



2011-2012
Volunteer Handbook

ROCKWOOD SOUTH MIDDLE

1628 Hawkins Road
Fenton, MO 63026-2629
636.891.6850



Rockwood School District

Find more information at
www.rockwood.k12.mo.us/parent/Pages/ParentandFamilyInvolvement.aspx



School Volunteer Handbook

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Dear Parents:

Welcome to Rockwood South Middle School. I am excited to have this book for you. As we work to build relationships to assist the learning of our students we want our parents to be as involved as possible. This Volunteer Handbook will prove helpful as we look for ways that you can be part of our Falcon family.

This handbook is provided to share possible volunteer opportunities through various avenues within our school. These opportunities consist of special events that we host throughout the year, the PSO, as well as library assistance just to name a few.

This is an exciting time in your student's life and there are many changes that will take place over their middle school career. We look forward to working with you to be involved as a volunteer in our school.

Sincerely,

Linda J. Miller, Ed.D
Principal

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 Web site:
www.rockwood.k12.mo.us/parent/volunteer***



Parent Volunteer Opportunity

Carolyn Floyd – FACS Teacher

Volunteer Need: to assist with sewing projects in 6th and 7th grade classes. Assist with 6th grade cooking labs, and possibly 8th grade cooking and sewing.

Description of Volunteer work:

7th Grade Sewing - assisting students with following pattern instructions, assisting as students practice threading needles, tying knots, and doing hand sewing stitches, extra adult “eyes and ears” for safety as students work on sewing machines.

6th and 8th grade cooking and sewing – assisting students with following pattern and recipe instructions, and adult “eyes and ears” for safety during cooking and sewing labs.

Time commitment involved:

8th grade – From 7:30 – 9:00 a.m.

7th grade – From 9:00 – 10:45 a.m.

6th Grade – From 10:45 – 11:30 and 12:00 – 12:45

It could be a weekly commitment or less frequent. Sewing with 7th grade would be the 5th – 10th weeks of first and second semester. Sewing with the 6th grade would be weeks 2-5 of each quarter. 8th grade would be as needed. Cooking with 6th grade would be as needed. There are 5-6 cooking days at the end of each quarter.

Any additional information:

It is very important that adults assisting in the classroom realize that the students need to do their own work! Adults answer questions, and offer support in following written instructions, working safely, cleaning up, etc.

Sewing knowledge could be helpful, but not necessary.

Cooking assistance just requires patience.

If there are several volunteers who would want to work regularly in my classroom, I would certainly be willing to have a ‘training’ session or two for them to familiarize themselves with the work the students are doing. I could do this during fourth block, or maybe one or two evenings.



Parent Volunteer Opportunity

Debbie Smith, R.N.

Volunteer Need: Parent to help with student movement and flow during Health screenings (vision, hearing, scoliosis, etc.)

Description: Keeping students in line, moving quietly and quickly to the nurse screeners during vision, hearing and scoliosis screening days. This is a HUGE help!

Time commitment involved:

Oct. 11, 2011 November 18, 2011 January 10-11, 2012

7:30 a.m. – 2:20 p.m. each day

Any additional information:



Parent Volunteer Opportunity

Mary Corsair, Counselor

Volunteer Need: Help with several committees: Red Ribbon, Relay for Life, Caring Schools

Description: Helping to plan, coordinate and carry out activities and events. This could include after school meetings, as well as evening or weekend events.

Time commitment involved:

Flexible – depends on the availability and interest of parent.

Any additional information:

Red Ribbon Committee works to sponsor drug prevention awareness and activities during Red Ribbon Week at the end of October (Oct. 23-31) each year. Students meet after school to plan, but work can be done on some things during evenings or weekends.

Relay for Life is an annual event of the Rockwood School District and the American Cancer Society to raise money for cancer research. The event takes place the first Friday night in June, but fundraising activities occur throughout the school year. Rockwood South will form a team of interested participants which will meet during the year to host fundraisers, culminating with the actual Relay for Life in June.

Caring Schools Committee meets once each month after school, but has several events planned throughout the school year to involve parents and students together. One is a Trivia Night, to be held in January. Another is a mentoring program. The committee is chaired by Katie Talleur, Math teacher on Blue team.

Carnival (all-school) the first Friday in May is an opportunity for each of the above committees to raise money, as well as provide an opportunity for kids to have fun. Each committee usually sponsors a booth or game, and students and parents are needed to work that evening, as well as plan and set up the activity.



Parent Volunteer Opportunity

Rachelle Meyer – LA Teacher

Volunteer Need:

Discuss reading with students

Help with writing assignments

Mentor struggling students

Description:

I would like an adult to meet with a student or students on a regular basis to discuss their personal reading. The parent may or may not be familiar with the book. These are just book talks.

