

# GLOUCESTER CATHOLIC HIGH SCHOOL

This document is understood to serve as a contract between the student and Gloucester Catholic High School in matters concerning Christian service activities assisting Gloucester Catholic teachers. It must be promptly returned to the Director of Christian Service. No credit for service will be given without a signed service contract.

I understand that my role in service to a classroom teacher at Gloucester Catholic High School is to subject to the following conditions.

1. I will attend any meetings or orientation activities deemed necessary by the Director of Christian Service or the classroom teacher to whom I am assigned.
2. I will not be paid a stipend or salary, nor accept gifts.
3. I am to help the teacher with general tasks and appropriate activities.
4. I will not engage in any activity involving assessment of student work. Specifically, I will not grade homework, quizzes, tests, exams or projects. I will not enter grades for any activity into a teacher roll or gradebook. I will not aid teachers in constructing, collating or copying quizzes, tests, exams or projects.
5. I will not have any access to teacher computer log in passwords or websites and resources hosted or offered by Gloucester Catholic intended for teacher use.
6. I will not supervise the classroom when the teacher is out of the room.
7. I will maintain an attitude of respect and cooperation with the teacher to whom I am assigned and follow the directions given by the teacher in the course of my duties.
8. I understand that all the ordinary procedures concerning student conduct and behavior as outlined in the Gloucester Catholic Student-Parent Handbook are binding during my period of service.

## Statement of Understanding

I have read the service contract and understand the duties and responsibilities outlined. I understand that it is my responsibility to abide by these guidelines and failure to do so could lead to academic and/or disciplinary penalties.

Date \_\_\_\_\_ Student \_\_\_\_\_

Date \_\_\_\_\_ Teacher \_\_\_\_\_

If more than one teacher is involved in your service at Gloucester Catholic, please see the Director of Christian Service for multiple contracts.

Received \_\_\_\_\_ (date)