

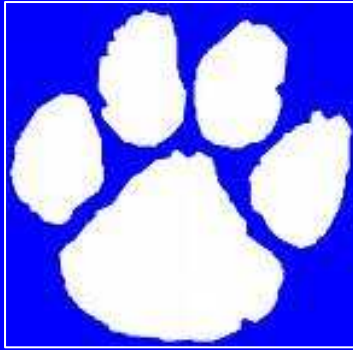


Guidelines for Non-Teacher Supervision of Students at Casis



Expectations for Training

- Trainees shall receive:
- Printout of power point
- Confidentiality agreement
- District dress code
- Campus evacuation and disaster drill procedures
- Campus illness and injury procedures
- Campus behavior expectations and protocols



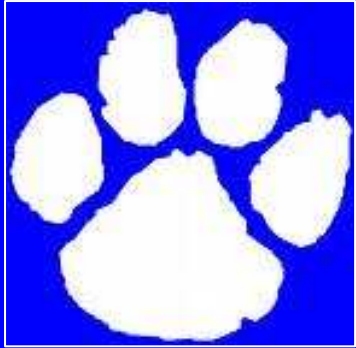
District Philosophy and Practice

- 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.



District Policy

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



Telephones & Technology

- Volunteers or staff shall not use computers or the telephones for personal reasons while working.
- Students shall not use telephones unless given permission by the teacher or volunteer (as directed by the teacher).





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.



Dress Code

- 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 no 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.



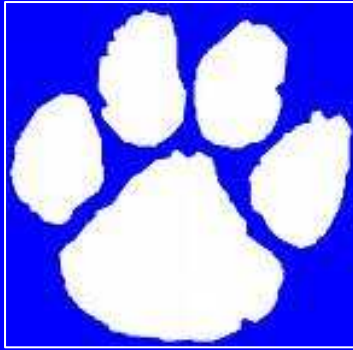
Medicine & Health Care

- 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.
- Red Bears are located in classrooms and can be used to let the office know that you need assistance in the classroom. Students deliver the red bear to the office with a buddy. These are used only for emergencies.



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.



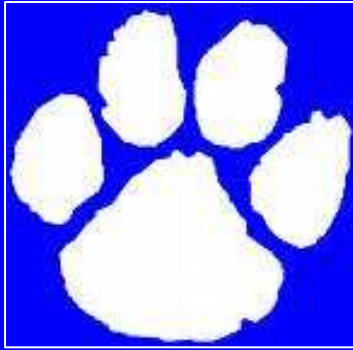
Campus Security

- As of Fall, 2009 Casis will use an electronic scanning system to process identification badges. The scan will check for any offenses related to offenses against children.
- Criminal Background Checks are required of each volunteer. Volunteers can complete this free service by going to the APIE (Austin Partners in Education) website.
- If you see an individual at Casis who is not wearing an identification badge, please escort them to the check-in table or call the 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.



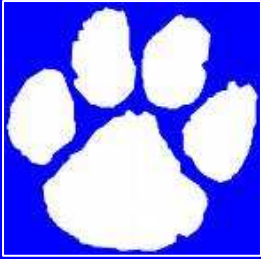
Volunteer Responsibilities in the Classroom

- Be on time. Students and teachers are counting on you.
- Please do not park in the teacher parking lot or in the Casis Village lot.
- Always report to the office to sign in.
- 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.
- If you are a Read Aloud/Casis Cares Volunteer, it's always more manageable when you buddy up with another volunteer! One to teach, and one to assist with classroom management.
- 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 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. 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.
- 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.
 - a student is seriously misbehaving? Call the office and request assistance. Don't forget to inform the teacher in writing and in person.



Cafeteria/Playground Monitoring Volunteers

- Be on time for your shift!
- Bibs, aprons, and a laminated "cheat sheet" of the rules are located in the cabinet labeled Cafeteria/Playground Monitors on the stage.
- Review the rules by reading the information located on the pink laminated sheets found in the cabinets and in the apron pockets.
- Please do not socialize while on duty, we need your attention on the students for their safety and well-being.
- Active monitoring means you are:
 - Walking around
 - Engaging in student conversation
 - Assisting with problem solving
 - Redirecting behaviors as needed
- Be positive!



