



2017-2018

Volunteer Handbook

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CRESTVIEW MIDDLE

16025 Clayton Road
Ellisville, MO 63011-2162
636.891.6950



Rockwood School District

Find more information at
www.rsdmo.org/parent/Pages/ParentandFamilyInvolvement.aspx



School Volunteer Handbook

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CRESTVIEW MIDDLE SCHOOL MISSION STATEMENT

We cultivate interdependent learners through high expectations.

CRESTVIEW MIDDLE SCHOOL VISION

Serving • Learning • Leading

Message from the Principal . . .

Welcome to Crestview Middle School! This handbook is an informational guide for volunteers. It is designed to assist you 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 are greatly needed and appreciated.

At Crestview Middle School, we encourage all students to embrace the *7 Habits of Highly Effective Teens*. By **being proactive, beginning with the end in mind, putting first things first, thinking win-win, seeking first to understand then to be understood, synergizing and sharpening the saw**, this is sure to be a terrific year. The entire Crestview community will work hard to teach and follow these effective habits throughout the year as well so we can all work together to enjoy a wonderful experience here at Crestview.

Crestview is a school rich in traditions, such as the *Amphora* ceremony. Traditions at CMS 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.

Dr. Gary Jansen, Principal
Crestview Middle School



July 2017

Dear Rockwood Families,

Every day, hundreds of dedicated volunteers give their time and talents to help our Rockwood students and school community in countless ways. These contributions enhance our students' learning experiences and strengthen our schools.

I personally invite you to be a part of this strong home-school-community partnership. Unique opportunities exist at the district's 29 schools, as well as our programs in early childhood education, gifted education and our individualized learning center. I can assure you that we offer volunteers the flexibility to donate their time in many ways, and this handbook provides important resources to make your service enjoyable and beneficial for all.

The most successful students are those who have champions in their lives who care about them and their education. Please join us and support our students, teachers and staff. Together, we can help all students thrive in this world.

Sincerely,

Dr. Eric Knost

Superintendent

Rockwood School District

(636) 733-2005

@ROCK_Supt



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:
<http://www.rsdmo.org/parent/Pages/ParentandFamilyInvolvement.aspx>



How will YOU realize your worth and potential at CMS this year?

Fall 2017

Dear CMS Families,

For five years now, we have actively and intentionally communicated the worth and potential of every CMS student AND their families so that they are inspired to see it in themselves, all day, every day, through our commitment to *The Leader in Me* paradigm. This is accomplished through a strong partnership between all CMS stakeholders. Each and every parent and guardian of Crestview students are *automatic members* of the Crestview Parent Organization (CPO) which exists to foster a school culture of SERVING, LEARNING, and LEADING through both volunteer and financial support. We hope you'll get involved in whatever capacity best fits your family's schedule and lifestyle.

Did you know for the last four years, CMS parents and guardians have consistently contributed over 8000 hours of their time to our amazing students and great school?!?! The CPO supports the many programs and events that exist at Crestview through "action teams." Please refer to the [Volunteer tab on the Crestview Parent Organization webpages](#) on the school website. **If you are interested in volunteering, email Ginny Scognamiglio, VP, Parent Involvement at gscogs1019@yahoo.com with your name, child's name and child's grade. You will be added to our volunteer email distribution list. As specific classroom, CPO action teams, or school volunteer or goods donations needs arise, you will receive emails from crestviewcmspto@gmail.com.** Your support is critical to the success of CMS!

Partnering for Success is the CPO's direct donation campaign, and the primary way the CPO supports the many programs and events financially. You can donate by sending a check to the office in an envelope marked PFS or CPO or by going to the [Crestview Parent Organization Fundraising page](#) on the school website and clicking the Donate button. In addition to the direct donation campaign, some of the ways you can support the parent organization include designating the CPO in eScrip program and sending in Boxtops.

Once again, Dr. Jansen and the CPO will be hosting quarterly, Principals' Coffees. Please join us for featured faculty, staff, administration and subject-matter expert speakers and camaraderie! Dates will be publicized through Dr. Jansen's weekly email communication, on the school calendar and announcements, on the CPO website, and via occasional emails from your CPO and via the CPO Twitter and Facebook accounts. Follow us on Twitter @friendsofCMS and on Facebook at Friends of CMS.

We look forward to partnering with YOU in the success of your student and are thrilled to work with you this year in SERVING, LEARNING, and LEADING!

