



**Corvallis**  
SCHOOL DISTRICT



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 and Title IX coordinator, [jennifer.duvall@corvallis.k12.or.us](mailto:jennifer.duvall@corvallis.k12.or.us)  
541-757-5840 | 1555 SW 35<sup>th</sup> Street, Corvallis, OR 97333

Revised September 2019

# *SCHOOL DIRECTORY*

## **ADAMS ELEMENTARY SCHOOL**

1615 SW 35<sup>th</sup> Street  
Corvallis, OR 97333  
Phone: 541-757-5938  
Fax: 541-757-4586

## **FRANKLIN K-8 SCHOOL**

750 NW 18<sup>th</sup> Street  
Corvallis, OR 97330  
Phone: 541-757-5747  
Fax: 541-757-5766

## **GARFIELD ELEMENTARY SCHOOL**

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

## **HOOVER ELEMENTARY SCHOOL**

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

## **JEFFERSON ELEMENTARY SCHOOL**

1825 NW 27<sup>th</sup> Street  
Corvallis, OR 97330  
Phone: 541-757-5951  
Fax: 541-757-4592

## **LINCOLN ELEMENTARY SCHOOL**

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

## **MT VIEW ELEMENTARY SCHOOL**

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

## **WILSON ELEMENTARY SCHOOL**

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

## **CHELDELIN MIDDLE SCHOOL**

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

## **LINUS PAULING MIDDLE SCHOOL**

1111 Cleveland Avenue  
Corvallis, OR 97330  
Phone: 541-757-5961  
Fax: 541-757-4598

## **CORVALLIS HIGH SCHOOL**

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

## **CRESCENT VALLEY HIGH SCHOOL**

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

## **COLLEGE HILL ALT ED PROGRAM**

510 NW 31<sup>st</sup> Street  
Corvallis, OR 97330  
Phone: 541-757-5945  
Fax: 541-757-4589

## *Welcome!*

The Corvallis School District encourages and appreciates the involvement of parents, guardians 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.

If you do not have transportation or do not have childcare, you may be able to volunteer from home. Check with your school to let them know that you would like to work from home. Another way to support our volunteer programs is to offer childcare for another volunteer or for parents/guardians while they attend a conference or school activity.

The safety and welfare of our students are of primary importance. The school district conducts criminal history checks on all employees, volunteers, as well as 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 your application is approved, you are approved to volunteer for two academic years. This means that you will be approved for the school year in which you have applied and the following school year only.

**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: <https://www.csd509j.net/students-parents/volunteer/>.

All information will be handled in a professional and confidential manner. Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form will be denied the ability to volunteer in the district. In addition to a criminal records check, volunteers allowed direct, unsupervised contact with students, in a position identified by the district

as requiring fingerprinting will also be required to complete fingerprinting as well. **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. Questions about the process or the status of your application may be made via email to [human.resources@corvallis.k12.or.us](mailto:human.resources@corvallis.k12.or.us).

## *Volunteer Responsibilities*

### **1. Commitment, Dependability, and Punctuality**

Volunteers must carefully consider the time commitment to create a 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.

### **2. Dress**

Volunteers should dress in a manner consistent with their assigned duties. Volunteers should dress in a manner that communicates pride in personal appearance to students.

### **3. 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.

### **4. Maintaining Appropriate Boundaries**

Volunteers closely involved with students must understand the difference between appropriate and inappropriate interactions. Volunteers must engage in appropriate interactions with students at all times and be aware of avoiding interactions that could appear inappropriate. Appropriate interactions are those that create a safe environment in which students may grow, learn, seek help in solving conflicts and develop social skills. Inappropriate interactions cross the boundaries separating student from adult needs and could create a relationship that becomes peer-to-peer rather than adult-to-student.

### **5. Student Privacy**

While working at school, volunteers may be exposed to information and overhear conversations that must be kept confidential. It is vital that volunteers understand the importance of not sharing with others what they see and hear at school. The Family Educational Rights and Privacy Act (FERPA) is the federal law that protects student privacy. Some examples of information protected under FERPA include details about a student's:

- Health
- Behavior
- Discipline
- Academic Performance
- Family or Living Situation

FERPA also protects the rights of families to deny permission of photographs or videos to be taken of students while at school or while involved in school activities. Should you wish to photograph an event or activity, you must first get permission from the school administrator.