Cafeteria Duties

- Wear an apron so you are easily visible to the children.
- Introduce yourself to the paid monitors.
- Review the rules found on the pink laminated cards that are in the cabinet and in apron pockets.
- Move around the cafeteria and actively engage yourself with the children. This means you are:
 - Enforcing the rules in a positive manner.
 - Redirecting any inappropriate behavior.
 - Picking up trash and wiping down tables with the assistance of the students.



Cafeteria Rules

Students Should:

- Walk at all times, talk quietly, and use good manners
- Remain seated until dismissal time. After 15 minutes, the flower will be placed on the table. At that time students can choose to go to lunch recess or may stay and finish eating.
- Clean up after themselves-each table should also have two table wipers assigned.
- Line up at the cafeteria door for dismissal and walk quietly to the doors leading to the playground.

Note:

- Students who do not have a lunch may purchase a cafeteria tray even if they don't have money in their account.
- Cafeteria food will be replaced if it is dropped on the floor
- The principal will make an announcement if there will be no outdoor recess.



Cafeteria Monitor Volunteers Should...

- Supervise student behavior and expect them to comply with the rules.
- Allow students who are finished eating to throw away trash and line up at the door after the flower is place on their table.
- Assist with lining up and dismissal at the doorway.
- If possible, accompany kindergarten through 2nd grade students to the exit door (especially at the beginning of the school year.)

Suggested Phrases:

- "Thank you for using your inside voice."
- "Please walk in the cafeteria."
- "Please move your lunch away from...(friend, problem, etc.)"
- "You need to stay with me while the other children leave for the playground."
- "I need three minutes of your time before you go outside."



Playground Duties

- Wear a bib or apron so you are easily visible.
- Introduce yourself to the paid monitors who are out on the playground. They will let you know what zone that you'll need to monitor.
- Go to the zone that you've been assigned to monitor.
- Monitor in an active manner. This means you are:
 - Walking around the zone.
 - Engaging in conversation with students
 - Assisting students in problem solving
 - Enforcing the rules in a positive manner



Playground Rules

Students Should:

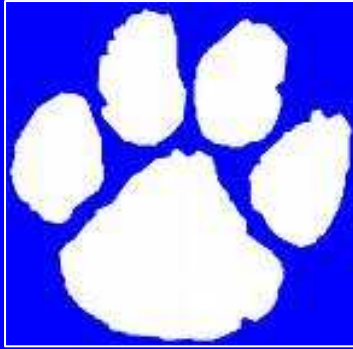
- Use hands, feet and playground equipment appropriately.
- Allow all fellow students to participate in games and include others in play.
- Be expected to behave respectfully to other students and adults.
- Get permission to go inside to use the restroom or to visit the health clinic.

Students Should Not:

- Be out of sight from the monitors; they may not go behind or between the portables or into the forest.
- Retrieve balls that go over the fence.
- Push, shove, play chase, tackle football or wall ball, or throw rocks or dirt; no football on basketball court.
- Climb up or "surf" down the slide, or climb trees.
- Eat lunch on the playground.

Note:

- If a student refuses to comply with your requests or repeatedly violates a rule, please notify the office. If there is an emergency, please have the monitor on the playground use the radio to call or send a red bear to the office.

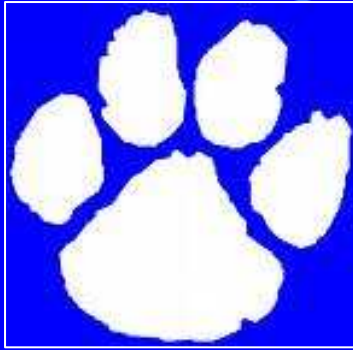


Playground Monitors Should...

