



2011-2012

Volunteer Handbook

CRESTVIEW MIDDLE

16025 Clayton Road
Ellisville, MO 63011-2162
636.891.6950



Rockwood School District

Find more information at

www.rockwood.k12.mo.us/parent/Pages/ParentandFamilyInvolvement.aspx



School Volunteer Handbook

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Dear School Volunteer:

The Rockwood School District understands that parent and community involvement is a significant factor in the quality of our schools and the success of our students. Every day, hundreds of dedicated volunteers give their time and talents to help students, teachers and staff in countless ways. Their contributions enhance students' learning experiences and strengthen the educational process.

Public schools are a great way to make a difference in your own community. School volunteers are important role models because they exhibit care, model the best in citizenship and create a climate that fosters learning and the love of education. Unique opportunities exist at the district's 30 schools, providing volunteers the flexibility to donate their time in many ways.

Please join us and our volunteer team in support of our students, teachers and staff. This is an exciting time to be a part of education. With your support, we can help students grow, learn and become responsible citizens of character.

Sincerely,

A handwritten signature in black ink that reads "Bruce Borchers". The signature is written in a cursive, flowing style.

Bruce Borchers, Ph.D.
Rockwood Superintendent



Growing Together,
Learning for Life

Crestview Middle School

16025 Clayton Road
Ellisville, MO 63011-2162

636.891.6950

636.207.2529 Fax

E-Mail: scheulenjill@rockwood.k12.mo.us

Dr. Jill Scheulen
Principal

Dear Crestview Volunteer:

Welcome to Crestview Middle School! This handbook is an informational guide for volunteers. It is designed to give you assistance in your role as a volunteer. The role and responsibilities of the school volunteer listed in this handbook will provide you with the guidance for making your volunteer experience a success.

On behalf of the entire Crestview Middle School community, students, staff, and families, we want to thank you for volunteering to help provide the best possible education for our students. You play an important role in the success of our students. In whatever way you choose to serve here at Crestview, your time and contribution is greatly needed and appreciated.

Each year, we encourage all students to follow Crestview's norms of **Respect, Listen, Participate, Reflect, and Keep an Open Mind**. Through respecting each other, listening to one another, participating and getting involved in school, taking time to reflect on practices and behavior, and keeping an open mind to try and give it their all, this is sure to be a terrific year. Working hard to remember and follow these norms throughout the school year will only enhance the learning of our students here at Crestview.

Crestview is a school rich in traditions, such as the *Amphora* ceremonies and the Crestview Awards Program (CAP). These traditions have been successful based on the commitment of our students, faculty, parents and community. The Crestview staff encourages students to live up to the Trojan Spirit as exemplified by *Hector, the mightiest warrior in the Trojan army*. Not only was Hector a valiant warrior, he was also an ideal gentleman who cared deeply about his *homeland, family and troops*. During this school year as you give of your time, look for the display of fierce and valiant work in our classes and the care that students feel about their school, family and fellow Crestview students.

The staff of Crestview Middle School wishes you a meaningful and pleasant school year. Should any questions or problems arise during the school year, please do not hesitate to discuss them with a member of the Crestview staff. Through communication, we can work together to make good things happen.

School volunteers impact student success. We welcome you to our family here at Crestview. Your influence will make a difference.

Sincerely,

Jill Scheulen, Ed.D., Principal
Crestview Middle School

Dear CMS Families,

Your Crestview Parent Organization (CPO) is dedicated to helping parents, students, and teachers “Get Connected” to all that Crestview has to offer. In that spirit, we are implementing new programs I hope you will take advantage of!

The Crestview Award Program, otherwise known as CAP, is designed to make our community even better by encouraging our students to be great citizens. You will see a renewed direction to connect our children to their community in service project opportunities that can be completed at school, in some instances in partnership with Student Council. Using their “bank” of earned points from the year, they will be eligible to enter the raffle offering great prizes. New forms and instructions for the CAP program can be found on the CMS website. Look for the CPO website page dedicated to CAP!

