



Guidelines for Non-Teacher Supervision of Students at Hill



District Philosophy and Practice

At Austin ISD, we see parents as key partners in their children's education. We deeply value the time you spend volunteering and share your commitment to keeping all students safe.

To ensure a safe environment for everyone, all volunteers and staff must complete a criminal background check and a training program.

You can register for this through the **Voly** system. Make sure to also confirm your training completion via the Google Doc, which you'll find under the **volunteer tab** on our website.

This training is specifically for volunteers and non-teaching staff who will be supervising students without a teacher present.

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District Policy

- **Register on Voly** to get your background check and sign a confidentiality agreement.
- **Fill out the Google form** to confirm you've finished the required training.
- **Receive permission from the principal** of the school where you want to volunteer.



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

Volunteer and Staff Conduct

As a volunteer or staff member, you must know and follow the discipline rules for the campus and classroom. If you have any questions, please speak with a school administrator.

Key Expectations

- **Use positive reinforcement** to encourage good behavior.
- **Never leave children alone.** If you need to leave, ask another teacher to watch the students or contact the front office for help.
- **Ensure students always use the buddy system** when moving around the school.



Classroom Management

- When you volunteer in a classroom, it's important to **talk with the teacher first** to understand their management style. Setting clear expectations for students from the start is key.
- As you work with students, provide plenty of **positive feedback** to reward them for good behavior. Always check with the teacher to make sure any rewards you give align with the school and classroom rules.
- **Do not give food or treats** to students as a reward.



Dress Code

As a volunteer or staff member, you must follow the dress code for both the district and the campus.

Here are the key points of the dress code:

- Your clothing should be appropriate for the school environment and weather.
- Avoid anything that advertises drugs, alcohol, or tobacco.
- Do not wear clothing with inappropriate language, images, or anything that could disrupt the school day.

Please model appropriate dress for our Dillos!



Medicine & Health Care

- The school nurse is the only person who can give medicine to students.
- Volunteers, staff, or students themselves are **not allowed** to give out or take any medication at school.



Health & Safety

Key Policies

- **No Smoking or Drugs:** Austin ISD campuses and events are smoke-free and drug-free. You cannot smoke, use tobacco, or have any illegal substances on school grounds.
- **Handling Bodily Fluids:** To avoid contact with bloodborne pathogens (like HIV or Hepatitis), do not touch bodily fluids. If a student is injured, have them clean it themselves, wear gloves, or send them to the nurse with another student.



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.
- 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

Student Privacy

- It's crucial to protect the privacy of our students. Please **do not discuss** any details about a student's behavior, grades, or abilities with people outside of the school.
- Within the school, you should only share information with staff members who are directly involved with that student.



Volunteer Responsibilities in the Classroom

Key Reminders for Volunteers

- **Be on time.** Students and teachers are relying on you.
- **Park only in approved spaces.** Do not park in restricted areas.
- **Always check in at the office.** You must sign in at the front desk before you start your volunteer duties.
- **Know your exits.** Locate the emergency exits for your classroom on the maps near the phones.
- **Ask questions.** If you are unsure about an incident or procedure, ask the teacher or an administrator.
- **Keep it to yourself.** Don't discuss what you see or hear in the classroom with anyone else. You should not share your personal opinions about what happens with others.



Keys to Smooth Sailing While You Volunteer

Before You Begin

- **Introduce yourself** to the students. Don't assume they know who you are.
- **Review the teacher's plans** and follow them closely.
- **Explain what you'll be doing** with the students to avoid any surprises.
- **Be on time** and maintain a **positive attitude**.



FAQs



Frequently Asked Questions

- **Can I give food or candy as a reward?** No. Talk to the teacher about other ways to reward good behavior.
- **What if a student tells me something confidential?** Keep the information private. If you have any concerns, report them to the teacher.
- **What if I can't come in?** Please call the school office, the teacher, or another volunteer to let them know.



