



2011-2012

Volunteer Handbook



Kehrs Mill Elementary

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636-891-6050

<http://www.rockwood.k12.mo.us/kehrsmill/>



Rockwood School District

www.rockwood.k12.mo.us/parent/involvement



School Volunteer Handbook

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Dear Kehrs Mill Volunteer:

Welcome to Kehrs Mill Elementary, a National School of Character and a Missouri Gold Star School! On behalf of the entire Kehrs Mill community, students, staff, and families, we want to thank you for volunteering to help us provide the best possible education for our students. You are an important component in the success of our students. In whatever way you choose to help, whether in the classroom, workroom, library, or in other school programs, you can be sure your contribution is needed and valued.

This handbook was prepared to give your assistance in your role as a Kehrs Mill volunteer. The role and responsibilities of the school volunteer listed in this handbook will provide you with the guidance for making your volunteer experience an enthusiastic success. Basic techniques and strategies you can use to help children learn are discussed briefly. Naturally, the teacher will be nearby to provide directions and to answer your questions.

To ensure student safety, the front doors will be locked during the instructional day. You will need to push the call box button to be buzzed in by the office. We ask that you sign in at the school office on the “volunteer sign-in” sheet and pick up a volunteer badge or wear your lanyard. While working at Kehrs Mill, we ask that your badge be visible to staff and students. When you leave school, please remember to sign out.

Please feel free to discuss any aspect of the school volunteer program with us or any member of the Kehrs Mill staff. We are most appreciative of the time and talents you are donating. We know you will experience the joy of working with young children. Your contributions will make a difference in their lives. We hope you will be rewarded by the love and appreciation of the students and staff. Thank you very much for caring about our Kehrs Mill students and for your support.

Across the nation, mothers, fathers, grandparents, businessmen and senior citizens are finding that their involvement as school volunteers is having a positive influence on student achievement. Volunteers are making a difference in schools!

Sincerely,

Dr. Chris Garland
Kehrs Mill Principal
636-891-6050

Beth Shackelford
President Elect & Volunteer Coordinator
shackfamily@charter.net



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

HOW TO PEACEFULLY & EASILY CO-EXIST WITH FERPA

CLASS LISTS

1. Class lists may be posted for 3 days at the beginning of school to help students/parents find classrooms easily. After 3 days, lists should be removed.
2. After that 3 day period, if teacher names would indicate that a child is an exceptional learner, class lists by teacher may not be given out.

DIRECTORY INFORMATION AND BUZZ BOOKS

1. Directory information for buzz books should come from the directory information in our student management system. For buzz books, that would include: student name/address/phone number. Birth dates may also be listed if they are not excluded by parents. Teacher name and grade may be listed as long as all "homerooms" are heterogeneously grouped.
2. Students may be listed by team at the middle school level, unless their parents have excluded their information.
3. Email addresses are considered to be part of the directory information this year.

PHOTOGRAPHS

1. Any student may have his/her photograph taken by the school photographer, if the family wishes. However, only those children whose parents have not excluded photos may be included in the yearbook. If a parent excludes photos, they do not have the choice of which publications are excluded. It is all or nothing. It is possible that some photographers may choose not to photograph excluded children. Parents of excluded children should discuss this with the photographer.
2. Any photographs taken at school, i.e. during parties, etc., need to be approved for use in publications and/or displays by the administrator. The administrator will ensure that any child in the photograph has parent permission to be photographed.

ROOM MOTHERS/PTO

1. Room mothers should be provided with the first names and number of students in the class they are serving, so that every child may take part in celebrations.
2. When doing birthday boards, etc., please protect the safety of our children by not using names on photographs that are displayed on a bulletin board. Only photos of children whose parents have not excluded photos may be displayed. Administrators may want to discuss this with PTOs because not all children will be treated consistently, due to exclusions.
3. Valentine's Day lists of first names, etc. may be given to students for the purpose of making sure that all students are remembered.
4. New student/new family information is often requested by PTOs as part of their welcome activities to the district. This information should be provided to PTO for this purpose.

What does it take *to be a School Volunteer?*

School 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 jobs would you enjoy?
- What days and time work for you?
- How much time a week can you give to your child's school?
- 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
- Good health

What do school volunteers do?

- Reinforce skills taught by teachers
- Give students individual attention
- Provide enrichment to the curriculum
- Assist teachers with classroom duties
- Help students prepare to be productive members of society
- 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, leadership and committees.

Find out more about school volunteers on the Rockwood Web site:

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 during a regular school days must follow established safety procedures. At Rockwood elementary 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

Work with students is always 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 Web site:

<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 Web site:

<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 Web site:

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. We do not want to 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 Web site.
- All groups using the name of the district or a school, booster clubs or other support groups for any district school will be expected to conduct all operations in such a way as to reflect positively upon the district. Read Policy 1495, Booster Clubs/Support Groups, at www.rockwood.k12.mo.us/community/boe/policies/1000/p1495.html
- Smoking, alcohol, drug use and firearms are prohibited on school district premises, including all buildings, grounds and property of the District. Read more about Policy 4870, Drug-Free Schools, at www.rockwood.k12.mo.us/community/boe/regulations/4000/r4870.html
- The Board and administration will not tolerate any one 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. Read more about Policy 1431, Adult Code of Conduct, at www.rockwood.k12.mo.us/community/boe/regulations/1000/r1431.html

Field Trips

Important information for School Volunteers

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 Web site:

<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 Web site:

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 Web site:

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.

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.

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

» **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 Web site, 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 Web site at
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www.rockwood.k12.mo.us/parent/involvement

TOP FIVE TIPS

For School Volunteers

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

Rockwood has welcoming, safe and supportive schools, all within a caring community. 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 you to choose from
- ___ Volunteer procedures at your school
- ___ Building layout and parking facilities
- ___ What is expected of students
- ___ Fire drills and safety procedures

3) **Just ask**

Let the school 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.

BENEFITS

Provided by School Volunteers

School volunteers provide assistance to children and help teachers and staff better meet the needs of students. Everyone benefits when a school has active school volunteers.

Benefits for the Students

- Enriched learning experiences
- Opportunities for exploration
- Additional individualized and personalized attention
- Learning reinforcement
- Increased motivation and improved self-concept
- Positive adult role models

Benefits for the School

- Improved student achievement, attitude and behavior
- Community support of neighborhood schools
- Parent understanding and cooperation
- Positive community attitude toward the educational system
- More opportunities for teachers to provide additional instruction

Benefits for the Volunteer

- Helping children achieve
- Sharing knowledge and talents
- Knowing that you are needed and valued
- Becoming more involved in the school and community
- Providing active support for quality education

Benefits for the Community

- Better quality education
- More responsive school system
- Added pride and confidence in educational system
- Better educated students
- Closer ties between schools and the community

If you would like to volunteer please click [here](#) to fill out the online form and someone will follow up with you.

Copyright Law Reminder

Please observe all copyright laws when conducting any official business for the PTO and Kehrs Mill Elementary. This includes music, software, images, video and all intellectual property. Kehrs Mill is a National School of Character and we should keep true to these principles in any work that we produce for Kehrs Mill.

For information on obtaining permission to use copyrighted material, please see the link below.

<http://www.copyrightkids.org/permissioninformation.htm>