Our families will receive an email from the address CMSPTO@rockwood.k12.mo.us introducing you to the CPO and volunteer opportunities available within CPO, the school and the classrooms. Our volunteer coordinator will send emails as these opportunities arise – whether it’s to serve popcorn at a mixer, discuss books with sixth graders or share your sewing skills with a FACS student. If you are not receiving our emails, let us know – contact information for our Board members as well as the CMSPTO email address is listed under the PTO Tab on Crestview’s website. There is also a Volunteer tab that highlights CPO Programs and Events in need of parent volunteers throughout the year.

Volunteer Opportunities -throughout the school year

Crestview Awards Program (CAP)

Staff Appreciation

Box Tops

Community Cares

Classroom Volunteers

Special Events

Back-to-school Orientation/Ice Cream Social (August)

Mixers (October and January)

Wellness Walk (April)

District Track Meet (May)

Crestfest (May)

8th Grade Celebration (May)

CPO will publish a student directory with online access for all of our Crestview families. New this year, the directory will include email as well as street addresses and phone numbers. Lastly, we are funding these programs with a donation campaign entitled “Get it Done”. Forms can be found on the Crestview website, attached to your volunteer email and in the school office.

CPO hosts monthly General meetings – usually on Friday mornings in the school library. Please join us for feature speakers, committee business and camaraderie! Dates can be found on the school calendar and announcements, and, of course, on the Meeting page of the CPO Tab at the Crestview Middle School website.

Thank you so much for your support. We are thrilled to help you “Get Connected” this year!

Sincerely,

Debbie Lang

CPO President, 2011-2012

Deb_lang@msn.com

**Crestview Parent Organization
Executive Board & Committee Chairs – 2011 - 2012**

Executive Board	Position	Name	Phone	Email
	President	Debbie Lang	636-530-7764 314-518-9501	deb_lang@msn.com
	President Elect	Jennifer Thomas	636-527-0058 314-288-5639	jaycethomas1068@gmail.com
	Vice President	Julie Sutherland	314-566-2441	jsutherland2@earthlink.net
	Secretary	Tracy Tunis	636-527-2319 636-236-8506	ttunis@att.net
	Treasurer	Dale Boyd	636-530-7738 636-675-0319	dale.boyd@charter.net
	Volunteer Coordinator	Susie Pisoni	636-519-4054	CMSPTO@rockwood.k12.mo.us
Programs	Committee	Chair/Co-Chair	Phone	Email
	Box Tops	Janet Paul Sharon Lay	636-544-8521 314-749-2263	paulboys@sbcglobal.net mu.lays@charter.net
	School Directory	Dale Boyd	636-530-7738	dale.boyd@charter.net
	Crestview Award Program (CAP)	Maria Saxon Jennifer Pisarkiwicz	314-614-0255 636-778-0105	mariasaxon@sbcglobal.net jpisarkiewicz@att.net
	Locker Inserts	Anne Randall	636-778-0411	Anne.randall@rocketmail.com
	Marquee	Dale Boyd	636-530-7738	dale.boyd@charter.net
	Special Recognition	Linda Wulf	636-519-1462	Linda_Wulf@charter.net
	Hospitality/ Staff Appreciation	Linda Elias Rachel Jenkins	636-519-8642 636-530-1014	linnylouhoo@yahoo.com jenkins53.rj@gmail.com
Events	Committee	Chair/Co-Chair	Phone	Email
	Crest Fest	Karen Rosson Michelle Wherry	314-954-5439 314-226-3170	hsjkids@hotmail.com mwherry@prudentialalliance.com
	Community Outreach	Julie Zamberlan	636-227-5291	lazyjz@charter.net
	Ice Cream Social	Lori Rauber	636-778-9297	rauber8@yahoo.com
	Mixer Refreshments	Kim Heligman	314-610-3046	zetcher3@aol.com
	Track Meet	Linda Wulf	636-519-1462	Linda_wulf@charter.net
	Wellness Walk	Julie Watson	314-477-3907	Julie.Watson@charter.net

Crestview Middle School Frequently Asked Questions

1. What is Infinite Campus? Infinite Campus is an online resource to allow access to your students' assignments, grades, schedules and more. You will need an Activation Key to establish your I.C. account for system access. To obtain your Activation Key:

Print and complete a [Parent Access Request form](#) - found on both the Crestview and Rockwood websites (www.rockwood.k12.mo.us, go to the Parent Tab and choose General Information then choose Infinite Campus/Teacher Grade Book or sign up in the school office. Take the completed form along with a photo ID to Diana Albrecht in the Crestview office (636-891-6950). (Note: if you have children at multiple schools, you only need to complete one form and visit one of the schools.)