FAQ continued

In Case of Emergency

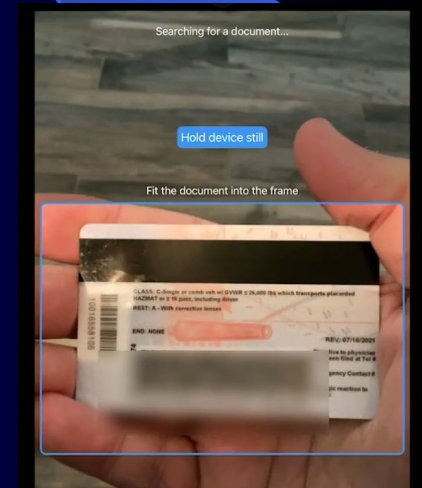
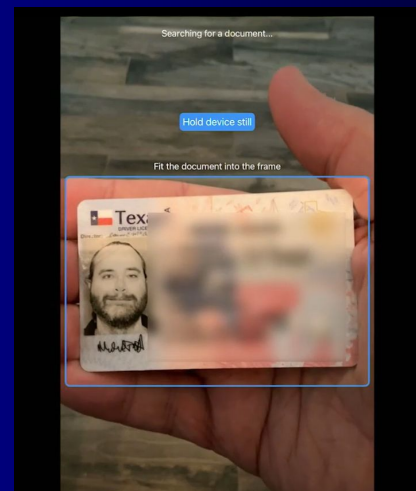
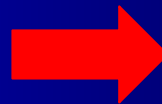
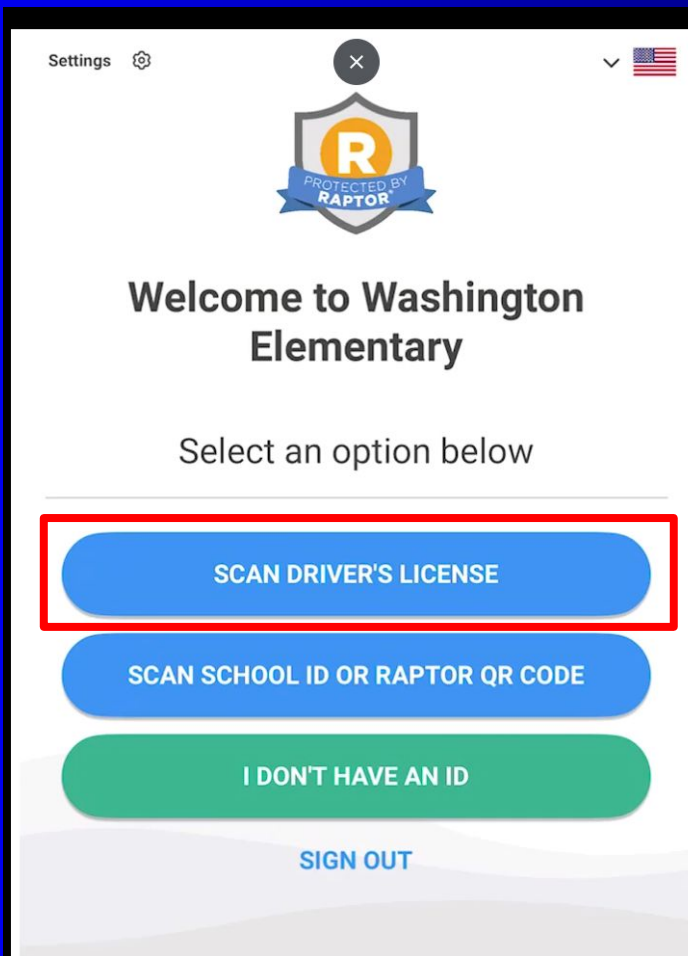
- **What do I do in an emergency?** Use the classroom phone to call the office.
- **What if a student gets sick?** Send them to the nurse's office with a buddy and a health note.
- **What if a parent comes to pick up a child early?** Do not release the child. Wait for the office to call you or for the parent to bring a note from the office.
- **What if a student is misbehaving badly?** Call the office for help. Also, be sure to let the teacher know in person and in writing.



