



**LONGVIEW**  
PUBLIC SCHOOLS

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CREATING THE FUTURE TODAY

# **VOLUNTEER HANDBOOK**

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## Welcome to Longview Public Schools

The mission of Longview Public Schools is to ensure every student feels a sense of belonging, believes in their potential, and achieves success as they prepare for learning, life, and citizenship in an ever-changing world. You are joining a community of dedicated staff and volunteers who are committed to supporting student growth, achievement, and well-being.











This handbook is designed to help you become familiar with Longview Public Schools and the way the district operates. While it outlines key information, policies, and procedures, it is not intended to be an all-inclusive resource. Additional information can be found on the district website. The Employee Services Department is also available and will make every effort to assist you and provide any additional information you may need.



### Employee Services

P. 360-575-7974 F. 360-575-7912

<b>Volunteer Coordinator</b>	Grayson Yanez	360-575-7019	gyanez@longviewschools.org
<b>Employee Services Secretary</b>	Sandra Doherty	360-757-7974	sdoherly@longviewschools.org

## School Buildings

	<p style="text-align: center;"><b>Columbia Heights</b></p> <p>Address: 2820 Parkview Drive            Phone: <a href="tel:360-575-7461">360-575-7461</a>            Principal: <a href="#">Christina Hoskins</a>            Secretary: <a href="#">Krista Coleman</a></p>		<p style="text-align: center;"><b>Kessler</b></p> <p>Address: 1902 E Kessler Boulevard            Phone: <a href="tel:360-575-7541">360-575-7541</a>            Principal: <a href="#">Bridget Piper</a>            Secretary: <a href="#">Christine Kelly</a></p>
	<p style="text-align: center;"><b>Northlake</b></p> <p>Address: 2210 Olympia Way            Phone: <a href="tel:360-501-8700">360-501-8700</a>            Principal: <a href="#">Cora Lazo</a>            Secretary: <a href="#">Natalie Worel</a></p>		<p style="text-align: center;"><b>Robert Gray</b></p> <p>Address: 4622 Ohio St.            Phone: <a href="tel:360-575-7302">360-575-7302</a>            Principal: <a href="#">Kristie Wall</a>            Secretary: <a href="#">Misty Keith</a></p>
	<p style="text-align: center;"><b>Columbia Valley Gardens</b></p> <p>Address: 2644 30th Ave            Phone: <a href="tel:360-575-7502">360-575-7502</a>            Secretary: <a href="#">Morgan Davidson</a>            Principal: <a href="#">William Lee</a></p>		<p style="text-align: center;"><b>Mint Valley</b></p> <p>Address: 2745 38<sup>th</sup> St.            Phone: <a href="tel:360-575-7581">360-575-7581</a>            Principal: <a href="#">Brian Mitchell</a>            Secretary: <a href="#">Steven Moon</a></p>
	<p style="text-align: center;"><b>Olympic</b></p> <p>Address: 1324 30th Ave            Phone: <a href="tel:360-575-7084">360-575-7084</a>            Principal: <a href="#">Mike Mendenhall</a>            Secretary: <a href="#">Tracy Layton</a></p>		<p style="text-align: center;"><b>St. Helens</b></p> <p>Address: 431 27th Ave            Phone: <a href="tel:360-575-7368">360-575-7368</a>            Principal: <a href="#">Stephanie Teel</a>            Secretary: <a href="#">Carissa Hooper</a></p>
	<p style="text-align: center;"><b>Cascade</b></p> <p>Address: 2821 Parkview Drive            Phone: <a href="tel:360-577-2703">360-577-2703</a>            Principal: <a href="#">Jessica Reeves</a>            Secretary: <a href="#">Diana Arnold</a></p>		<p style="text-align: center;"><b>Monticello</b></p> <p>Address: 1225 28th Ave            Phone: <a href="tel:360-575-7050">360-575-7050</a>            Principal: <a href="#">Scott Merzoian</a>            Secretary: <a href="#">Katie Berridge</a></p>