2. How do I stay informed at Crestview? The Crestview website, eBackPack, and Schoolnotes.com are three important ways to stay informed at Crestview. All three will give you information for Crestview Middle School (CMS) and the Crestview Parent Organization (CPO).

- **What is the Crestview School website address?** www.rockwood.k12.mo.us/crestview.
- **What is Schoolnotes.com?** This *free* e-mail service will send you a daily update of CMS and CPO information. Sign up for this service at <http://new.schoolnotes.com/xpages/view/121928/2>. This should take you directly to Dr. Scheulen's page. If you cannot access it from this site, click on <http://new.schoolnotes.com>. Click on the Parents blue tab, under "Find Your Teacher" enter "Scheulen" and the school's zip code - 63011 - click Search. Click on the blue, underlined "Daily Announcements". This will take you to her current postings. If you would like to receive automatic notifications as information is updated, once you are on Dr. Scheulen's page, click on the "Notify Me" button next to the calendar, then fill in your e-mail address, first name, last name, click the box next to "notify me" and then click the "Notify Me" button. When updates are made, the information will be automatically sent to the e-mail address you entered!

3. What is Crestview Award Program (CAP)? The Crestview Award Program is designed to make our community better by "Growing Tomorrow's Citizens". The disciplines of academics, citizenship, attendance, service, and school and community involvement are emphasized. Students may apply for CAP based on their 1st, 2nd, and 3rd quarter performance. Each participant targets a level, works toward that goal, completes the application form and has it certified by teachers, administrators and parents. CAP is a student-driven program with each individual taking responsibility for completing and returning his/her signed application each quarter. Points are awarded for each level; the point total determines the participant's award level and incentives.

4. What is the Amphora Award? The Amphora award is given to students who achieve a 3.50 GPA or higher at the end of the first semester. Students are recognized during a special awards ceremony during the second semester. The award is based on Crestview's most prized possession: an ancient Greek water jug from the second century B.C. purchased from the May collection in 1965. Called "The Amphora," it has become a symbol of Trojan pride and spirit and is displayed in the school office.

5. How can I volunteer at Crestview? Parent volunteers are welcome and needed in many capacities, such as: Crestfest, Library, Wellness Walk, CAP and much more. Visit the CPO tab on the Crestview website. The Volunteer page lists chair people for all of the CMS partnered events. You will receive emails from our CPO address CMSPTO@rockwood.k12.mo.us whenever volunteer opportunities arise in the school, classroom, or Crestview community.

6. What after-school activities are available for my child? See the Crestview website under the "Activities" tab for a complete listing (check often - will be updated as soon as all information is received).

7. What are Crestview Mixers? They are all-school dances held after school sponsored by the Student Council (STUCO) for grades 6-8. Teacher and adult supervision is provided. Drinks and snacks may be purchased at the mixer.

8. What is Crestfest? Crestfest is a Student Council sponsored, fun, end-of-the-year carnival in May for Crestview families.

9. When can I purchase a yearbook? Buy a YEARBOOK during the Ice Cream Social, Open House or online (see the home page of the CMS website). The price increases after November 1, 2011.

10. When are the Crestview Parent Organization meetings (CPO)? They are usually held on Friday mornings at 9:30 a.m. in the library. The CPO tab under the Crestview website lists meeting dates and times on the calendar page. Dr. Jill Scheulen, attends all CPO meetings, presents Crestview and Rockwood updates and answers questions. Meetings also include Crestview staff and student presentations and resources for parents.

11. What is WEB (Where Everybody Belongs)? WEB is a student-led program utilizing eighth grade student leaders to help sixth grade student's transition into Crestview. WEB helps students build connections by participating in fun activities.

