

**JENKS PUBLIC SCHOOLS
VOLUNTEER CONTRACT**

Name_____

Address_____

(Street) (City) (Zip)

Phone_____

(Home) (Work) (Cell)

Email Address_____

Student Name_____ Grade_____ Site_____ Teacher's Name_____

Student Name_____ Grade_____ Site_____ Teacher's Name_____

Student Name_____ Grade_____ Site_____ Teacher's Name_____

Student Name_____ Grade_____ Site_____ Teacher's Name_____

To protect the students and their families and to achieve a program of high quality, Jenks Public Schools has set forth certain legal regulations and procedures which all volunteers/parents will be expected to observe.

Legal Regulations

1. All information to which the volunteer has access to in the classroom, office, or school is confidential.
2. For security reasons, volunteers must sign the volunteer registration book in the office, check in at Lobby Guard with their driver's license, and wear a volunteer badge when they arrive at school.
3. Volunteers must seek the aid of school personnel in case of discipline problems.
4. Volunteers may not administer medication or give medical treatment to students.
5. Volunteers should not promote commercial products, religious beliefs, political parties or candidates while at school.

Procedures

1. Follow all school district policy and procedures as outlined in the site handbooks.
2. Work under the direction and supervision of a teacher/staff member. It is the volunteer's duty to support the teacher.
3. Be dependable and on time. Notify your teacher/staff member when you will be absent. Contact the school office with last minute emergencies.
4. Record your hours of service at the school site.
5. Notify the teacher AND site volunteer coordinator if you must discontinue your volunteer job.
6. Avoid expressing differences of opinion or dissatisfaction in the presence of students.
7. Take matters of concern to the Volunteer Coordinator.

Signature_____

(Volunteer)

Date_____

_____ I want to volunteer this year.

_____ I do not want to volunteer this year.

_____ I have attended or filled out a volunteer orientation. (Date_____)