	<p><b>Mt. Solo</b>  <b>Address:</b> 5300 Mt. Solo Rd  <b>Phone:</b> <a href="tel:360-577-2800">360-577-2800</a>  <b>Principal:</b> <a href="#">Jay Opgrande</a>  <b>Secretary:</b> <a href="#">Roxana Bohannon</a></p>		<p><b>Discovery</b>  <b>Address:</b> 2742 Harding St.  <b>Phone:</b> <a href="tel:360-414-2926">360-414-2926</a>  <b>Principal:</b> <a href="#">Michael Kleiner</a>  <b>Secretary:</b> <a href="#">Foye O'Neill</a></p>
	<p><b>Mark Morris</b>  <b>Address:</b> 1602 Mark Morris Court  <b>Phone:</b> <a href="tel:360-575-7770">360-575-7770</a>  <b>Principal:</b> <a href="#">Aaron Whitright</a>  <b>Secretary:</b> <a href="#">Gennie Schoenecker</a></p>		<p><b>R. A. Long</b>  <b>Address:</b> 2903 Nichols Blvd  <b>Phone:</b> <a href="tel:360-575-7113">360-575-7113</a>  <b>Principal:</b> <a href="#">Rich Reeves</a>  <b>Secretary:</b> <a href="#">Hannah Foden</a></p>

# 2025-2026 School Calendar



2025-26  
STUDENT CALENDAR

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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31						

SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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First and Last Day of School						
School Holidays						
No School Pending						
Weather Make-Up						
Conference Days						
★ Commencement						

**First Day of School** August 27  
**Labor Day** September 1  
**State Inservice Day** October 10  
**Veteran's Day** November 11  
**Thanksgiving** November 26-28  
**Winter Break** December 22 - January 2

**Martin L. King Day**  
**No School (semester break)**  
**No School (weather)**  
**Presidents' Day**  
**No School (weather)**  
**Spring Break**

**January 19**  
**January 23**  
**February 13**  
**February 16**  
**March 6**  
**April 6-10**

**No School (weather)**  
**Memorial Day**  
**Commencement**  
**Final Day of School**  
**Juneteenth**  
**No School (weather)**

**May 1**  
**May 25**  
**June 6**  
**June 12**  
**June 19**  
**June 15, 16**

**Elementary Conference Days**  
 October 29 – 3 hr early release  
 October 30 – full day release  
 October 31 – full day release  
 March 12–13 – 3 hr early release

**Secondary Conference Days**  
 October 30-31 – early release  
 March 12-13 – early release

**ALL SCHOOL Early Release Days**  
 1 hr early release: Wednesdays, September 3 – June 10  
 2 hr early release: December 19, April 3, June 12

Board Approved 12.09.2024

# 2026-2027 School Calendar



2026-2027  
Student Calendar

AUGUST						
S	M	T	W	T	F	S
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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30	31					

JUNE						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

First and Last Day of School						
School Holidays						
No School Pending						
Weather Make-Up						
Conference Days						
★ Commencement						

**First Day of School** August 26  
**Labor Day** September 7  
**State Inservice Day** October 9  
**Veteran's Day** November 11  
**Thanksgiving** November 25-27  
**Winter Break** December 21 - January 1

**Martin L. King Day** January 18  
**No School (semester break)** January 25  
**No School (weather)** February 12  
**Presidents' Day** February 15  
**No School (weather)** March 15  
**Spring Break** April 5-9

**No School (weather)** May 7  
**Memorial Day** May 31  
**Commencement** June 5  
**Final Day of School** June 11  
**No School (weather)** June 14, 15

**Elementary Conference Days**  
 October 28 – 3 hr early release  
 October 29 – full day release  
 October 30 – full day release  
 March 11-12 – 3 hr early release

**Secondary Conference Days**  
 October 29-30 – early release  
 March 11-12 – early release

**ALL SCHOOL Early Release Days**  
 1 hr early release: Wednesdays: August 26 – June 11  
 2 hr early release: December 18, April 2, June 11

## Steps to Becoming a Volunteer:

All volunteers in the Longview Public Schools must complete the Steps to Becoming a Volunteer outlined below and receive notification of clearance from Longview Public Schools before participating in volunteer activities. Approved applicants are permitted to volunteer for two years from the date of background check / fingerprint clearance.

1. Apply online at the following link.  
[https://docs.google.com/forms/d/e/1FAIpQLSdJKIfSPPECGTqNjvd7RA9ydNEq3rgMfwD3iDzv6Q7k0\\_qzsg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdJKIfSPPECGTqNjvd7RA9ydNEq3rgMfwD3iDzv6Q7k0_qzsg/viewform)
2. Complete necessary background checks:
  1. Volunteer Coaches: Required to complete Fingerprinting Process
  2. All other volunteers: Washington State and Oregon State Background Checks
3. Complete all necessary training on Vector Solutions/Safe Schools.
4. Review and sign the Volunteer Handbook.

For any questions, to schedule fingerprinting, or to return volunteer application materials please contact our Volunteer Coordinator; Grayson Yanez at [gyanez@longviewschools.org](mailto:gyanez@longviewschools.org) or (360) 575-7019.