12. How does drop off and pick up work at Crestview with the upper and lower parking lots? Valley Road (the upper parking lot) and Clayton Road (the lower parking lot) are utilized for both buses and cars. Therefore, while you may drop off in either the lower or upper lot, always do so in the lanes closest to the school. (Between 7:00 and 7:10 a.m. or after 7:20 a.m. are the least busy times.) Watch for updates regarding parking lot procedures from Dr. Scheulen.

13. Can I email a teacher? Yes, all the teachers' email addresses are listed on the Crestview website. They can also be directly emailed from your Infinite Campus log-in under your child's schedule. **Should my child email their teachers?** Yes. Students are encouraged to contact their teachers if they are absent or need clarification on an assignment.

14. How can I tour Crestview? Contact the Crestview Office at 636-891-6950.

15. How do I deposit money in my child's lunch account? NutriKids offers parents a secure, online system for school meals. First, log in and create an account on mynutrikids.com. Use your child's 10-digit student ID when enrolling in the program. (Rockwood has waived the online enrollment fee for parents.) Features and benefits include:

- 24/7 access to accounts and balances
- Secure online payments through credit/debit cards and PayPal accounts
- One meal account per family for easy management of funds
- Itemized purchase history up to 30 days, viewable in online account
- Automatic email notification when balances are low
- Payments of \$40 or more are encouraged
- Transaction history is available 24 hours after enrollment

16. What are Parent-Teacher conferences like? How do they work? Parents use an online program to schedule conference time slots with their child's teachers. Details of the scheduling procedures will be sent out by the building principal and can be found in the CMS monthly newsletter. You are encouraged to communicate with teachers about your child's progress during the course of the year. Early communication will help to make your conferences more effective and keep you from feeling rushed during your time slots.

17. What are Bus Notes? Due to maximum capacity on buses, these notes (requesting that a student not assigned to a bus be allowed to ride it) cannot be issued. Your student needs to ride their assigned bus home or arrange non-bus transportation.

18. Are cell phones allowed at Crestview? Yes, your student can have a cell phone. However, school policy does not allow the phone to be turned on (for any reason) during school hours. Your student may use their phone before or after school!

19. How do I check my child in and out of school or get a message to them during school hours? Go to the main office and sign your child in/out at the attendance desk. If your student needs to leave school for a prescheduled appointment, send a note with your child to the office upon arrival that morning. A pass will be issued allowing them to be in the office at the time you need to pick them up. For emergency messages during school hours, please do not call their cell phone; instead, call the main office, 636-891-6950. It is very difficult to get messages to students after 2:00 p.m.

Welcome to Crestview! Please feel free to contact any of our CPO Board members for more information. Contact information can be found on the home page on the Crestview website.

What Does It Take *to be a School Volunteer?*

Volunteers help schools deliver services to students and schools that go above and beyond what can be provided through district resources.

Have you considered volunteering in your child's school or classroom?

- Would you like to work directly with students?
- What kinds of volunteer opportunities would you enjoy?
- What days and time work for you?
- Do you feel prepared for the volunteer experience?
- What are you looking for in your volunteer experience?

What do you need to be a volunteer?

- A genuine interest in helping children
- A commitment to volunteering
- A positive attitude
- School volunteer training
- Regular attendance

What do school volunteers do?

- Reinforce skills taught by teachers
- Give students individual attention
- Provide enrichment to the curriculum
- Assist teachers with classroom duties
- Provide services that support schools and programs

Who assists school volunteers?

- Teachers can organize tutoring/mentoring opportunities in the classroom
- Schools can help volunteers find opportunities within programs, the office or the library.
- Parent-teacher organizations need volunteers for special PTO events, parent leadership roles and committee involvement.

***Find out more about school volunteers on the Rockwood website:
www.rockwood.k12.mo.us/parent/volunteer***

Safety and Security

Important information for School Volunteers

Rockwood parents and patrons are encouraged to visit district schools. However all visitors who come to the school during a regular school days must follow established safety procedures.

At Rockwood schools, visitors must be admitted into the building through a monitored locking system. Visitors during school hours will press the buzzer on the system, wait to be identified by a staff member, and then access the building once the door opens.

School volunteers can then proceed to the school office.

