

## **Jacksonville School District 117 Volunteer Service Agreement**

I have read, understand and agree to follow the policies and procedures for volunteers outlined by the Jacksonville School District included but not limited to the following:

**Supervision:** Volunteers always work under the supervision of the administrators, teachers and other professional staff at the school. Jacksonville School District is responsible for the education, safety and welfare of the students. Because of this, the principal and/or teacher may send away any volunteer whose actions are not viewed as in the best interest of the students.

**Confidentiality:** The volunteer will hear and see many things. Remember that any information obtained while at school or a school sponsored function should remain confidential. Make sure all concerns are taken to the teacher or administrator as soon as possible.

**Discipline:** The responsibility rests with the teacher or other professional staff. Volunteers may not discipline students. If any concerns arise, it is the responsibility of the volunteer to report this to the teacher.

**Release of Students:** When a student must leave school early they need to go to the school office to receive permission and sign out. In order to ensure the safety of all involved, volunteers may not release a student from school. Volunteers may not take a student off campus, walk or drive them to their home without parental permission. Schools have emergency procedures they follow to ensure that students arrive home safely.

**Dress Code:** Dress appropriately for the tasks assigned. If you will be sitting on the floor with students, pants would be more comfortable than a skirt. Casual clothing is acceptable as long as it is neat and professional. Read the school handbook for more specific guidelines and rules. Setting a good example for the students is the primary goal of a dress code.

**School Rules:** Each school has a handbook that outlines the school rules. Please refer to it as questions arise. Ask the staff member you work with to explain the policy for use of school telephones, break areas, emergency drills and procedures. Remember, volunteers are to use the adult restrooms.

I further understand that the safety, well-being, and education of the students is the highest priority. I understand that Jacksonville School District 117 reserves the right to require background checks and fingerprinting. Failure to comply with any of the above mentioned items or those in the Volunteer Handbook can result in release of volunteer duties.

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| Volunteer Name (please print) | School                | Date |
| Volunteer Signature           | Principal's Signature | Date |

