



LENDING A HELPING HAND



VOLUNTEERS IN
PUBLIC SCHOOLS



LAKE TRAVIS INDEPENDENT
SCHOOL DISTRICT

2006-2007

LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT

Lake Travis ISD is richly blessed with volunteers who give unselfishly of their time and energy on behalf of our students and staff. The vast majority of volunteer efforts are done quietly, behind the scenes, and without great fanfare, yet the results are very evident, as best reflected in the hearts, minds and lives of our students.

It is extremely important that we encourage and celebrate volunteerism in our district. Through this work, friendships are made, relationships are strengthened, and ownership in the endeavor of educating our children wisely and effectively is enhanced. Simply stated, to deliver on our promise to create and nurture an exceptional educational K-12 experience for our students, we need each other.

For those of you who have chosen to volunteer - to make a difference, we offer our admiration and gratitude. We couldn't do it without you!

Let's have a wonderful school year - together!

Sincerely,

Dr. Rocky Kirk
Superintendent of Schools



BOARD OF TRUSTEES

Susan Tolles, President

Jim Cummings, Vice-President

Kim Nixon, Secretary

Kim Eudy

Fred Goff

Mayo Davidson

Dr. Bert Vasut



Karen Hughes, Community Programs Director
512-533-6018

LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT CAMPUSES

Bee Cave Elementary (Kindergarten - 5th)

14300 Hamilton Pool Rd.

Austin, TX 78738

533-6250

Principal: Janie Braxdale

Volunteer Coordinator: Sandy Brown



Lake Pointe Elementary (Kindergarten - 5th)

11801 Sonoma Dr.

Austin, TX 78738

533-6500

Principal: Heidi Gudelman

Volunteer Coordinator: PamThorp

Lake Travis Elementary (Kindergarten - 5th)

15303 Kollmeyer

Austin, TX 78734

533-6300

Principal: Suzie Villalpando

Volunteer Coordinator: Elizabeth Cardle



Lakeway Elementary (Kindergarten - 5th)

1701 Lohmann's Crossing

Austin, TX 78734

533-6350

Principal: Sam Hicks

Volunteer Coordinator: Karen Bryant

Lake Travis Middle School (Grades 6-8)

3322 RR 620 South

Austin, TX 78738

533-6200

Principal: Kim Brents

Volunteer Coordinator: Lisa Levya

Hudson Bend Middle School (Grades 6-8)

15600 Lariat Trail

Austin, TX 78734

533-6400

Principal: Kim Cousins

Volunteer Coordinator: Margarita Plymire



Lake Travis High School (Grades 9-12)

3322 RR 620 South

Austin, TX 78738

533-6100

Principal: Charlie Little

Volunteer Coordinator: Donella Chalmers



VOLUNTEER POLICIES & RESPONSIBILITIES



DEPENDABILITY...

Make a professional commitment. Be a positive role model by acting professionally and dressing appropriately. Teachers and students are planning activities around your skills, so be dependable. Please notify the school office if you are unable to come at your committed time.

COMMUNICATION...

If you have questions as to policy and/or procedure involving your volunteer work, please ask the appropriate person - the teacher, the principal, the school volunteer coordinator, or the Community Programs Director. If you have suggestions for the volunteer program, submit your ideas to the Community Programs Director.

CONFIDENTIALITY...

A feeling of mutual understanding and trust between school staff and a volunteer is essential. You will have access to student, teacher, and adult confidences, abilities, successes, struggles and other personal information. Please remember that such information must be left in the classroom and with the people responsible for conducting classes or for supervising the activities you are involved in. **As a volunteer, your responsibility is to maintain confidentiality and you must not share information which can be detrimental to any individual or group.**

ACCOUNTABILITY...

Each volunteer shall sign in and out at the designated area in the school office and wear their identification badge at all times when serving as a volunteer. Hours of service must be recorded on the designated form at the school office. An accurate report will be prepared for the administration to evaluate the program's achievements and the degree of involvement. Volunteer hours are used to qualify for grants, measure dollars saved by the district and help measure our goals to involve the community.



LAKE TRAVIS INDEPENDENT SCHOOL DISTRICT VOLUNTEER PROGRAM

Confidentiality Policy

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

It is important to understand the following policies when working with students or school information:

1. **Confidentiality:** A feeling of mutual understanding and trust between the school staff and a volunteer is essential. The classroom teacher will select appropriate educational materials for each volunteer to use when working directly with a student. As a volunteer, you will encounter situations where you have access to student, teacher and adult confidences as well as personal information regarding individuals' abilities, struggles and successes. Please remember that such information must be left in the classroom and with the people responsible for conducting classes or for supervising the activities you are involved in. As a volunteer, your responsibility is to maintain confidentiality and you must not share information that can be detrimental to any individual or group.
2. **Commitment:** Please make a professional commitment. Be consistent and dependable in coming to school. 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 and wear your identification badge at all times when serving as a volunteer. Your hours of service must be recorded in the office so that an accurate report can be prepared to evaluate the success of the program.

If you have any questions as to the policy and/or procedures involving your volunteer work, please ask the principal, school volunteer coordinator or Community Programs Director.

I have read the above policies and understand their importance. All information about a student is considered confidential and I will treat the information that way.

Volunteer's Name: _____

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