- Supervise student behavior and expect them to comply with the rules.
- Circulate around the playscape, swing area, and basketball court.
- Refer students with scrapes and bumps to the paid monitor who has a first aid kit. If the student wants to go to the health clinic, please ask him/her to take a friend.
- Assist teachers in picking up their classes at the appropriate times.

Suggested Phrases:

- "Please follow the rules for slide/swing safety."
- "Pushing and tackling need to stop."
- "I need you to follow the rules or I will have to ask you to stop this activity."
- "Please stay with me (or sit at the picnic table) for the next three minutes."



Playground Zones

Zone 1: Portables and Garden area outside of the library

Zone 2: Playscape

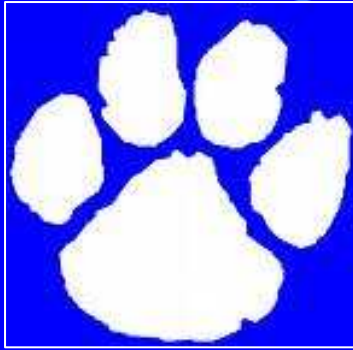
Zone 3: Blacktop

Zone 4: Swings and water fountain area

Zone 6: Gravel area next to playscape

Zone 5: Lower fields

(This area is only available when we have enough monitors to cover this area):



Cafeteria Zones

Zone 1: Cafeteria food line (Pre K & Kindergarten Only) & Tables ____

Zone 2: Tables ____ & ____ (Chair Set Up @

Zone 3: Tables ____ & ____

Zone 4: Double doors and tables ____ & ____

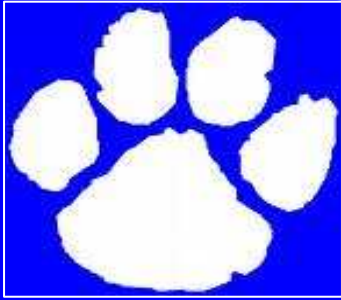


Kindergarten Casis Cares

Classroom Management

How to Read so Kids will Listen

Review of the Curriculum



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 and 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.



How to Read so Kids will Listen

After the Read Aloud...

- Use the story as a springboard to other literacy activities. After reading, try to think of simple ways to enhance the story.
- Ask the children to describe one of the characters in the story, to draw a picture of the setting, or to journal about an alternate ending to the chapter you may have just finished reading.
- Have fun!



Review of the Casis Cares Curriculum

- The classroom teacher will model the first Casis Cares lesson for you so that you can better understand the structure of the curriculum.
- Use the Casis Cares binder of resources to preview and plan for lessons. The lessons are clearly laid out and easy to follow!



Read Aloud Volunteer

- Be on time! Teachers use this time for collaboration and professional development and look forward to starting their meetings promptly.
- Introduce yourself to the students, even if you think they may already know who you are.
- Be positive!
- Doubling up with another parent volunteer makes for a more successful experience. One to do the read aloud and the other volunteer to move around the classroom and monitor behaviors.



Read Aloud Tips

Before You Read...

- You and the teacher will select books for the read-alouds. In some cases, the teacher will have selected a book for you or ask you to read from a chapter hook that they are already reading. In other cases, you may select the book.
- When possible, review or pre-read the text to make you more comfortable with the reading.



Read Aloud Tips

During the Read Aloud...

- Get everyone comfortable. Begin by asking a few questions or make comments to promote a conversation about the story. Help the students connect the reading to life experiences.
- Be an expressive reader-it takes practice! Reading aloud does not come naturally to most people. It's okay to make mistakes. The more you read aloud, the more natural your story telling skills will become.
- Stop for questions and comments to engage the listeners, but balance this so that the storyline doesn't get side tracked.
- If students are not involved, ask some questions along the way as you're reading.



Read Aloud Tips

After the Read Aloud...

- Use the story as a springboard to other literacy activities. After reading, try to think of simple ways to enhance the story.
- Ask the children to describe one of the characters in the story, to draw a picture of the setting, or to journal about an alternate ending to the chapter you may have just finished reading.
- Have fun!



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