Any questions, concerns, or comments about confidential information should be directed to the building administrator.

## **6. Harassment and Bullying**

The District is committed to providing a safe, positive, and productive learning environment for all students. Hazing, harassment, intimidation, bullying, menacing, or acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Staff, students and third parties whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal or expulsion. Volunteers play a valuable role in helping to create and maintain this safe school environment. Immediately report all suspected acts of harassment and bullying to a school staff member. All reports will be investigated by the school administrator.

## **7. Mandatory Reporting of Abuse**

District employees are mandatory reporters of all reasonable suspicion that abuse of a child has occurred. Oregon law recognizes these types of abuse: physical, neglect, mental injury, threat of harm, sexual abuse, and sexual exploitation. If you become aware of suspected abuse of a child, immediately report your concerns to an administrator, school counselor, or teacher.

## **8. Student Discipline**

Volunteers may not discipline students. Any disciplinary matters should be reported to a school staff member.

Corvallis schools are Positive Behavior Interventions and Support (PBIS) schools. PBIS schools value the positive behavioral choices students 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.

## 9. Dismissal of Students

Only school staff may dismiss students from school. Students who must leave school early for any reason must receive permission from the school office and sign out before leaving.

## 10. Personal Electronic Devices

Please speak to the school administrator about where and when cell phones and other personal electronic devices (PEDs) may be used by volunteers. PEDs shall be silenced during instructional or class time, while on duty, or at any other time where the use of the device would cause a disruption of school activities or interfere with work assignments. PEDs that have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities unless expressly authorized by the principal or designee for use directly related to and consistent with the employee's assigned duties.

## 11. Arriving and Departing from Schools

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

# *Safety Response*

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

Our district uses a Standard Response Protocol (SRP) for safety. The SRP includes the following actions: lockout, lockdown, evacuate, shelter, and hold.

- Lockout – “Lockout, Get inside. Lock outside doors,” students are brought inside, windows and doors are locked, no outside activities, business as usual inside the building, and increased situational awareness until all clear.
- Lockdown – “Lockdown, Locks, Lights, Out of Sight” when a threat or hazard is inside the school building, maintain silence and wait for First Responders to open locked doors.
- Evacuate – “Evacuate to the (Announced Location),” move students to another location within the school or outside the school to the evacuation location.
- Shelter – “Shelter for (Hazard using a Safety Strategy),” conditions outside are unsafe due to weather or other hazards and personal protection is necessary.
- Hold – “Hold, In your Classroom” when the hallways need to be cleared. For example, if a student or staff experience a medical emergency while at school, a hold would be called to allow emergency personnel to respond.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKOUT! Get inside. Lock outside doors.

### STUDENTS

Return inside  
Business as usual

### TEACHER

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



## 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



## EVACUATE! To the 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	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



## HOLD! In your classroom. Clear the halls.

### STUDENTS

Remain in the classroom until the "All Clear" is announced

### TEACHER

Close and lock classroom door  
Business as usual  
Take attendance



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# *School District Responsibilities*

## **Orientation and Training**

The building administration is responsible for the recruitment, use, coordination, and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner that will ensure maximum contribution to the safety, welfare, and educational growth of students.

## **Supportive Environment**

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:

1. We will do our best to keep you informed of school needs through newsletters, emails, and telephone calls.
2. We will contact you with any changes to your scheduled volunteer job.
3. 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.

## *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, scorekeepers, school committee members, before and after school programs, athletic camps, mentors, chaperones, classroom and office aides, 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 an 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.

# Volunteer Agreement

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

Volunteers

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

Staff Dress and Grooming

<http://policy.osba.org/corvall/G/GBCA%20G2.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/G/GBK\\_KGC%20D1.PDF](http://policy.osba.org/corvall/G/GBK_KGC%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>

Bullying and Harassment

<http://policy.osba.org/corvall/G/GBNA%20D1.PDF>

Sexual Harassment

[http://policy.osba.org/corvall/G/GBN\\_JBA%20D1.PDF](http://policy.osba.org/corvall/G/GBN_JBA%20D1.PDF)

Nondiscrimination

<http://policy.osba.org/corvall/AB/AC%20D1.PDF>

CORVALLIS SCHOOL DISTRICT VOLUNTEERS ALSO 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.