



Guidelines for Non-Teacher Supervision of Students at Hill



District Philosophy and Practice

- AISD values parents as partners in the education of all students. The district appreciates the time you give students as volunteers and knows that you want to keep all students safe. The district is committed to training all staff well in student supervision.
- All volunteers and staff will undergo an approved criminal history background check. Two forms and a background check need to be turned in to the office and approval before volunteering.
- All volunteers and non-teaching staff will be trained by an AISD administrator at each campus on which they work.
- This training is intended for volunteers and non-teaching staff who are supervising students and who are, themselves, unsupervised by district teachers.

District Policy

- All volunteers and staff will complete:
 - Required confidentiality form and confirmation of training
 - Criminal history background check through APIE
 - All volunteers may serve on the campus at the discretion of the principal.



Who should register?

You should register if you work with kids on a **REGULAR BASIS** in one of these roles:

- Field Trip Chaperones (including Dillo Quest)
- Classroom Volunteers and Homeroom Parents
- Library Helpers
- Office Volunteers
- Classroom Support - (Wednesday Folders, etc.)
- Lunch Monitors
- Dillo Dads
- PTA Board



Telephones & Technology

- Volunteers or staff shall not use computers or the telephones for personal reasons while working.
- Photos of students should not be taken or shared on social media, etc.





Classroom Management

- Volunteers and staff are responsible for reviewing and understanding the campus and classroom discipline expectations. If you have questions, please consult with a campus administrator.
- Use positive reinforcement as much as possible to promote appropriate behavior.
- Children should never be left unattended. If you must leave, ask a neighboring teacher to oversee the class or notify the office for assistance.
- Students must always move about the school with a buddy.



Classroom Management

- Discuss with the teacher the classroom management style that they would like you to use while volunteering.
- Clear expectations will be the key to success!
- Provide plenty of positive feedback to reward them appropriately when they do the right thing.
- Check with the teacher to make sure that these “rewards” are aligned with the classroom management philosophy of the school and of the classroom in which you are volunteering.
- Please do not provide any food rewards or treats to students!



Dress Code

- Volunteers and staff must personally follow district and campus dress codes.

- **Dress Code:**

AISD's Student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. All clothing should be appropriate to the student's age, the school setting, and weather conditions. Clothing may not advertise, condone, depict, or promote the use of alcohol, tobacco, or drugs; also prohibited is clothing with vulgar or obscene language, or with images or writings that promote disruption of the educational setting. Please model appropriate dress for our Dillos!



Medicine & Health Care

- Austin ISD policies specify that all medicines must be administered to students by the school nurse or approved staff.
- It is against district policy for students to self-administer medications or for volunteers or non-approved staff to administer medications to students.



Health & Safety

- AISD is a smoke-free and drug-free district. You may not smoke or use any tobacco product or consume or possess any illegal substances on school grounds or during school events.
- Bloodborne pathogen safety (HIV, Hepatitis, etc.) Contact with bodily fluids should be avoided. Allow students to clean his/her own injury, wear gloves, or send student (with a buddy) to the nurse.



Campus Security

- Hill uses an electronic scanning system to process identification badges. The scan checks for any offenses related to offenses against children.
- Criminal Background Checks are required of each volunteer. Volunteers can complete this free service by accessing the appropriate link on the APIE website: www.austinpartners.org
- If you see an individual at Hill who is not wearing an identification badge, please direct them to the Hill office.



Protection of Student Rights/Privacy

- It is imperative that volunteers and staff make every effort to guard the privacy rights of students.
- Please do not discuss students' conduct, grades, abilities, etc. with anyone outside the school district or with unauthorized personnel within the school community.
- Information about students should only be discussed with district personnel who work directly with that student.



Volunteer Responsibilities in the Classroom

- Be on time. Students and teachers are counting on you.
- Please do not park in restricted parking spaces.
- Always report to the office to sign in. Please sure to buzz in through the front door and check in at the office before reporting to any volunteer duties.
- Make note of emergency exits for your classroom. Maps are located near the phones in the classrooms.
- If you have a question regarding incidents, protocols, or procedures, do not hesitate to ask the teacher or an administrator.
- Volunteers and staff shall not discuss what happens in the classroom or personnel with others.
- Volunteers and staff should not express personal reactions nor form opinions about what they see or hear in classrooms.



Keys to Smooth Sailing While You Volunteer

- Introduce yourself to students. Don't assume that they know who you are.
- Stick to the teacher plans as closely as possible.
- Tell the students what you'll be doing with them so there are no surprises.
- Be positive and on time!



FAQs



- Can I give food or candy as a reward for good behavior?
No. Talk with the classroom teacher about specific ways to support positive behavior.
- What do I do if a child shares confidential information with me?
It is your responsibility to keep the information confidential. Any concerns you may have about information that a child shares with you should be reported to the classroom teacher.
- If I can't come due to illness or emergency, what should I do?
Please call the school office, teacher, or another volunteer who may be able to take your place.



FAQ continued

- What do I do in the event of an emergency?
Call the office using the classroom phone.
- What do I do when?
 - a student becomes ill? Send them to the nurse's office with a health note and a buddy.
 - a parent arrives early to pick up a child? Do not release a child unless the office calls you or the parent brings a note from the office.
 - a student is seriously misbehaving?
Call the office and request assistance. Don't forget to inform the teacher in writing and in person.



"It takes a village"... parents,
students, teachers, school
personnel and community leaders
to raise children to become
productive members of society.