The Corvallis School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding discrimination: Jennifer Duvall, Human Resources Director, jennifer.duvall@corvallis.k12.or.us
541-757-5840 | 1555 SW 35th Street, Corvallis, OR 97333
SCHOOL DIRECTORY

ADAMS ELEMENTARY SCHOOL
1615 SW 35th Street
Corvallis, OR 97333
Phone: 541-757-5938
Fax: 541-757-4586

FRANKLIN K-8 SCHOOL
750 NW 18th Street
Corvallis, OR 97330
Phone: 541-757-5747
Fax: 541-757-5766

WILSON ELEMENTARY SCHOOL
2701 NW Satinwood
Corvallis, OR 97330
Phone: 541-757-5988
Fax: 541-757-4595

GARFIELD ELEMENTARY SCHOOL
1205 NW Garfield Avenue
Corvallis, OR 97330
Phone: 541-757-5941
Fax: 541-757-4588

CHELDELIN MIDDLE SCHOOL
987 NE Conifer Blvd
Corvallis, OR 97330
Phone: 541-757-5971
Fax: 541-757-4596

JEFFERSON ELEMENTARY SCHOOL
1825 NW 27th Street
Corvallis, OR 97330
Phone: 541-757-5951
Fax: 541-757-4592

LINUS PAULING MIDDLE SCHOOL
1111 Cleveland Avenue
Corvallis, OR 97330
Phone: 541-757-5961
Fax: 541-757-4598

HOOVER ELEMENTARY SCHOOL
3838 NW Walnut Blvd
Corvallis, OR 97330
Phone: 541-757-5958
Fax: 541-757-4590

CORVALLIS HIGH SCHOOL
1400 NW Buchanan Avenue
Corvallis, OR 97330
Phone: 541-757-5871
Fax: 541-757-5875

LINCOLN ELEMENTARY SCHOOL
110 SE Alexander Avenue
Corvallis, OR 97333
Phone: 541-757-5955
Fax: 541-757-4593

CRESCENT VALLEY HIGH SCHOOL
4444 NW Highland Drive
Corvallis, OR 97330
Phone: 541-757-5801
Fax: 541-757-4522

MT VIEW ELEMENTARY SCHOOL
340 NE Granger Avenue
Corvallis, OR 97330
Phone: 541-766-4760
Fax: 541-766-4764

COLLEGE HILL ALT ED PROGRAM
510 NW 31st Street
Corvallis, OR 97330
Phone: 541-757-5945
Fax: 541-757-4589

4/19/2018
Welcome!
The Corvallis School District encourages and appreciates the involvement of parents and community members who volunteer in our schools. There are many opportunities throughout the district, including helping in classrooms and school offices, mentoring students, chaperoning field trips and school events, coaching team activities, working with school committees, and helping with before and after school programs.

The safety and welfare of our students is of primary importance. The school district conducts criminal history checks on all employees, volunteers, high school and college students who work with our students. All volunteers must complete a Volunteer Application and a Criminal History Verification Information form before they can volunteer in our schools.

Volunteer Procedures
Signing up to become a volunteer for the Corvallis School District is easy – and once you are “cleared”, you are approved to volunteer for two years. Approval of your application can take up to two weeks, so be sure to apply well before the activity for which you wish to volunteer.

There are two steps you will take through our online system to become a volunteer.

1. Read this Volunteer Handbook. A link to the handbook can be found in the online application.

2. Complete the online Volunteer Application and Criminal History Verification Information forms.

All information will be handled in a professional and confidential manner. The Corvallis School District reserves the right to deny permission to volunteer.

You will receive an email when your volunteer application has been approved or renewed. Make sure your email program will accept human.resources@corvallis.k12.or.us so the message doesn’t go to “junk mail”.

4/19/2018
Volunteer Responsibilities

Signing In And Out Of School

Volunteers are required to check in and out of the School office, and to wear a volunteer badge at all times.

Commitment, Dependability, Punctuality
Volunteers must carefully consider the time commitment to create balance between volunteering and their personal lives. We rely and depend on our volunteers. If you are not able to come on your scheduled day or time, please call the school so adjustments can be made.

Level of Involvement
Paid staff are, by law, legally responsible for the overall management and operation of the school and its programs. Volunteers support the school and its programs unless asked by the principal to serve on a decision-making committee. Volunteers must follow teacher and staff directions.

The school environment is constantly changing. For our volunteers, this requires an attitude of mutual respect, flexibility, and a willingness to work together.

Confidentiality
While working at school, volunteers may be exposed to information and overhear conversations that should be kept confidential. It is vital that volunteers understand the importance of not sharing with others what they see and hear at school. Any questions, concerns, or comments about confidential information should be directed to the building principal.

Discipline
Volunteers may not discipline students. Such matters should be reported to the supervising staff member.

Corvallis schools are Positive Behavior Interventions and Support (PBIS) schools. PBIS schools value the positive behavioral choices children make daily and are focused on preventing poor choices through education and preventative school supports. Please let students know when you see them being safe, respectful and responsible. If issues arise regarding student behavior, let an employee of the school know so they can assist with appropriate responses.