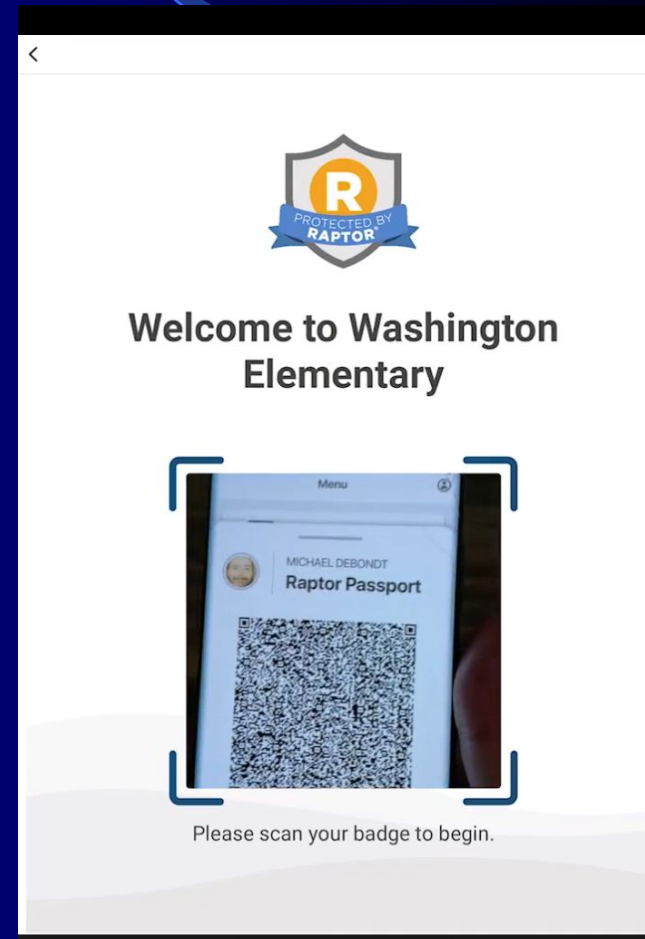
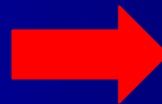
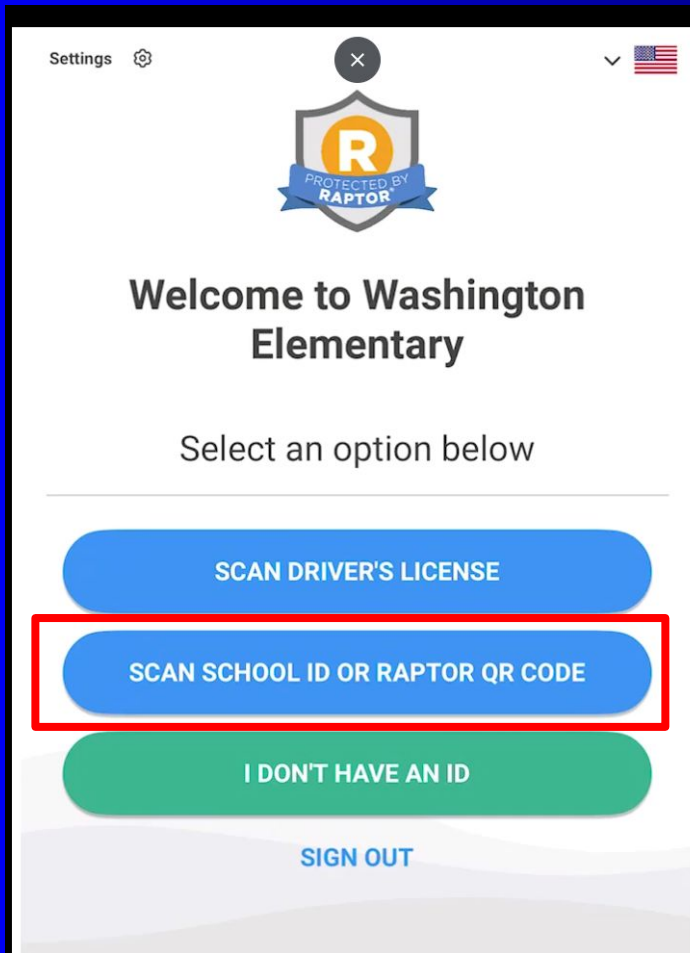
Signing In At School

- AISD has rolled out a self serve visitor sign in iPad at schools
- Every time you visit Hill you should bring a picture ID
- People wanting to come on campus without picture IDs must receive permission from administrators
- Acceptable picture IDs: drivers license, passports, Mexico IDs