## Fingerprinting Options:

### OPTION 1: Longview Public Schools

Fingerprints can be completed at the Longview Public Schools Administration building, located at 2715 Lilac St, Longview. Fingerprinting appointments may be scheduled in advance, or you may take advantage of our walk-in hours, available on **Tuesdays from 9:30–11:30 a.m.** and **Thursdays from 2:00–4:15 p.m.** The cost to be fingerprinted is \$65.00 and can be paid by check, exact cash, or debit/credit card. If you have any questions or need assistance, please contact our office.

### OPTION 2: Local Police Station or Sheriff's Office

You will need to contact the police station in the county or city that you live in and inquire about fingerprinting services and getting an appointment time. You will need to present valid photo I. D., such as a driver's license or passport. Once you have been fingerprinted, please return the fingerprint card to Human Resources with a cashier's check, personal check, or money order made out to OSPI for \$50.00. We will mail the card on your behalf.

### OPTION 3: ESD 112

You will need to schedule an appointment online by visiting, <https://app.acuityscheduling.com/schedule.php?owner=16644213> . Please bring a government issued photo I. D., such as a driver's license or passport, with you to the appointment. There will be a fee due at time of fingerprinting services. Visa or Mastercard ONLY. You will NOT need to bring your fingerprints into Kelso School District as they will be sent directly to OSPI from ESD.

## **Background Checks:**

All volunteers, with the exception of volunteer coaches, are required to complete both a Washington State and Oregon State background check. As part of the formal volunteer application process, applicants must also sign a background check release form. Volunteers under the age of 18 are additionally required to complete a Parent Permission Form, which is available on the Longview School District website at the following link:

<https://resources.finalseite.net/images/v1742426543/longviewschoolscom/kcaubvqkoj2e6yd4qupi/CHAMPParentPermissionForms.pdf>

## **Volunteer Conduct Information**

### Longview Public Schools 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.

### Volunteer Expectations


- Sign in to the visitors log in the main office.
- Wear appropriate attire.
- Maintain strict confidentiality at all times, ensuring the privacy and protection of all student and staff information.

- Only discuss students' performance and behaviors with appropriate staff members.
- 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.
- 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.
- 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.
- 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.

### 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

Longview Public Schools 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

## Procedure 5253

### Maintaining Professional Staff/Student Boundaries

Educators, volunteers, students, parents, and other concerned adults are instrumental in stopping unprofessional conduct against students. Hence, the following information will help you to help protect students, your school, and the profession.

Often times, when educators or volunteers who cross the line of professional boundaries, they do not do so consciously. Instead, they allow themselves to develop a special relationship with a student that results in situations where their professionalism is compromised. Sometimes, this leads to misconduct. All of this can be prevented by maintaining professional boundaries with students.

### Reporting Violations

All school staff members or volunteers must promptly notify the supervisor of a staff member or volunteer suspected of engaging in a boundary invasion toward a student.

Staff members must:

- Not wait before reporting suspicious behavior or try to determine whether there is an innocent explanation;
- Not confront or discuss the matter with the staff member at issue or with anyone else, but maintain confidentiality to protect privacy and avoid rumors; and
- Document for their own records, that they notified an administrator, including to whom and what they reported

Students and their parents/guardians must notify the principal (or another administrator) if they believe a staff member or volunteer may be engaging in inappropriate boundary invasion conduct with a student.

### Boundary Invasion

A boundary invasion is an act or pattern of behavior by a staff member or volunteer that does not have a bona fide health, safety, or educational purpose for the student. Such situations are the opposite of maintaining professional boundaries with students. Staff members and volunteers shall not engage in boundary invasions of students, which include, but are not limited to, the following:

- Any type of inappropriate physical or sexual conduct with a student or any other conduct that violates the board's policies regarding student welfare, the educational environment, or conduct toward current or former students.
- Inappropriate physical conduct includes hugging, kissing, or being "overly touchy" with students without any legitimate educational, health or safety purpose;
- Showing intimate or unduly revealing photos to a student or asking a student to provide intimate or unduly revealing photos; taking inappropriate photographs of a student, or taking an inordinate number of photographs of a student.
- Any kind of flirtatious or sexual communications with a student;