Sincerely,

Jennifer Thomas
CPO Co-President, 2017-2018
jaycethomas1068@gmail.com
(314)288-5639

Megan Seeling
CPO Co-President, 2017-2018
mseeling@charter.net
(636) 541-1335



Ways to Get Involved

Sign up to be on our Volunteer Email Distribution List by emailing Ginny Scognamiglio, VP, Parent Involvement, at gscogs1019@yahoo.com with your name, child's name, and child's grade. As specific classroom, CPO Action Teams, or school volunteer or goods donations needs arise, you will receive emails from the Crestview CPO as well as through our other communication channels with the needs and the appropriate contact. Your support is critical to the success of CMS! Some examples of the volunteer needs are included below.

6th Grade Aquatic Ecosystems Field Trip – Parents are needed to chaperone and assist on this annual Fall science field trip – assist with student research, bait stations, and many other hands-on activities. Fishing experience is not necessary!

6th Grade Camp – This is the most-anticipated 6th grade event every year and helps foster closeness amongst the students and faculty in each hallway. Parent volunteers are needed to serve as overnight chaperones in an assigned cabin – all you need to do is sleep there and be available in the unlikely event of homesickness or an emergency. The 7th & 8th grade counselors do the rest!

7 Habits Service - The 7 Habits Service Action Team provides student community service opportunities. Its purpose is to embrace the "SERVING" aspect of the school's vision of "Serving, Learning, Leading" and to promote the development of well-rounded students...tomorrow's citizens, by encouraging students to be involved in and to contribute to their community through service. Parents are needed periodically to facilitate community service activities at school and periodically to support other 7 Habits special events.

7 Habits Parent Lighthouse Team - Crestview has embraced and integrated the 7 Habits paradigm into every fiber of how our school conducts daily activities. To successfully embrace a leadership culture, a building Lighthouse team, comprised of school administrators, faculty and staff, leads the charge to identify and implement priorities; a Student Lighthouse team, comprised of student innovators, leads the student focus; and a Parent Lighthouse team, comprised of parents knowledgeable in the 7 Habits, leads the initiative of educating the CMS parent population and our broader community in the 7 Habits and identifying ways to partner with the school in further integrating the 7 Habits into CMS.

BoxTops for Education - Parents are needed 2-3 times during the year to help sort and bundle the labels and, if available, help facilitate any rewards for box top collection.

Copy/Production Room Helpers - Volunteers are needed to staff the Production Room (Copy Room) Tuesday, Wednesday, and Thursday from 9:30-11:00 a.m. and 12:00-1:30 p.m. during the school year. This is an easy way to help out as much or as little as you'd like! Crestview teachers are very appreciative of your time and in great need of your helping hands.

FACS Classroom Assistance – Parent assistance is needed for various grade-level class activities including cooking, sewing and other help.

Goods Donations – From time to time, various classes, grade-levels, after-school groups/events, school-wide initiatives, and CPO Action Teams have need of donated items. This is a great opportunity for those families who are otherwise committed during the day to lend much-needed support to CMS.

Got Your Backpack - A program designed to provide nutritious food for ALL CMS students in need of food over the weekends. Each Friday children in need go home with a backpack with shelf staples as well as fresh, nutritious food. They then return the backpack on Monday for it to be restocked for the following weekend. The food is nutritious, easy to open, as well as simple to prepare, to accommodate a variety of home circumstances. We are focusing on the kids only in each situation. Volunteers are needed to help prepare the backpacks on a weekly basis and donations of nonperishable food/small personal care items are also needed to keep the pantry stocked.

Grade-Level Classroom & Field Trip Assistance – Each classroom and grade-level has unique, periodic needs for parent volunteers to support curriculum-based activities, behind-the-scenes support, and chaperoning.

Holiday Outreach – Annually, the Crestview school community supports other CMS families who wouldn't otherwise have a holiday by "adopting" families with specific household needs, clothing and a couple of special gifts. Volunteers are needed to facilitate the gift collection and gift wrapping.

Hospitality - Volunteers are needed August through May for baking and furnishing food or decorating and serving at numerous functions - a GREAT way to get involved without having to be "onsite."

Ice Cream Social – This annual, back-to-school event is much-anticipated by both students and parents alike. COUNTLESS volunteers are needed to sell locker inserts, distribute class schedules, pass out ice cream/soda, collect tax-deductible donations to the CPO's annual direct donation campaign, and inform new families about exciting new events/programs at CMS.

Library Helpers – Help our wonderful librarians address student questions, re-shelve books, and do special projects in our beautiful NEW library, built by voter-supported bond funds. To express interest, please contact **CMS Librarian:** Bridget Dumont – dumontbridget@rsdmo.org.

Rockwood School District-Wide Track Meet Concessions – Work a shift at the concession stand while supporting the many CMS student athletes who compete in this much-anticipated annual event in May (track).