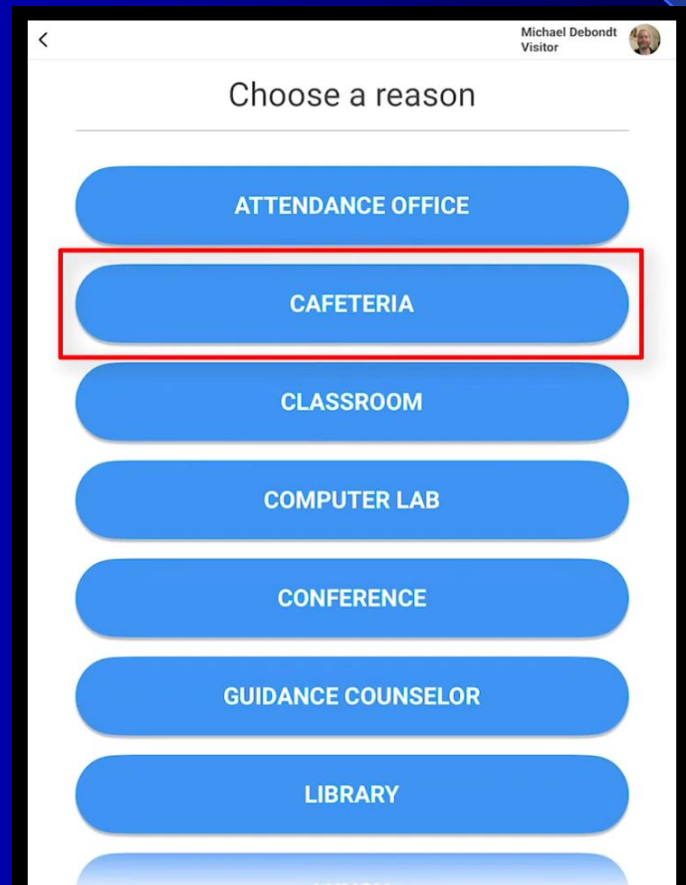
Using the Self Serve Sign In iPad



Choose an option for signing in



Choose why you are visiting

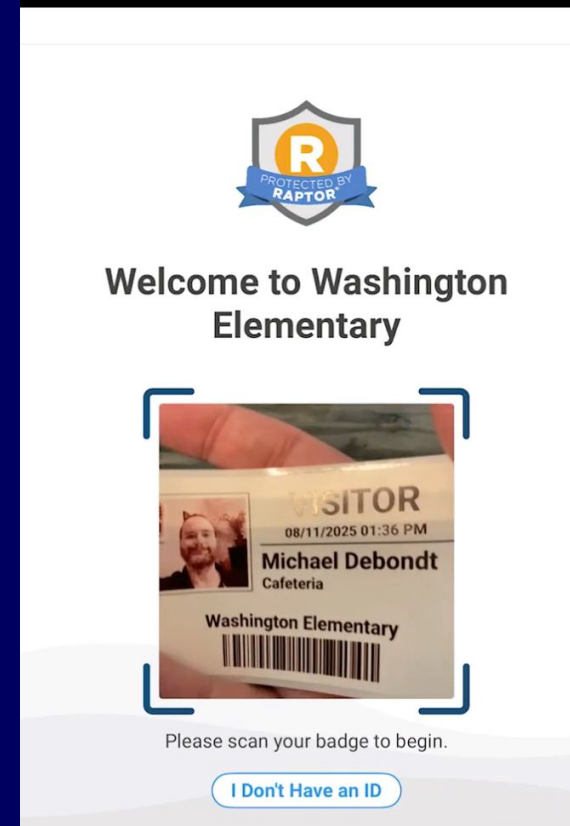
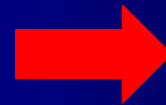
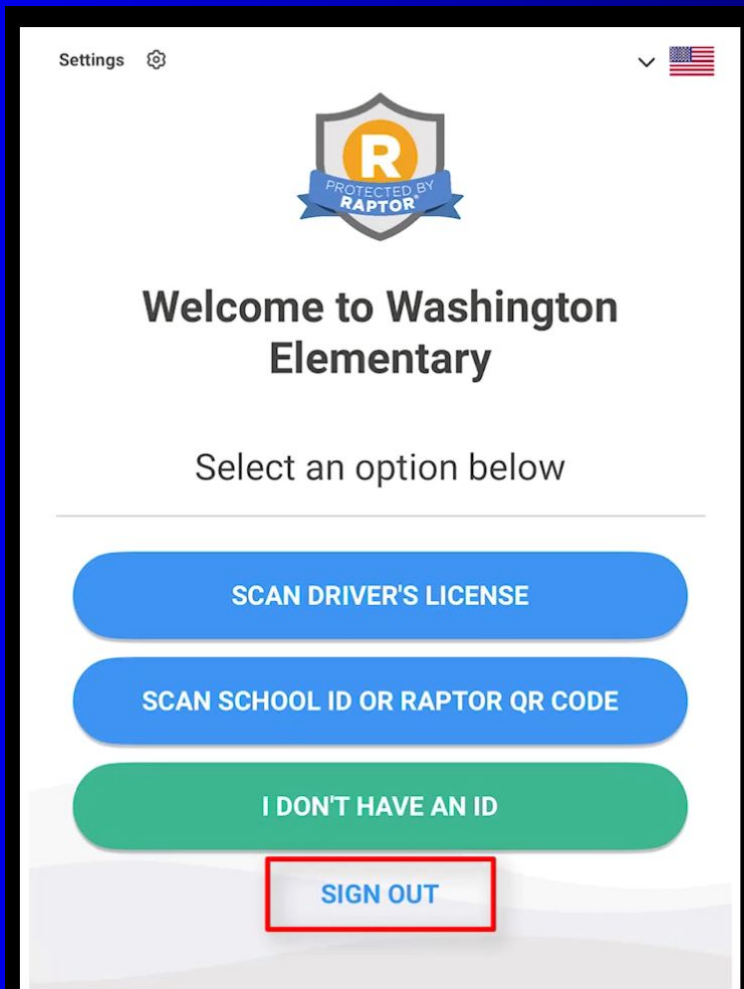


