

Marquette High School

Parent Volunteer Handbook



Explore these pages to find a place where your talents, interests and time can be utilized for the benefit of our students and school



Keep Marquette strong by getting involved....It's the best thing you can do for your Mustang!!



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 cursive script that reads "Bruce Borchers".

Bruce Borchers, Ph.D.
Rockwood Superintendent



*Growing Together.
Learning for Life*

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*

Come and be part of the fun VOLUNTEER TODAY!

The M.P.O. or the Marquette Parent Organization welcomes you to Marquette. M.P.O is a group of volunteers that support Marquette students and staff. Anyone who resides in the Marquette attendance zone or has a student attending Marquette High School is an automatic member. There are no dues collected, the M.P.O. is completely funded by money raised through the school store. In a school this size we need many volunteers both on a regular and short notice basis. Volunteers are needed to chair and work committees, events, the school store, plus many other functions throughout the school year. If you would like to be a volunteer please fill out this form and let us know where and when you are available to help. To keep our volunteer list current we need all volunteers to fill out a new form each year. We contact most of our volunteers through email so please include your email address on the form. Thank You.

VOLUNTEER POSITIONS

The following is an explanation of the committees and other events that will use the help of volunteers. The M.P.O. Volunteer Representative is Becky Eggmann. If you have any questions please feel free to contact her at beeggmann@att.net or 636-519-0213.

TCB DAYS...Taking Care Business Days are the days that the incoming Seniors, Juniors and Sophomores and Freshmen receive their schedules, pay any late fees, turn in health cards, pick up yearbooks, get locker assignments, get picture ID's taken and apply for a parking pass.

GENERAL OFFICE/HELPING HANDS...volunteers fill in for the Secretaries for special occasions, help sort student pictures, help with winter/spring sports sign ups, pass out schedules the first day of second semester and other odd jobs.

PICTURE SORTING—Help sort the students pictures and ID's into their first hour classes so that they can be passed out.

DANCE TICKET SALES—Help during the lunch shifts 10:50 to 12:30 with the sale of tickets to School Sponsored Dances.

SPORTS SIGN-UP—Help during the lunch shifts 10:50 to 12:30 with sign ups for winter and spring sports.

NURSE'S OFFICE—Volunteers help with filing and clerical work as well as eye and ear testing. No nursing skill is needed.

SCHOOL STORE—Volunteers work in the school store in the mornings and lunch shifts. There is a core person who works 7:15 to 1:00,

3 volunteers 7:30 to 9:00 am, 2 9:00 to 10:30 am, and 4 to 5 volunteers 10:30 to 12:30 (lunch shifts). Volunteers work one day a week or rotating weeks in a set schedule; volunteer subs are also needed.

STAFF APPECIATION... committee sets up and serves food throughout the school year for conference evenings and other special events. They also plan and carry out Staff Appreciation week in the late winter.

FOOD & REFRESHMENTS- provides food for the Staff Appreciation events.

SENIOR MEN & MOM BRUNCH...is held in early spring for the Senior Men and their moms. This event is on a Saturday morning and is an off campus event. Volunteers are needed to help plan and work this event. Prefer **NON-SENIOR** parents to chair this event.

FATHER-DAUGHTER DINNER DANCE...is held in early spring for all daughters and their fathers. It is an off campus event, held at a large banquet hall. Volunteers are needed to help plan and work this event.

SENIOR FAREWELL... is the lock in event held after Marquette's Graduation Ceremony. It is a carnival type atmosphere for the graduates and is hosted by the Senior Parents. Fundraising for this event begins in the student's Freshman year.

LIBRARY VOLUNTEERS...are responsible for shelving library materials, straightening library shelves, helping with bulletin boards, assisting with book processing, and helping with other task as requested by the librarian or librarian assistants. You would not be asked to monitor students or be responsible for checking material in or out.

COMMITTEE CHAIR, ELECTED OFFICER, AND M.P.O. CLASS REP....are other good ways to get involved with M.P.O.

PLEASE SUBMIT A NEW VOLUNTEER FORM EACH SCHOOL YEAR

M.P.O. VOLUNTEER FORM

Marquette Parent Organization

PARENT'S NAME _____

ADDRESS _____

CITY _____ ZIP _____

PHONE# _____ E-MAIL ADDRESS _____

STUDENT _____ GRADE _____

I AM INTERESTED IN HELPING AT MARQUETTE IN THE FOLLOWING WAYS...

_____ TCB DAYS... REGISTRATION/ORIENTATION

_____ SENIOR

_____ JUNIOR

_____ SOPHOMORE

_____ FRESHMEN

_____ FIRST DAY OF SCHOOL 7:00 TO 8:30 / FIRST DAY OF SECOND SEMESTER

_____ GENERAL OFFICE/HELPING HANDS/ONE-TIME JOBS—HELPING TEACHERS, SPECIAL EVENTS ETC.

HELP WITH SALE OF TICKETS FOR SCHOOL DANCES (DURING SCHOOL LUNCH SHIFTS)
HELP WITH WINTER OR SPRING SPORT SIGN-UPS (DURING SCHOOL LUNCH SHIFTS)
PICTURE SORTING (EARLY SEPTEMBER) 8:30 TO 11:30 OR 12:30 TO 2:30

_____ STAFF APPECIATION

FOOD & REFRESHMENTS (HELP SUPPLY FOOD FOR STAFF APPECIATION)

_____ NURSE'S OFFICE

_____ SCHOOL STORE

DAY _____ 7:30-9:00 _____ 9:00-10:45 _____ 10:30-12:30 _____

_____ SENIOR MEN & MOM BRUNCH---SPRING 2011 (NEED A NON-SENIOR PARENT TO CHAIR THIS EVENT)

_____ FATHER-DAUGHTER DINNER DANCE (EARLY SPRING)

_____ I WOULD LIKE TO GET INVOLVED WITH M.P.O. (I WOULD LIKE TO CHAIR A COMMITTEE OR HOLD AN OFFICE)

_____ SENIOR FAREWELL 2011 2012 2013 2014

_____ LIBRARY VOLUNTEER-----DAYS AVAILABLE

DAYS AND HOURS AVAILABLE TO HELP _____

BEST TIME TO CONTACT ME _____

MAIL TO: Becky Eggmann
1343 Riverdale Circle
Chesterfield, MO 63005

EMAIL @: beggmann@att.net

(To keep our Volunteer forms current we need all Volunteers to fill out a new form each year.)

Please don't forget to include your email address!



*Growing Together,
Learning for Life*

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



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 .



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Learning for Life

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.

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 .



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.

- » 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. *(continued)*

» **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
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.