

**LAKE GEORGE ELEMENTARY SCHOOL**

# **VOLUNTEER HANDBOOK**



# Lake George Elementary School

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JOHN LUTHRINGER  
Superintendent of Schools  
JAMES CONWAY  
Elementary Principal

Thank you for your interest in volunteering at Lake George Elementary School. We value the unique talents and resources parents and community members have, and thank you for helping to make LGES a special place for our students.

Please note that to volunteer in our school on a regular basis, you're required to complete an *Application to Volunteer* and sign a *Privacy & Confidentiality Agreement*. These forms should be turned in to Mr. Conway in the main office for his review. Once approved, you will be contacted and scheduled by the classroom teacher as needed.

If you have any additional questions or concerns regarding volunteering please contact your child's teacher or the main office.

Thank you!

Sincerely,

Jim Conway

**Lake George Elementary School  
Application for Volunteers**

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

School Year: \_\_\_\_\_

Personal Information	
Name:	Home Ph:
Former Names:	Work Ph:
Address:	Cell Ph:
	Email:
Are you the parent of any student(s) in our district?    Yes       No  Student(s) Name: _____ Grade(s): _____	
Have you ever volunteered in our schools before?    Yes       No	
Nature of the volunteer services for which you are volunteering?  <div style="display: flex; justify-content: space-around;"> <span>Classroom</span> <span>Field Trip</span> <span>School Event</span> </div> Other ( <i>please specify</i> ): _____	

Please answer the following questions:	Yes	No
1. Have you ever been convicted of any crime (felony or misdemeanor)?		
2. Are you now under charges for any crime (felony or misdemeanor)?		
3. Did you receive a discharge from the Armed Forces of the United States which was other than "honorable," or which was issued under other than honorable circumstances?		
4. Has any disciplinary action been brought against you which resulted in you being discharged from employment?		
<i>If you answered YES to any of the above questions, please provide the specifics or an explanation on a separate sheet of paper. If you elect not to elaborate or if the explanation is insufficient, your application may be denied.</i>		

**AFFIDAVIT**

Under penalties of perjury, I declare and affirm that the statements made in the forgoing application, including accompanying statements and descriptions, are true and correct. I will inform the principal of the building where I volunteer should any of my answers change during the school year.

Signature of Applicant: \_\_\_\_\_

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

**Lake George Elementary School**  
**Volunteer Chaperone Responsibilities on Field Trips**

Chaperones play an important role when our school goes on field trips. You function as our partner in education, helping to make each student's visit meaningful and successful. Please read the information below to familiarize yourself with the chaperone's role on the field trips. We look forward to your assistance.

1. All volunteers are required to complete and have approved the LGES Volunteer Application.
2. Please be sure to carefully monitor and stay with all students that are assigned to you. Students should never be left unattended.
3. Focus on the students in your group. Your role is to keep your group of students together and on task.
4. Being discreet is important. Any information shared with you for safety/medical reasons needs to be kept strictly confidential.
5. Be a good role model. How students behave reflects on our district. Our teachers and administrators expect students' behavior to be exemplary. Chaperones should model good behavior by listening and following all the rules set forth.
6. If you observe student behaviors that require attention, use your best judgment to handle the situation (ie., asking students to stay together, reminding students to remain quiet during performances, etc). Parent chaperones are asked to refer any problem behaviors they observe to a teacher as soon as possible. Teachers will take appropriate action.
7. If you bring a cell phone with you, please silence the ringer during any presentations. Only emergency calls should be accepted.
8. All school rules and district policies apply and will be enforced during the field trip.
9. In order to monitor the safety of our students and to maximize the educational value, siblings cannot be accommodated on any field trips.
10. Please pay close attention to all instructions prior and during the field trip.

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I have read and understand the chaperone responsibilities and agree to carry out the above responsibilities.

Volunteer Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

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

**Lake George Elementary School  
Privacy and Confidentiality Agreement**

Thank you for considering a volunteer position in the Lake George Elementary School. Please review the following guidelines regarding the handling of “*student information*.” Federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical and personal information. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the District. Students’ work, such as artwork or scholarly work, is also protected by law and cannot be shared publicly without permission.

Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA). Accordingly, volunteers are required to keep all student information that they obtain while working as a volunteer for the District confidential. During interactions with teachers and students, you may be exposed to sensitive and personal student information which should not be shared with anyone other than the designated district personnel. This includes a student’s own parents or guardians. For the purpose of this agreement, student information includes, but is not limited to, the following:

- Student work
- Information/documents concerning students’ academic standing
- Test scores and grades
- Attendance records
- Financial records/information
- Family/Personal Information
- Health information/records
- Disciplinary information/records

At no time should student information/records be removed from the school or shared with others, unless expressly authorized and approved by the building principal and/or their designee.

**AFFIDAVIT:**

As an approved volunteer of Lake George Elementary School, I declare that I will not discuss the confidential information of any student with persons other than designated district staff members and/or administrators, including the students parents, during or following my role as a volunteer in Lake George Elementary School. I understand that any violation of the confidentiality guidelines of this agreement may result in my termination as a Lake George Elementary School volunteer.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Lake George Elementary School  
Classroom Volunteer Guidelines**

1. All volunteers must sign in at the greeters desk and wear a nametag/lanyard. This is for the safety of our children and staff.
2. Always use a soft friendly voice when working in the classroom.
3. Encourage the children to do as much of the work as they can. Assist only when you feel a child has done all he or she can; then provide the support the child needs to be successful.
4. If you are working with a small group, move from child to child, giving each child special attention and engaging them in conversations. Give positive, encouraging feedback.
5. Please remember to focus on the children and save adult conversations for later. Information about individual learners is only discussed with the teacher. If you are having a problem please notify a classroom teacher.
6. Be enthusiastic and enjoy the children. Know that your work makes a difference in the lives of our children and the richness of our classroom.
7. Please remember to refer any discipline concerns to the teacher. He/She will make sure that it is dealt with in the appropriate manner and reported to the principal if necessary.
8. Please remember that as a volunteer you are a role model to our students. The district strives to maintain a professional decorum. We ask that you wear clothing in which you are comfortable, but that is also appropriate.
9. There may be opportunities for parents to work in their child's classroom, however depending on your child's teacher and grade level, that might not always be the case. It is important to note that if in some cases, working in your child's classroom is not working out for the parent, child or teacher there are other volunteer assignments where you could donate your time.
10. If you have concern over something you see or hear, immediately tell a teacher.

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I understand and am committed to these classroom volunteer guidelines.

Volunteer Signature: \_\_\_\_\_

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

Volunteer Name: \_\_\_\_\_