

# Hawkins County Schools

## School Board Members

Chris Christian, Chairman  
Bob Larkins, Vice-Chairman  
Kathy Cradic  
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## Director of Schools

Steve Starnes

## Executive Administrative Assistant

Jennifer Winegar



## Volunteer Agreement

Volunteers play a very important role in Hawkins County Schools. We value our volunteers and the many hours of service they provide. This volunteer agreement helps protect the safety of our volunteers, students, and employees.

Volunteers may be used for the following activities with principal approval:

- Tutoring
- Chaperoning or assisting with school/classroom activities and field trips
- Setting up equipment or supplies for school functions
- Other appropriate tasks identified by the principal/designee

As a school volunteer, I will:

- Sign a volunteer agreement prior to volunteering.
- Follow the employee dress code with the exception that volunteers may wear jeans.
- Sign in and out at the school's designated area.
- Wear a nametag or other school identification while volunteering.
- Serve under the supervision of the professional personnel.
- Never work with students in secluded areas.
- Maintain confidentiality concerning students and staff.
- Never assume the responsibility of the supervision of a class.
- Voice my concerns to the supervising teacher or administrator if I am uncomfortable doing the task asked of me.
- Follow the Use of the Internet Policy (A copy is attached to this agreement.)

Further, I understand

- I may, with principal approval, ride school transportation when chaperoning students for school events. A minimum of one school employee, excluding the bus driver, must be present on each county vehicle.

- I am not permitted to work in the school clinic due to medical confidentiality issues.
- I am required, while acting in a volunteer capacity, to report to the appropriate authority and the principal if I know of or reasonably suspect a student's health or welfare had been or appears to have been harmed as a result of abuse or neglect.
- I am not covered under the county worker's compensation policy.
- I am at my own risk if I use my personal vehicle for transportation of equipment. My own auto liability insurance will be exhausted before the County's secondary coverage is accessible.
- I waive all claims for damages against the county and its officers and employees, as well as the school system and its officers and employees, for injury to my person or property, including death and destruction that may arise from these activities, and I hold them harmless from any such liability.
- I agree to submit to a criminal background check if initiated by the school system.

Have you ever been convicted of a felony or been convicted of a misdemeanor in the last 5 years? *(If yes, please explain below.)*

Yes

No

Are you required to register as a sex offender?

Yes

No

If yes, please explain.

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Signature of Volunteer

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Print Name

\_\_\_\_\_  
Date