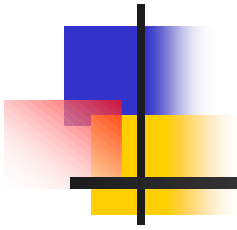


# Guidelines for Non-Teacher Supervision of Students at Barton Hills Elementary

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# Expectations for training

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Trainees shall receive:

- Printout of presentation
- Confidentiality agreement
- District dress code
- Campus evacuation and disaster drill procedures
- Campus illness and injury procedures
- Campus behavior expectations and protocols



# District Philosophy and Practice

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- 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.
- 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.
- The adult volunteer to student ratio in a classroom or playground shall be 1 adult volunteer to no more than 30 students.



## District policy

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All volunteers and will complete:

- Required confidentiality forms
- Criminal history background check
- All volunteers may serve on the campus at the discretion of the principal.



# Confidentiality Agreement

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- Reasons for confidentiality
  - Working with children
  - Unauthorized disclosure of confidential information is prohibited by Family Education Rights and Privacy Act
  - Kids talk
- If you have a concern about something you heard or saw, please talk to the teacher or administrator
- Must be signed and returned



# Criminal History Background Check

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<http://austinpartners.force.com/FindOpportunities>

## Directions:

1. In left-hand column, click on "Search by School." Select Barton Hills and click orange Search button.
2. Click on an Opportunity - even if it is not one you necessarily want to do - more opportunities will be up soon.
3. Type in your email
4. Authorize to do a background check
5. Complete and submit registration form
6. When background check clears they will notify us
7. We will notify you



# Dress Code

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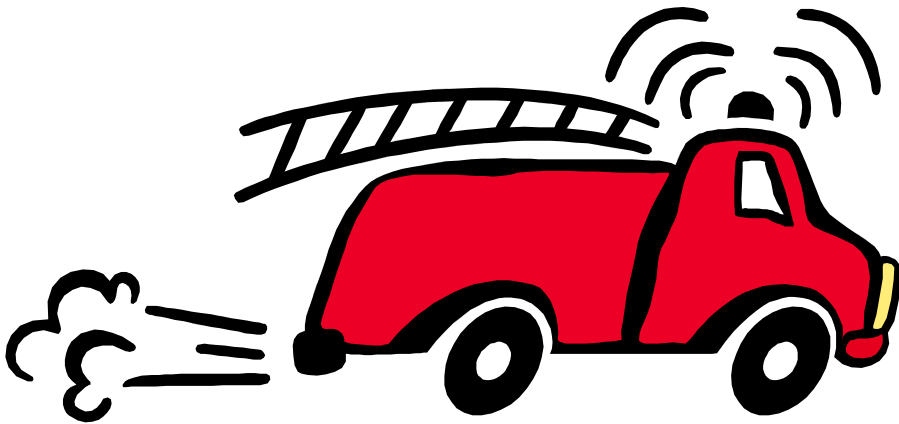
- Volunteers and staff must personally follow district and campus dress codes.
- **Dress Code:**
  - AISD's Student Dress Code was implemented in Fall 2004 to maintain a safe, respectful and positive learning environment and to model good citizenship. All clothing should be appropriate to the student's 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. Specifically, the following clothing items are not longer allowed by AISD: baggy pants, elongated armholes, bare midriffs, halter tops, low cut necklines, oversize shirts, distracting shorts or skirts, spaghetti straps, flip flops and caps/hats.

If you suspect a child is not dressed appropriately, call the office for assistance.  
Don't take it upon yourself to call the child's parents.



# In case of emergency...

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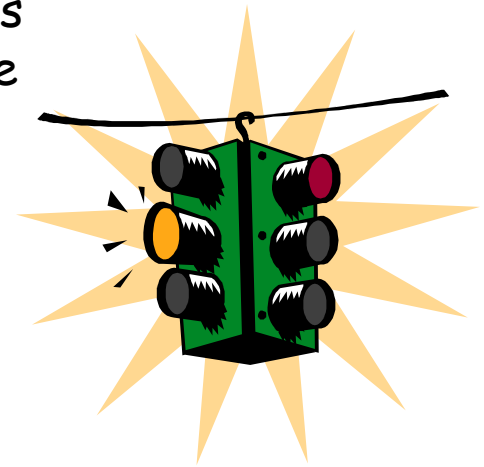


If you are on campus during an emergency drill or actual emergency, please follow the directions of campus staff.

# Medicine and Health Care

Policy: Austin ISD policies specify that all medicines must be administered to student 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.

If a child feels ill, please send them to the nurse's office.





# Health, Safety, and Security

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- 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 to the nurse.



# Campus Security

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- Barton Hills uses an electronic scanning system to process identification badges. The scan checks for any offenses related to offenses against children.
- If you see an individual at Barton Hills who is not wearing an identification badge or guest sticker, please escort them to the office or call the front office.



# Protection of Student Rights/Privacy

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It is imperative that volunteers and staff make every effort to guard the privacy rights of students. 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.

# Telephones and technology



- Please do not allow students to make calls from classroom telephones. A student may be sent to the office with an office pass and a buddy if a phone call is necessary.
- Volunteers or staff shall not be on the computer or the telephone for personal reasons while working.
- Volunteers or staff shall not use cameras or camera phones to take pictures of students.



# Volunteer Responsibilities on the Campus

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- Be on time. Students and teachers are counting on you.
- Check with the campus for directions on parking.
- Always report to the office and sign in.
- Make note of emergency exits.
- Volunteers should support school staff and students. If you have a question regarding incidents, protocols, or procedures, do not hesitate to ask the teacher or an administrator. In order to respect and protect the privacy rights of students and staff, please do not discuss personnel matters and information regarding students with persons on or off the campus who do not have a valid need to know.
- Volunteers should refrain from expressing personal reactions or sharing personal opinions about what they see or hear in classrooms and on playgrounds, etc. to avoid inadvertently affecting adversely a student or other.



# Classroom/Playground Management

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Volunteers and staff are responsible for reviewing and understanding the campus, classroom, and playground expectations. These are campus specific. 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.

# Keys to Smooth Sailing

- Introduce yourself as Mrs./Ms./Mr. \_\_\_\_\_.
- Stick to teacher plans as closely as possible.
- Call on one student if you have any questions. (They will ALL want to tell you how to do it right!)
- Move around the classroom/playground to be able to observe all students working/playing.
- Re-direct inappropriate behavior as needed. (ex. "Sue, please work quietly.")
- Acknowledge students who are exhibiting appropriate behavior. (ex. "I like the way Mike is keeping his hands to himself.")





# Frequently asked questions

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- *Can I give food or candy as a reward for good behavior?*  
No. Talk with the classroom teacher about specific ways to reward students for positive behavior.
- *What do I do if a child shares confidential information with me?*  
It is your responsibility to keep the information confidential, except in cases where the safety of a student is in issue. In that case, report immediately to the Principal or other lead person on the campus. Any general 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 and let staff know.
- *What do I do in the event of an emergency?*  
Call the office using the classroom phone. If unable to use the phone, send two children to the office.
- *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.
  - a student is seriously misbehaving?* Call the office and request assistance. Inform the teacher in writing and in person.

