

Sioux Falls School District



Adult Volunteer Registration Form

"To educate and prepare each student to succeed in a changing world."

This registration form is to be completed annually by all school volunteers

Name _____
Last First M.I.

Address _____
Number Street Apt.

City State Zip

Phone _____ **E-mail** _____
Day Evening

Employer _____

Employer Address _____
Number Street Ste

City State Zip

Emergency Contact Person _____
Name Relationship

Address Phone

Do you use illegal drugs? YES NO (circle one)

Do you have a valid SD Driver's License? YES NO (circle one)

Where or with whom will you be volunteering (School location and staff member's name):

PLEASE READ & INITIAL:

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Volunteer Commitment: Volunteers add value to our school community by supporting students of all cultures, backgrounds, and abilities. Within the Sioux Falls School District, respectful and ethical behavior among staff, students and volunteers is expected at all times. In support of this expectation, volunteers must maintain information regarding students, families, and staff as highly confidential. Furthermore, concerns encountered by volunteers are to be reported to the students' teacher or school administrator.

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Volunteers work without pay on a regular or occasional basis at any District site and are subject district policy/regulation IJOC/R.

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Volunteers whose name appears on the Sex Offender Registry will be not allowed to volunteer in the District.

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Volunteer positions/arrangements may be terminated at any time without cause by either the volunteer or the District.

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Volunteers are expected to inform the teacher or the school office if unable to meet specific responsibilities, or unable to be in class when expected.

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Volunteers are required to follow school sign-in procedures for the security of students and staff.

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Volunteers may not use illegal drugs, alcohol, or tobacco-products on school property, including but not limited to work rooms, restrooms, playgrounds, parking lots, and sidewalks surrounding the school. *Policy/Reg. GBEC/R, GBED/R*

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Volunteers may not engage in unlawful harassment or discrimination based on an individual's race, color, religion, creed, ancestry, gender, sexual orientation, national origin, disability, age, or other basis prohibited by law. Reports of alleged harassment/discrimination shall be made to the building principal, the department director, or the Human Rights Officer (605-367-7816). The District will investigate all reports of harassment/discrimination and take appropriate action against any student or other school personnel who is found to have violated the Harassment policy and regulation. *Policy/Reg. GBAA/R*

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Volunteers may not use corporal punishment (physical force) upon a student for the purpose of punishing/disciplining a student. Physical force may be used to defend yourself, defend another individual, or to protect property. Any acts of physical force must be immediately reported to the principal. *Policy/Reg. JKA*

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Volunteers, as users of the District's network, shall not send, access, or retain any abusive, defamatory, obscene, profane, sexually explicit, pornographic, threatening or illegal material. *Policy/Reg. IJNDC/R*

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Volunteers are to use universal precautions, meaning all human blood or potentially infectious materials shall be treated as known to be infectious regardless of the source. Volunteers are to follow work-area restrictions concerning potentially infectious materials. *Policy/Reg. GBGA/R*

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Volunteers are provided access to a volunteer staff handbook to further detail the responsibilities and obligations of the position. Volunteers must review this handbook. This handbook is found at www.sf.k12.sd.us/volunteers or is available at the school office for review.

I affirm that I have read, understand, and agree to the above and also affirm that the information I have given is accurate and complete. The information that I have provided may be verified, and I give permission to the Sioux Falls School District to make inquiry of others, including a criminal background check, concerning suitability to act as a school volunteer.

I understand the information that I have provided will be used by school personnel and/or volunteer coordinator (who may not be a District employee) to recruit and assign volunteers.

Signed _____

Date _____