- All school volunteers must sign-in and sign-out at the school office each time they come to the school.
- Volunteers will be required to wear a name tag/badge identifying them while they are on a school campus.
- All volunteer activities take place under the supervision of school personnel.
- Volunteers will participate in safety drills while at school.
- Read more about school visitors to schools on Policy 1430 – School Visitors to Schools www.rockwood.k12.mo.us/community/boe/policies/1000/p1430.html .

Confidentiality

Important information for School Volunteers

Volunteers who work with students need to remember that some information is considered confidential. Please feel free to share school volunteer experiences with others, but it is very important not to use full names of students outside of school. Any information a student shares within the classroom is considered confidential, and must remain between you, the student and the teacher/staff member.

Read more about confidentiality on the following Board of Education regulations:

Student Information

Policy 2400

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential. In addition, parents/guardians and students have a right to expect that student health information will be kept confidential. Student educational records shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students. Read more about directory information related to students on the website:

<http://www.rockwood.k12.mo.us/community/boe/regulations/2000/r2400.html>

Discipline

Policy 2605

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Teachers have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. School volunteers will remember that it is the principal's, teacher's and/or staff member's responsibility to discipline students. Read more about discipline on the website:

<http://www.rockwood.k12.mo.us/community/boe/regulations/2000/r2605.html>

Communication and Internet Use

Policy 6320

The principal/designee shall oversee the maintenance of communication and information technologies for each school and may establish limits and guidelines on their use. Students and staff are authorized to use communication and information technologies in accordance with user obligations and responsibilities as found on the district website: www.rockwood.k12.mo.us/community/boe/regulations/6000/r6320.html .

Reliability

Important information for School Volunteers

- Teachers and staff plan for school volunteers. If you will be absent, call the school as soon as possible so arrangements can be made. It is important that we do not disappoint or disrupt our students' learning.
- Follow school guidelines for student dress code. Dress comfortably, but remember that you are a role model for our students.
- Parent or patron visits to the classroom must be approved in advance by the sponsor, teacher and/or principal.
- Volunteers will work within the guidelines established by the school administration and will work under the direction and supervision of teachers and staff members.
- Visitation by preschool children and children who are not registered in the school is discouraged. All children who are visiting the school must report to the principal and receive approval prior to attending classes.
- Volunteers may not be given a Rockwood staff member's and/or teacher's personal accounts and passwords in order to access a school website.
- Smoking, alcohol, drug use and firearms are prohibited on school district premises, including all buildings, grounds and property of the District.
- The Board of Education and administration will not tolerate anyone who disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal/designee may refer charges to the proper legal authorities.

Field Trips

Important information for School Volunteers

Please be aware of the following Rockwood policies regarding field trips:

Field Trips/Excursions

Policy 5660

A field trip is a planned visit outside the classroom taken by students under the supervision of a teacher or other school official for the purpose of extending the instructional activities of the classroom through first-hand experience and participation in functional situations that relate directly to what is being studied. School volunteers may assist by following the procedural guidelines found on the website:

<http://www.rockwood.k12.mo.us/community/boe/regulations/5000/r5660.html> .

International Field Trips

Policy 5661

Prior to initiating any plans for field trips involving international travel, the sponsor should first review the district policies and regulations governing such travel. School volunteers participating in international field trips will be informed of the responsibilities, including supervision, code of conduct, alcohol consumption, insurance, and forms. Read the policy found on the website:

www.rockwood.k12.mo.us/community/boe/regulations/5000/r5661.html .

Field Trips Involving Out-of-Town or Overnight Travel

Policy 5662

School volunteers may assist in the supervision of students where needed and if appropriate. However, these volunteers will work under the supervision of district personnel. Read the procedures as identified on the website:

www.rockwood.k12.mo.us/community/boe/regulations/5000/r5662.html .

Building **FAMILY-SCHOOL Partnerships**

The evidence is in: when schools and families work together to support learning, everyone benefits.

- » Students do better in school and in life.
- » Parents become empowered.
- » Teacher morale improves.
- » Schools get better.
- » Communities grow stronger

Did you know?

Parents of high-achieving students set higher standards for their children's educational activities. They are active participants in schools and education.