Another idea is to target specific students and the parent would be more of a mentor. The parent would commit to reading the same book as the student. They would meet once a week to discuss what they have read.

Helping with writing assignments would be someone to conference with students about their writing assignment or help prompt them as they are working.

Time commitment involved:

Book talks – preferably at least once a week 1st, 3rd, and 4th block

Mentor – every week during the child's block

Writing assignments – as needed

Any additional information:



Parent Volunteer Opportunity

Lisa Smarr – Math Teacher

Volunteer Need:

Work on Multiplication facts
Work on Fractions

Description:

Helping students with basic skills.

Time commitment involved

Mornings during homeroom .
During Falcon Time

Any additional information:

Katie Talleur – Math Teacher

Volunteer Need: helping students with math work

Description: working with students who need extra help with a math concept one-on-one or in small groups

Time commitment involved:

I could work with a variety of availabilities. Ideally, I would like 30 min per week during the same class period (ie. Always on an A day or always on a B-day) sometime during 1st block 7:30-9:05 or 4th block 12:50-2:22. Helping with after school tutoring would be another option if during the school day didn't work.



Rockwood South Middle School Parent Staff Organization

"Parents are a child's first and most important teachers. The most successful students are those who have the involvement of their parents, and the support from their local community."

PSO Officers for 2011 –2012

| | | |
|------------------------------|-------------------------|-----------------------------------|
| President | Becky Sebelski | blsebelski@yahoo.com |
| President-Elect | Amy Greenwald | amyjklamom@gmail.com |
| Treasurer | Paul Carcagno | jpcarcagno@sbcglobal.net |
| Secretary | Margo McIlroy | mcilroys@sbcglobal.net |
| Volunteer Coordinator | Debbie Needy | debbieneedy@att.net |
| VP School Support | Angie Stimson | stimsonangie@sbcglobal.net |
| VP Fundraising | Kelly Hasenfratz | kellyh928@gmail.com |
| VP Activities | Karie Moran | kariemoran2003@yahoo.com |
| VP Communications | Sarah Dillon | sarahdillon@att.net |

Rockwood South Middle School PSO meets once per month; all parents and staff are welcome to attend. We'd love to have you join us! For meeting dates, check the school website. (Meeting dates are subject to change due to school activities.)

HOW CAN I HELP?

- Chaperoning for a class, a team, or a club.
- Volunteering at Rec Nites, or 8th gr. Falcon Blast.
- Helping with Conference Dinners twice a year.
- Assisting with Staff Appreciation all year long.
- Supporting our fundraisers such as the private donation program, book fairs and entertainment books sales.
- Volunteering for school committees or PSO committees.
- Volunteering at the School Store.
- Supporting PSO sponsored events.

(Contact any of the officers above for more information)

Look at what RSMS PSO accomplished in 2010-2011

- *Sponsored Rec nites for 6th, 7th & 8th grades
- *Sponsored Falcon Blast for 8th grade
- *Prepared and served food to the staff during Four conference nights
- *Held appreciation days for teachers, supporting staff and administration
- *Raised over \$3,500 through our private donation program
- *Raised \$9,000 with Entertainment Book sales
- *Contributed **\$9,600** to all Teams for misc expenses
- *Contributed money to Renaissance program
- *Sponsored annual Scholastic book fair
- *Donated \$150 to Reading program
- *Hosted book fair at Barnes and Noble
- *Staffed the school store
- *Donated \$500 towards new Theater curtain
- *Donated \$900 to Theater Dept. for equipment
- *Assisted Counselors with Red Ribbon Week
- *Donated funds towards a Healthy Snack program
- *Provided planners to all students
- *Provided Event magnets to every family
- *Published the Buzz Book
- *Provided snow cones for students at orientation
- *Ran food booth at School Carnival
- *Ran concession stand during Spring Production as a fundraiser

Rockwood South PSO

Our purpose is:

1. To promote the welfare and education of children and youth eligible to attend the Rockwood School District and the Rockwood Middle School in the home, school, and community.
2. To support the school in improving education in ways that will adhere to administrative policy and the Rockwood School District's mission, goals, and beliefs.
3. To raise funds for programs and equipment to further the education of children and youth.
4. To bring about a closer relationship between the home and the school, that parents and teachers may work cooperatively in the education of children and youth.
5. To foster communication, cooperation, support, information, and education within the Rockwood School District, including District staff, parents, and the general community.



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 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

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 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. 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 Web site.
- 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 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.



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 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.**



Training Opportunities

Prepare for your volunteer experience

Online Training:

You can visit the Rockwood Web site 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.