

LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT VOLUNTEER PROGRAM

Confidentiality and Commitment Guidelines

Thank you for working with our students. You are providing a very valuable service to our school district.

It is important to understand the following guidelines when working with students and school information:

1. **Confidentiality:** A feeling of mutual understanding and trust between school staff and volunteers is essential. Volunteers have access to information about students and their abilities, successes and struggles as well as information from teachers. As a volunteer, your responsibility is to maintain confidentiality at all times.
2. **Commitment:** Please make a professional commitment. Be consistent and dependable. Please notify the school office if you are unable to come at your committed time.
3. **Sign In and Out:** Remember to sign in and out at the front office through the Raptor system and wear your identification badge at all times. Your hours of service must be recorded in the office so that an accurate report can be prepared.

If you have any questions involving your volunteer work, please ask the teacher, the principal, school volunteer coordinator or the Community Programs Director.

Confidentiality Pledge

I have read the above guidelines and understand their importance. All information regarding students and district staff is considered confidential, and I will maintain confidentiality.

Volunteer's Name: _____

Volunteer's Signature: _____ **Date:** _____