- Singling out a particular student or students for personal attention and friendship beyond the professional staff/student relationship. This includes, but is not limited to, favoring one or more students with special privileges, allowing them to remain in the classroom during non-class times, removing a student from another class or activity, or engaging in “peer like” behavior with one or more students;
- Providing alcohol, drugs, vaping products, or tobacco to students or failing to report their direct knowledge of use of these substances;
- For non-guidance/counseling staff, allowing or encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members shall refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student’s school performance;
- Sending students on personal errands unrelated to any educational purpose;
- Banter, allusions, jokes, or innuendos of a sexual nature with students;
- Commenting on a student’s appearance if the comments have no educational value or purpose;
- Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
- Addressing students or permitting students to address staff members or volunteers with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact (including “friending” or “following”) a student on any social networking application or device;
- Using phone, e-mail, text, instant messenger, Zoom or other forms of written or electronic communication to communicate with students when the communication is unrelated to school work or other legitimate school business. If staff members have educational or legitimate school business to conduct, they should include a parent/guardian and a school administrator on the communication. If staff members receive a student’s communication, the staff member shall reply by including the student’s parent/guardian and an administrator. Staff members should use school e-mail addresses and phone numbers and also include the parents’ phone numbers and email addresses for communications with students, except in an emergency situation;
- Exchanging or providing personal gifts, cards, or personal letters with an individual student;
- Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events, except as participants in organized community activities;
- Giving a student a ride alone in a vehicle in a non-emergency situation or failing to timely report that occurrence;
- Providing a student with information or views about other students or staff members without a legitimate professional purpose;
- Asking a student to keep a secret or not to disclose any inappropriate communications or conduct;
- Unnecessarily invading a student’s privacy;
- Being alone with an individual student out of the view of others unless

- educationally necessary and unavoidable; and/or
- Any home visits unless other adults are present, the student(s) are invited for an activity related to school, and the student's parent/guardian and an administrator are informed and have consented.

### Investigation and Documentation

When an administrator receives information that a boundary invasion has occurred or might have occurred, the administrator must document, in writing, the concern and provide a copy of the documentation to the District's Executive Director of Employee Services.

The Executive Director of Employee Services will see that the matter is investigated and documented, and if a boundary invasion has occurred without a legitimate educational, health or safety purpose, that appropriate action is taken and documented. The Executive Director of Employee Services will maintain a file documenting reports, letters of direction, and discipline relating to professional boundary investigations.

### Reminder About Reporting Sexual Abuse

In some situations, the person engaging in boundary invasions with a student may also have engaged in child abuse or sexual abuse, which is defined in Board [Policy 3421 - Child Abuse, Neglect, and Exploitation Prevention](#). Remember that according to law (RCW 26.44.020) and Board [Policy 3421](#), all school personnel who have reasonable cause to believe that a student has experienced sexual abuse by an adult or student are required to make a report to Child Protective Services and/or law enforcement. (See Board [Policy 3421](#).) Reporting suspected abuse to the building principal or supervisor does not relieve professional school personnel from their reporting responsibilities and timelines.

### Disciplinary Action

Staff member or volunteer violations of this policy may result in disciplinary action up to and including dismissal. Violations of this policy may occur by ignoring professional boundaries as well as failing to report another staff member or volunteer who is ignoring professional boundaries. In any disciplinary situation, the Superintendent should consider whether the conduct violates the Code of Professional Conduct in Chapter WAC 181-87 and whether a report to the Office of Professional Practices is warranted.

# LONGVIEW PUBLIC SCHOOLS EMERGENCY INFORMATION

"SEE or HEAR something, SAY SOMETHING!"



RESPONSE TO: **DEFINITE** THREAT OF VIOLENCE OR HARM

- **CLOSE/LOCK** External Entrances
- **CLOSE/LOCK Classroom Doors** - Out of Sight
- **HEAD COUNT** + Collect Students
- **BARRICADE/Defend/Run**
- **MONITOR** Communications

**LOCKDOWN**



RESPONSE TO: **POTENTIAL** THREAT OF HARM

- **CLOSE/LOCK** Exterior Doors
- **BRING** Students Inside
- **HEAD COUNT** + Collect Students
- Continue Teaching/Moving Inside
- **MONITOR** Communications
- Prepare to **UPGRADE** response
- Wait for "ALL CLEAR"

**SECURE**



RESPONSE TO: **FIRE/INTERNAL THREAT**

- **EXIT** building to nearest **RALLY POINT**
- If **RALLY POINT** is unsafe, go to a Safe Area
- **HEAD COUNT** + Collect Students
- NOTIFY TRANSPORTATION IF NEEDED
- Be prepared to **REUNIFY**

**EVACUATE**



RESPONSE TO: **CHEMICAL/BIOLOGICAL/RADIOACTIVE EVENT**

- **SHELTER** in a safe area inside the building
- **CLOSE** windows and block drafts
- **SHUT-OFF** HVAC/Air Systems
- **HEAD COUNT** + Collect Students
- **MONITOR** Communications
- Be prepared to **EVACUATE**
- Wait for "ALL CLEAR"

**SHELTER**



IN YOUR ROOM OR AREA. CLEAR THE HALLS.

