volunteers.
- Human Resources will contact the building(s) that is awarded a volunteer and will request to meet with the volunteer prior to their start date in order for them to complete a volunteer packet.
- Human Resources will then run a WATCH report and National Sex Offender Registry for clearance.
- Human Resources will notify the building upon clearance.

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.

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
- Make comments that are based on gender or that could be considered as sexist
- Belittle or diminish a student or other person
- Share personal, political or religious beliefs
- Give students compliments focused on physical attributes
- Use any electronic media such as text messaging or email to contact students
- Engage in Social Networking such as Facebook, Twitter etc. to maintain or initiate relationships with students
- Provide contact information to any student or ask any student for their contact information such as phone number, address, or email etc.
- Provide childcare for students
- Ask a student to engage in activities with your family
- Take photographs of students unless under direct supervision of a staff member

When Working Alone with Students

- Always keep the lights on and the door open
- Do not obstruct a clear view into the room through a window

Always treat all students in the same polite manner.

Always maintain appropriate boundaries with students.



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.



Section: **PERSONNEL**

Policy Title: **Volunteers**

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 as specified for unsupervised volunteers as specified in Policy 5005.

Cross References: Policy 5005

Employment: Disclosures, Certification
Requirements, Assurances and
Approval

Legal References: RCW 43.43.830-840

Washington State Criminal Code Records

WAC 446-20-285

Employment – Conviction Records

Adopted: December 11, 2006

Section: **PERSONNEL**

Procedure Title: **Volunteers**

The voluntary help of citizens should be requested by staff through administrative channels for conducting selected activities and/or to serve as resource persons.

Volunteers shall:

- A. Serve in the capacity of helpers and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certificated staff.
- B. Refrain from discussing the performance or actions of a student except with the student's teacher, counselor or principal.
- C. Refer to a regular staff member for final solution of any student problem which arises, whether of an instructional, medical or operational nature.
- D. Receive such information as:
 - 1. General job responsibilities and limitations;
 - 2. Information about school facilities, routines and procedures;
 - 3. Work schedule and place of work;
 - 4. Expected relationship to the regular staff;
- E. Be provided appropriate training at the building level, if new volunteers, consistent with their tasks and existing district standards. This training shall be developed under the leadership of the principal in consultation with a district supervisor.
- F. Have assignments and activities carefully defined in writing. Examples of suggested duties for volunteers may include:
 - 1. Bulletin boards;
 - 2. Preparation of materials for art, science, math classes;
 - 3. Clerical duties including typing of dittos, stencils, inventories, putting booklets together, newsletters and related, student lunchroom counts and attendance and class records;
 - 4. Clean up activities,
 - 5. Library and audio visual duties;
 - 6. Assistance with physical education exercises;

7. Instructional activities appropriate to the volunteer's training and classroom needs such as monitoring math assignments, listening to oral reading and others;
8. Vision and hearing testing and approved medical surveys;
9. School activities supervision; and
10. Playground supervision with a staff member;

G. Have their services terminated for these and other reasons:

1. Program and/or duties completed;
2. Resignation of the volunteer;
3. Replacement by paid staff member; and
4. Circumstances which in the judgment of the administration may necessitate asking the volunteer to terminate services.

Adopted: April 2007

Revised: August 2011

WASHINGTON STATE PATROL



SCHOOL _____

Identification and Criminal History Section
PO Box 42633, Olympia WA 98504-2633

Program _____

REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT RCW 43.43.830 THROUGH 43.43.845

<p>A REQUESTING AGENCY/ADDRESS</p> <p>KELSO SCHOOL DISTRICT #458 Agency HUMAN RESOURCES Attn 601 CRAWFORD STREET Address KELSO, WA 98626 City/State/Zip</p> <p>I certify this request is made pursuant to and for the purpose indicated.</p> <p>_____ Authorized Signature Date</p> <p>HUMAN RESOURCES (360) 501-1900 Title Area Code/Phone Number</p>	<p>B PURPOSE</p> <p>Check appropriate box</p> <p><input checked="" type="checkbox"/> Educational School District (ESD)/School District Volunteer – no fee</p> <p><input type="checkbox"/> Non-Profit Business/Organization – no fee (Excluding Schools & ESD's)</p> <p><input type="checkbox"/> Profit Business/Organization - \$17</p> <p><input type="checkbox"/> Adoptive Parent - \$17</p> <p><input type="checkbox"/> Receive background results electronically</p> <p>Email address _____</p> <p>Password _____ (must be at least 8 characters)</p> <p>Fees: Make payable to Washington State Patrol by check, money order, or business account.</p> <p>Notary letters certifying the results are available upon request. There is an additional \$10.00 processing fee per notary seal.</p> <p>_____ Notarized Letter(s)</p>
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C APPLICANT OF INQUIRY (Please provide as much information as possible; name and date of birth are mandatory.)