Student Lighthouse Team (SLT) – SLT is responsible for conceiving, planning and coordinating the majority of the special events offered to CMS students throughout the school year. Parent volunteers are needed to chaperone mixers and help guide other SLT members' efforts.

The Leader in Me/7 Habits - Crestview is continuing its *The Leader in Me/7 Habits of Highly Effective People* journey this year. *The Leader In Me* has produced transformational results in schools where it is embedded including higher academic achievement, fewer discipline problems, and increased engagement among all members of the school community. An important component is to assist each student in personal goal setting and to position them to assume a leadership opportunity that is comfortable for them. There will be many school and classroom leadership opportunities this year that will help our students achieve this accomplishment. As we pursue this new culture, various opportunities for parent involvement in the implementation will occur including lending support and assistance at periodic special events and more.

Wellness Walk – An annual event where CMS students form teams to earn spirit awards, seek sponsorships for laps around the CMS track, participate in field activities and have an afternoon of camaraderie while raising funds that directly benefit the PE Fitness Room and Results Board utilized by EVERY CMS student. Parent volunteers are needed to work the day of the event chaperoning track and field activities and distributing water, prizes, and snacks.



2017-2018 CPO Executive Board & Action Team Leads

	Lead/Co-Lead	Phone	Email
CPO Executive Board			
Co-President	Jennifer Thomas	314-288-5639	jaycethomas1068@gmail.com
Co-President	Megan Seeling	636-541-1335	mseeling@charter.net
Secretary	Shaunda Krempp	812-630-6858	skrempp@gmail.com
Treasurer	Amy Buckley	314-550-4626	buckleyaa@gmail.com
VP, Communications	Tara Esparza	314-303-0875	esparza4@charter.net
VP, Donations	Lisa Nishimura	314-422-0307	lisa.nishimura0504@gmail.com
VP, Events	Toni Alvarez	314-440-0995	alvareztoni@hotmail.com
VP, Parent Involvement	Ginny Scognamiglio	314-323-3460	gscogs1019@yahoo.com
Programs			
BoxTops/eScrips	TBD		
Direct Don. Campaign (PFS)	Lisa Nishimura	314-422-0307	lisa.nishimura0504@gmail.com
Hospitality	TBD		
Locker Inserts	Mara Ferguson	636-458-4432	mbfergee@att.net
Spiritwear	Mary Savacool Ellen Beshore	314-494-8346	marysavacool@yahoo.com ebeshore@gmail.com
Events			
Holiday Outreach	Heather Rehling	636-875-4290	heatherrehling@hotmail.com
Ice Cream Social	Rayme Woley	636-821-1106	rlwoley@gmail.com
	Carrie Embleton	636-778-9597	cembleton@charter.net
	Kathy Dehart		
Rockwood Track Meet	TBD		
Wellness Walk	TBD		
8th Grade Celebration	Lisa Nishimura	314-422-0307	lisa.nishimura0504@gmail.com
School Support			
7th Grade Cotillion	JB Caskey		
Copy Helpers	Kim Reichardt	314-488-9151	mnrkids-kim@yahoo.com
Got Your Backpack	Tammy Lang		tamlang1026@yahoo.com
	Cindy Rogers		cid918@hotmail.com
Leader In Me/7 Habits PLT	Steve Malsch	636-328-5591	smalsch@yahoo.com
Staff Appreciation	TBD		

We are currently seeking Action Team Leaders for those Teams noted as "TBD" as well as team members for ALL Action Teams noted above. For more information or to express interest, please contact Ginny Scognamiglio, VP, Parent Involvement, at gscogs1019@yahoo.com.



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 day must follow established safety procedures.

At all 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

<http://www.rsdm.org/boardofeducation/policiesandregulations/Pages/Policy1430-VisitorstoSchools.aspx>



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.rsdmo.org/boardofeducation/policiesandregulations/Pages/Policy2400-StudentEducationalRecords.aspx>

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.rsdmo.org/boardofeducation/policiesandregulations/Pages/Policy2605-StudentDiscipline.aspx>

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:

<http://www.rsdmo.org/boardofeducation/policiesandregulations/Pages/Regulation6320-CommunicationandInformationSystemsGuidelines.aspx>



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.rsdmo.org/boardofeducation/policiesandregulations/Pages/Policy5660-FieldTripsExcursions.aspx>

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:

<http://www.rsdmo.org/boardofeducation/policiesandregulations/Pages/Policy5661-StudentTripsInvolvingInternationalTravel.aspx>

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:

<http://www.rsdmo.org/boardofeducation/policiesandregulations/Pages/Policy5662-FieldTripsInvolvingOutofTownorOvernightTravel.aspx>

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 fundraisers 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 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.rsdmo.org/parent/Pages/ParentandFamilyInvolvement.aspx



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.