

# Volunteer Policy 2021-2022

On behalf of the Lake George Charter School, thank you for volunteering your time and talents to help our students and school improve and succeed. In order to maintain our high professional standards in working with the staff of Lake George, we need to adhere to the following policies.

1. **Confidentiality is vital when working in a school.** All volunteers must keep private ANY information regarding student academic, emotional, social, medical, or family information. All information accessed through witnessing, hearing, or seeing interactions among staff and students must be kept to yourself.
2. Working as a volunteer is the same as working in a job. Please contact the school office if circumstances preclude you from working at your scheduled time.
3. You must sign the Volunteer Log in the office each time before your assigned schedule and pick up a visitor sticker.
4. When assigned a certain job, please stay with that job, until it is completed or until your scheduled time is up.
5. Please keep cell phones on vibrate. Do not make or answer calls in classrooms.
6. Please do not bring infant and preschool children to school while volunteering. It is a liability factor and distracts both you and the students.
7. If you are asked to do a job that you are unsure of (such as operating a machine), please ask for help even if you have received instruction previously.
8. If you complete your task early in the classroom, you may contact the front office to see if there are additional jobs needing done. Please do not loiter in the hallway or restrict other employees from doing their job.
9. Time devoted to volunteering in the classroom should not be used as a private meeting with staff members. Please schedule meetings outside of instructional time.

*Volunteers do not necessarily have the time, they just have the heart.*

*Elizabeth*

*Andrew*

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I have read the previous policies and guidelines for volunteering at Lake George Charter School and I agree to abide by these policies.

Volunteer's Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
(Please print)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_