- » **Who:** Most students at all levels—elementary, middle, and high school—want their families to take active roles in between home and school. When parents come to school regularly, it reinforces the view in the child's mind that school and home are connected and that school is an integral part of the whole family's life.
- » **When:** The earlier in a child's educational process parent involvement begins, the more powerful the effects. The most effective forms of involvement engage parents in working directly with their children on learning activities at home.
- » **Why:** Decades of research show that when parents are involved, students have the following:
 - » Higher grades, test scores, and graduation rates
 - » Better school attendance and self-esteem
 - » Increased motivation,
 - » Lower rates of suspension
 - » Decreased use of drugs and alcohol

Family participation in education was twice as predictive of students' academic success as family socioeconomic status. The more parents participate in schooling, in a sustained way, at every level—in advocacy, decision-making and oversight roles, as fund-raisers and boosters, as volunteers, and as home teachers—the better for student achievement.

» **How:** Rockwood supports the framework provided by the National Coalition for Parent Involvement in Education, which includes six types of parent involvement:

1. PARENTING: Families need to establish home environments that support children as students. With guidance and support, parents may become increasingly involved in home learning activities and find themselves with opportunities to teach, to be models for and to guide their children.

2. COMMUNICATING: Families become active participants in communication from a school-to-home and home-to-school perspective. Parents understand how to contact their children's teachers and principals, as well as access their school's website, newsletter and parent-teacher organization. They know how to use Infinite Campus, Rockwood's student information system, to learn about their children's progress.

3. VOLUNTEERING: Families can volunteer as tutors and classroom aides, as well as assist with field trips and in other support opportunities. Parents can organize school events, and assist with their children's extracurricular activities and athletics. Schools have many exciting volunteer opportunities for the community.

4. LEARNING AT HOME: Families can help their children develop good study habits, supervise their homework, monitor TV viewing, and supervise regular bedtimes and school attendance. Parents read to their children and provide stimulating experiences contribute to student achievement.

5. DECISION MAKING: Families can join parent-teacher organizations or long-range planning committees so they can advocate for good schools. They can help develop school improvement plans and provide parent representation and support. These groups can take the lead in assessing school needs, developing goals and monitoring for continuous improvement.

6. COLLABORATING WITH COMMUNITY: Families and schools help students by forming collaborative relationships with many public and private agencies that provide family support services. These partnerships create shared responsibility for the well being of children, families and schools by all members of the community.

From the National Coalition for Parent Involvement in Education; Joyce L. Epstein, Ph.D. of the Center on School, Family and Community Partnerships at John Hopkins University; National PTA.

*For more information, visit the Rockwood School District Website at
www.rockwood.k12.mo.us/parent/involvement*

Training Opportunities

Prepare for your volunteer experience

Online Training:

In addition, you can visit the Rockwood website www.rockwood.k12.mo.us/parents/schoolvolunteers .

- Review Rockwood policies and procedures.
- Watch a video that provides guidelines for school volunteers.
- Learn about district-wide volunteer opportunities.

More information:

If you have questions about volunteering in your neighborhood school, or for the Rockwood School District, please contact us:

Rockwood Communications
1955-A Shepard Road
Wildwood, MO 63040
Phone: (636) 733-1140
E-mail: ortacathy@rockwood.k12.mo.us

TOP FIVE TIPS

For School Volunteers

1) **Meet the principal and get to know your school.**

Rockwood has welcoming, safe and supportive schools. Share your contact information by filling out the school volunteer registration form. Be sure to get the school contact information as well.

2) **Create a checklist.**

You'll need some information to be a school volunteer. Your school will share with you the following details:

- ___ Days and times you're expected
- ___ Opportunities for volunteers
- ___ Procedures for volunteers
- ___ Building layout and parking facilities
- ___ What is expected of students
- ___ Fire drills and safety procedures

3) **Just ask**

Let the school know if you need more instructions in order to perform a task. Help establish good communication with the teacher and the school so you'll be comfortable with your volunteer assignment.

4) **Enjoy the students.**

Understand that their backgrounds, family values, manners and vocabulary may be different from yours. By sharing time and caring, you are making a difference for children.

5) **Always remember that you are appreciated!**

The teachers, staff members and students value your time and all you give to schools.