- **CLOSE/LOCK** Doors
- **HEAD COUNT** Students & Adults
- Continue Teaching/Moving

**HOLD**

## 9-1-1 INFORMATION

ROOM #:

ADDRESS:

ROOM PHONE:

## EMERGENCY CONTACTS · 9-1-1

- FIRE DEPARTMENT - 360.442.5503
- POLICE DEPARTMENT - 360.442.5801
- SHERIFF'S OFFICE - 360.577.3092
- STATE PATROL - 360.577.2050
- ST. JOHN'S HOSPITAL - 360.414.2000
- CHILD PROTECTIVE SERVICE - 360.501.2601
- POISON CONTROL CENTER - 800.222.1222
- MENTAL HEALTH CRISIS LINE - 360.425.6064
- DRUG/ALCOHOL HOTLINE - 886.789.1511
- LINK (YOUTH & FAMILY) - 360.423.6741
- ANIMAL CONTROL - 360.762.6800
- RED CROSS - 360.423.7880
- CASCADE NATURAL GAS - 888.522.1130

IN AN EMERGENCY **DIAL 7777**  
FROM A SCHOOL PHONE TO  
REACH THE DISTRICT OFFICE



# 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 exploitation (defined in WAC 110-30-0030)
- Sexual abuse (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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## Bloodborne Pathogens

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.

## Weather Delays & Closures

The district uses the best information available to make decisions on school closures, early dismissal, late start, and bus routes.

School delays, closures, or other schedule changes will be posted before 6 am. If no notice is posted, schools will operate on a regular schedule. There are four likely ways weather conditions can impact the school day:

### School Closure

An early-morning decision is made to cancel school for the day. A make-up day will be held later in the school year.

### Early Dismissal

Announcements for early dismissals may happen at any time during school day. Modified bus routes might be used. It is each family's responsibility to ensure their child's safety to and from the pickup and drop off locations. Families are asked to instruct their children about what to do should there be an early school closure and parents aren't home during the day.

### Late Start

Announcements will be made in the early morning to delay the start of school for two hours due to unsafe travel conditions. School will start two hours later than the regular time, all bus routes will run two hours behind, and morning snow bus routes will be announced as needed. Morning preschool classes will be cancelled. Afternoon snow bus routes will be announced by noon for that day.

### How to stay informed

- Longview Public Schools website **news**
- Visit the Longview Public Schools **Facebook** page.
- Download the Longview Public School app on your Apple or Android phone. The app is available in Apple App store and the Google Play store, just search for "Longview School District".
- **FlashAlert**—Sign up to have messages delivered to your email and/or mobile device. You may also download the FlashAlert Messenger App for your cell phone or tablet.
- The KATU News **website**
- TV channels 2 (KATU/ABC), 6 (KOIN/CBS), 8 (KGW/NBC) and 12 (KPTV/FOX)
- Local radio stations: KPPK (98.3 FM), KBAM (1400 AM & 99.1 FM), KEDO (1270 AM & 99.9 FM), KLYK (93.5 FM & 94.5 FM), KRQT (107.1 FM), KUKN (105.5FM), KLOG (100.7), Blitz (101.5)



## **Longview Board Policies for Review**

The following Board Policies can be reviewed from the Longview School District website:  
<https://www.longviewschools.com/about/policies-procedures>

Policy 4210 – Regulations of Dangerous Weapons on School Premises

Policy 5230 – Use of Tobacco on School Property

Policy 5161 – Civility in the Workplace

Policy 5201 – Drug Free Schools

Policy 5253 – Maintaining Professional Staff/Student Boundaries

Procedure 5253 - Maintaining Professional Staff/Student Boundaries

Policy 5400 – Volunteer Personnel

Procedure 5400 - Volunteer Personnel

Policy 5347 - Employee/Volunteer/Visitor Identification

Procedure 5347 - Employee/Volunteer/Visitor Identification



## **Acknowledgment of Receipt and Agreement**

By signing below, I acknowledge that I have received and read the Volunteer Handbook. I understand the expectations, guidelines, and policies outlined in this handbook and agree to comply with all applicable rules, procedures, and standards while serving as a volunteer. I understand that failure to follow these policies may result in the termination of my volunteer service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name