Personal Communication Devices
Please speak to the school principal about where and when cell phones and other personal communication devices may be used by volunteers.
Volunteer Agreement

Corvallis School District volunteers agree to the following:

* I have full knowledge of any risks involved in the activity for which I am volunteering.
* I am physically fit and sufficiently trained to participate in the activity.
* I will follow all policies and procedures of the school district and applicable to the activity.
* I understand that I have no medical coverage under the school district if I am hurt or injured.
* I understand that I am not covered by the district’s worker’s compensation program.
* I will protect the privacy of staff and students.

School District Responsibilities

The Corvallis School District is dedicated to making your volunteer experience one that you will choose to repeat over and over. Here are some ways we will work to accomplish this goal:

We will do our best to keep you informed of school needs through newsletters, emails, and telephone calls.

We will contact you with any changes to your scheduled volunteer job.

We will treat you with respect and courtesy. We will strive not to put you in a position or situation that will either make you uncomfortable or harm you in any way.

Helpful Tips

If your first language is not English, we need and want your help, too. You are an important partner in the work of the Corvallis School District. Here are some helpful hints for making volunteering an enjoyable experience:

Find someone who speaks English and the language you speak. This could be a staff member, friend, or neighbor.

Spend time at the school, help at events, and go on field trips. We will do our best to help you become involved.

If you are not able to get to the school, do not have transportation, or do not have childcare, there are other ways you can volunteer:

Volunteer from home. There are often projects that you can do at home. Call or email the school to let them know if you would like to work from home.

Provide childcare for another volunteer or for parents while they attend a conference or school activity.

4/19/2018
Frequently Asked Questions

What is a volunteer?
A volunteer is someone who provides assistance to our school staff to help meet the needs of students and the educational goals of the Corvallis School District.

Who must complete the Volunteer Criminal History Verification process?
Any person who works with or around children in our schools in the following capacities, including but not limited to, volunteers, coaches or team activities advisors, score keepers, school committees, before and after school programs, athletic camps, mentors, chaperones, classroom and office helpers, and those who help with any other school program, will be required to complete the volunteer criminal history verification process prior to beginning their volunteer service.

What type of criminal background information may prevent a volunteer from working in schools?
Sex-related crimes; crimes or violations involving violence or threat of violence that include harassment; restraining or stalking orders; criminal activity involving drugs, alcohol, or weapons; crimes or violations involving theft; and recent criminal activity may disqualify an individual from volunteering in our schools. The Human Resources Director will review background checks that include these types of crimes to determine whether or not a volunteer will be allowed to work in schools.

When can a volunteer applicant begin to volunteer?
An individual may begin volunteer work after completing the Criminal History Verification process with final approval from the Human Resources Department. We encourage volunteers to complete this process, along with the Volunteer Application, well before they intend to begin volunteering as the process can take several days.

Does the applicant need to disclose their Social Security Number?
No, a Social Security number is not needed.

How do I find out if the results of my Criminal History Verification will permit me to volunteer?
Volunteers will receive email notification when they have been cleared to volunteer. You may also contact the school where you wish to volunteer to find out if you have been cleared. The Human Resources department will notify the applicant if additional information is required.

How often are criminal history backgrounds re-checked?
Volunteers are required to resubmit the Criminal History Verification every two years.

Who should I contact if I have questions about the process?
You can contact either the school where you wish to volunteer or the Corvallis School District Human Resources department.

4/19/2018
IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

TEACHER
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance

LOCKOUT! SECURE THE PERIMETER.

STUDENTS
Return inside
Business as usual

TEACHER
Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance

EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS
Bring your phone
Leave your stuff behind
Follow instructions

TEACHER
Lead evacuation to location
Take attendance
Notify if missing, extra or injured students

SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS
Hazard
Tornado
Hazmat
Earthquake
Tsunami
Safety Strategy
Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

TEACHER
Lead safety strategy
Take attendance

The Standard Response Protocol and Logo are Trademarks of The “I Love U Guys” Foundation and may be registered in certain jurisdictions.
School District Policies

IT IS THE RESPONSIBILITY OF CORVALLIS SCHOOL DISTRICT VOLUNTEERS TO REVIEW THE FOLLOWING SCHOOL BOARD POLICIES.

To open the link to each policy, hold down the CTRL key on your keyboard and click anywhere in the link.

Volunteers
http://policy.osba.org/corvall/I/IICC%20D1.PDF

Privileged Information
http://policy.osba.org/corvall/G/GBCC%20D1.PDF

Personal Communication Devices and Social Media – Staff
http://policy.osba.org/corvall/G/GCAB%20D1.PDF

Tobacco Free Environment
http://policy.osba.org/corvall/KL/KGC_GBK_JFCG%20D1.PDF

Alcohol/Controlled Substance Use
http://policy.osba.org/corvall/G/GBCBA%20D1.PDF

Drug Free Workplace
http://policy.osba.org/corvall/G/GBEC%20D1.PDF

Sexual Harassment
http://policy.osba.org/corvall/J/JBA_GBN%20D1.PDF

4/19/2018