



2016-2017
Volunteer
Handbook

CRESTVIEW MIDDLE
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School Volunteer Handbook

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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



Crestview Middle School Parent Organization (CPO) has a website with information on how to get involved. Please click [here](#) to visit the CPO site.

Follow us on Twitter @friendsofCMS and on Facebook at Friends of CMS.





Dear School Volunteer:

Every day, hundreds of dedicated volunteers give their time and talents to help our Rockwood 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 provide 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 the support of multiple champions including their parents, as well as the support from their local community. Please join and support our students, teachers and staff. Together, we can help students thrive in this world.

Sincerely,

Dr. Eric Knost

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>**



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 polices 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>

Crestview Middle School

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.