A screenshot of a mobile application interface. At the top, there is a back arrow on the left and the text "Michael Debondt Visitor" with a profile picture on the right. Below this is the title "Choose a reason". The main content consists of a vertical list of blue, rounded rectangular buttons. The buttons are labeled: "ATTENDANCE OFFICE", "CAFETERIA", "CLASSROOM", "COMPUTER LAB", "CONFERENCE", "GUIDANCE COUNSELOR", and "LIBRARY". The "CAFETERIA" button is highlighted with a red rectangular border.

Choose a reason

- ATTENDANCE OFFICE
- CAFETERIA
- CLASSROOM
- COMPUTER LAB
- CONFERENCE
- GUIDANCE COUNSELOR
- LIBRARY

Sign out on the iPad when leaving









Want to be a volunteer?

<https://hillelementary.com/volunteer-registration/>

Volunteer Signup

 Get involved and join our school community!




Volunteering is a  wonderful way to connect with fellow parents, build strong relationships with our  teachers and  staff, and see your child   thrive in their school environment. There are so many ways to volunteer—big and small!  Check out a list of our committees here.

Volunteer Interest Form



Start here and let us know you're interested in volunteering by filling out [this form](#). 

Registration & Training

New Volunteers

-  **REGISTER WITH VOLY** (*annual requirement*)
-  **Complete Volunteer Training**
Volunteer training will be available in September.
-  **Confirmation of training**

Returning Volunteers

-  **REGISTER WITH VOLY** (*annual requirement*)
-  **Confirmation of previous training**

Register on VOLY and confirm you had training

The screenshot shows the 'Create A Volunteer Account!' registration form. At the top left is the Austin ISD logo. Navigation links for 'Causes', 'Opportunities', 'Teams', and 'Schools' are visible. The form is split into two sections: 'Create A Volunteer Account!' on the left and 'Already Have An Account? Please log in.' on the right, separated by a vertical line with an 'OR' in a circle. The registration section includes fields for 'Legal First Name*', 'Legal Last Name*', 'Email Address*', 'Confirm Email Address*', 'Phone Number*', 'Zip*', 'Password*', and 'Confirm Password*'. A 'Log In' button is located in the right section. At the bottom left, there is a green 'Create Account' button. A success message 'Success!' with a green checkmark and the Cloudflare logo is visible above the button. The background of the form features a photo of graduates in blue and yellow caps and gowns.

The screenshot shows the 'Confirmation of Volunteer Training' form. The title is 'Confirmation of Volunteer Training'. Below the title is a paragraph: 'By completing this form and submitting it to the Hill office, I certify that I have completed the training for non-teacher (interaction) supervision of students at Hill in accordance with my responsibilities to serve as a volunteer at Hill Elementary School.' Below this is a text input field containing 'erica.martindale@austinisd.org' and a 'Switch account' link with a user icon. A red asterisk note states '* Indicates required question'. The form has three main sections: 1. 'Email *' section with a text input field labeled 'Your email'. 2. 'Date *' section with a date input field labeled 'Date' and a placeholder 'mm/dd/yyyy' with a calendar icon. 3. 'New or Returning Volunteer? *' section with a dropdown menu currently showing 'Choose'.



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