Applicant's Name: _____
Last First Middle

Alias/Maiden Name(s): _____

Date of Birth: _____ Sex: _____ Race: _____
Month/Day/Year Driver's License # _____

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with statute.

D WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION

As of this date, the applicant named below has no record pursuant to RCW 43.43.830 through 43.43.845.

KELSO SCHOOL DISTRICT #458
Requesting Agency

Applicant's Signature

Applicant's Name

Address

City/State/Zip

**KELSO SCHOOL DISTRICT
VOLUNTEER / APPLICANT DISCLOSURE FORM**

In keeping with the District's goal of providing a safe and secure environment for children, and pursuant to chapter 28A.400 RCW and RCW 43.43.830, .832, and .834, the District is required to notify you that it must obtain the following applicant disclosure and fingerprint information from you.

You are required to answer the following questions under penalty of perjury. The District must also submit your fingerprints and related disclosure information to the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI) for a background check. You will be notified of the response from the WSP within 10 days after receipt by the District.

Pursuant to state law, the District may waive the fingerprint check if you provide adequate proof that a WSP and FBI fingerprint background check have been conducted on you within the past two years of the date of this application.

Any offer of employment to you is conditional upon the District's receipt of the background information and may be used by the District only for the purpose of determining whether to employ or engage you. Further dissemination or use of the information by the District is prohibited.

Please answer "yes" or "no" to each of the following questions. If the answer is "yes" to any question, state in the space provided the specific charge or finding, the date it was made, and the court or tribunal involved.

1. Have you ever been convicted of any "crime against children or other persons" as defined on the reverse side of this sheet?
ANSWER: _____ If yes, explain: _____

2. Have you ever been convicted of "crimes relating to financial exploitation" if the victim was a "vulnerable adult"? (Definitions of "crimes relating to financial exploitation" and "vulnerable adult" are on the reverse side of this sheet.)
ANSWER: _____ If yes, explain: _____

3. Have you ever been found in any dependency action under chapter 13.34 RCW to have sexually assaulted or exploited any minor or to have physically abused any minor?
ANSWER: _____ If yes, explain: _____

4. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?
ANSWER: _____ If yes, explain: _____

5. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance?
ANSWER: _____ If yes, explain: _____

6. Have you ever been found in any "disciplinary board final decision" to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any "vulnerable adult"? (Definitions of "disciplinary board final decision" and "vulnerable adult" are on the reverse side of this sheet.)
ANSWER: _____ If yes, explain: _____

7. Have you ever been found in a court proceeding under chapter 74.34 RCW to have abused or financially exploited a "vulnerable adult"? (Definitions of "financial exploitation" and "vulnerable adult" are on the reverse side of this sheet.)
ANSWER: _____ If yes, explain: _____

8. Have you ever been convicted of or plead guilty to any **other felony or misdemeanor charge** in any court?
ANSWER: _____ If yes, explain: _____

9. Are you presently charged with or been arrested for, but not convicted of, any crime (exclude civil infractions, such as minor traffic citations).
ANSWER: _____ If yes, explain: _____

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Print Name

Applicant's Signature

Date and School

KELSO SCHOOL DISTRICT DISCLOSURE OF BACKGROUND INQUIRY

Definitions:

"Crimes against children or other persons" means a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree assault of a child; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor for immoral purposes; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second, or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; first or second degree custodial sexual misconduct; first or second degree theft; endangerment with a controlled substance; forgery or any of these crimes as they may be renamed in the future.

"Crimes relating to financial exploitation" means a conviction for first, second, or third degree extortion; first, second, or third degree theft; first or second degree robbery; forgery; or any of these crimes as they may be renamed in the future.

"Vulnerable adult" means an adult as defined by Chapter 74.34 RCW and adults of any age who lacks the functional, mental, or physical inability to care for himself or herself or is a patient in a state hospital as defined in chapter 72.23 RCW.

"Disciplinary board final decision" means any final decision issued by the disciplinary board or the director of the department of licensing for the following businesses or professions:

- (a) Chiropractic;
- (b) Dentistry;
- (c) Dental hygiene;
- (d) Massage;
- (e) Midwifery;
- (f) Naturopathy;
- (g) Osteopathy;
- (h) Physical therapy;
- (i) Physicians;
- (j) Practical nursing;
- (k) Registered nursing;
- (l) Psychology; and
- (m) Real estate brokers and salesmen.

"Financial exploitation" means the illegal or improper use of a vulnerable adult or that adult's resources for another person's profit or advantage.

APPLICANT'S INITIALS _____