



Rockwood Early Childhood Education

2016-2017
Volunteer Handbook

EARLY CHILDHOOD EDUCATION

CLARKSON VALLEY

2730 Valley Road
Chesterfield, MO 63005
636.891.6200

VANDOVER

1900 Hawkins Road
Fenton, MO 63026
636.891.6690



Rockwood School District

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



School Volunteer Handbook

Table of Contents

Welcome

Welcome from Dr. Knost	1
Welcome from the PTO	2
What Does It Take to Volunteer?	4

Opportunities for School Volunteers

Committees & Chairpersons	5
PTO Calendar	6
Position Definitions	7

Rockwood Policies/Guidelines

Safety and Security	10
Confidentiality	11
Reliability	12
Field Trips	13

Let's Get Started!

Building Family-School Partnerships	14
Top Five Tips for School Volunteers	16



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



Welcome to the Rockwood Early Childhood Parent Teacher Organization

Welcome Families!!!

Our PTO represents the entire Early Childhood Program, which includes teachers, staff, parents, and caregivers with children in the Early Childhood Program across 11 locations in the district, as well as those participating in the Parents as Teachers Program.

Our bylaws state the objectives of our organization are:

- To promote the welfare and education of children and youth eligible to attend the Rockwood School District Early Childhood Program in the home, schools, and community.
- To support the department in improving education in ways that will adhere to administrative policy and the Rockwood School District's mission, goals, and beliefs.
- To raise funds for programs and equipment to further the education of children and youth.
- 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.
- To foster communication, cooperation, support, information, and education within the Rockwood School District, including District staff, parents, and the general community.

To fulfill these objectives, the PTO provides many services, including the organization of age-appropriate activities via our meetup site. We host fundraisers to provide books, equipment, and educational programs to Early Childhood classrooms and the Parents as Teachers Program. Our Grant Program has supplied Listening Centers, Speech Therapy Backpacks, Butterfly Gardens, Little Red Toolboxes Kits, Outdoor Play Equipment, and other educational & fun programs for our Early Childhood classrooms.

Take a look at our calendar and see which events you would like to participate in. This is a great way to get involved in your child's education and meet some other Early Childhood families. You can fill out the Parent Volunteer Form and return it to your center or Parent Educator.

All parents are welcome to attend any of the general PTO meetings held throughout the year. We value all of our family's ideas and suggestions! Please contact any member of our board for more information.

We are glad you are here!

Rockwood Early Childhood PTO Board 2016-2017

Megan Swiney- President-Frogger9248@gmail.com

Monica Schmalz-Vice President-monicaschmalz@yahoo.com

Mariah Giancola-Treasurer-childwize@yahoo.com

Jennifer Shirley-Secretary-jreimer78@hotmail.com

Please visit our PTO website at: www.rsdmo.org/earlychildhood/pto

Please visit our Activities website at: <http://www.meetup.com/reachactivities> and become a member today!



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>**



Rockwood Early Childhood

2016-2017 Committees & Chairpersons Contact

- **Activities Co-Chairs:** Jennifer Shirley – jreimer78@hotmail.com & Tiffany Allen – keentiff@yahoo.com
- **Book Fair Tri-Chairs:** Liz Zeiser- lnoll@hotmail.com ,Julie Simmons- jasimmons0821@yahoo.com & Erica Ruggeri- ruggeri.eric@gmail.com
- **Cardinals Calendar Fundraiser:** Megan Swiney – frogger92487@gmail.com
- **Communications Coordinator:** OPEN
- **End of Year Bash (EOYB):** Megan Swiney, committee members needed
- **Holiday Boutique:** Megan Swiney – frogger92487@gmail.com
- **Lending Library:** OPEN
- **Restaurant Dine out Fundraisers:** OPEN
- **Staff Appreciation:** Jen Ragen – jenregan8@gmail.com
- **Square1 Art Tri- Chairs:** Kristin Skyles- ktskyles@gmail.com , Laura Cox- laura.boehm@gmail.com & Jessie Steele - jessiesteele80@gmail.com
- **Staff Grants:** Monica Schmalz - monicaschmalz@yahoo.com
- **Tyson A+ Program & E Script:** OPEN



REACH PTO CALENDAR

2016-2017

September

Saturday, September 17th – 9:30-11:30 am Vehicle Day with Parents as Teachers
Monday, September 19th - 7pm: First General PTO Meeting at Clarkson Valley Center
-Chairperson Round Up to follow
Monday, September 26th- Fall Grant Apps Distribution
Tuesday, September 27th – 4-8pm Woodsmoke Family Dine Out night

October

Monday, October 10th- 7pm: Second General PTO Meeting at Vandover Center
Monday, October 10th: Fall Grant Apps Due Back
Wednesday, October 12th – Grant Committee Meets
Monday-Friday, October 17th-21st – Fall Grants Delivered
Monday – Wednesday, October 24-26th: PTO Book Fair at Clarkson Valley during Parent Teacher Conferences

November

Monday, November 7nd- 7pm: Third General PTO Meeting at Clarkson Valley Center

December PTO BREAK

January

Monday, January 9th- 7pm: Fourth General PTO Meeting Clarkson Valley Center
Saturday, January 28th- 10am: Family Movie Day at Clarkson Valley Center

February

Monday, February 6st:7pm: Fifth General PTO Meeting at Vandover Center
Monday, February 13th: Spring Grant Apps Distributed

March

Friday, March 3rd - Spring Grant Apps Due Back
Wednesday, March 8th – Grant Committee Meets
Monday, March 6th- 7pm: Sixth PTO Meeting at Clarkson Valley Center
Monday-Friday, March 20-24th – Spring Grants Delivered

April

Monday, April 4rd- 7pm: Seventh General PTO Meeting at Vandover Center& New Board Applications Due – Slate Announced

May

Monday, May 15th- 7pm: Eight General PTO Meeting at Clarkson Valley Center – FINAL for school year



REACH PTO / Advisory Council Board

Positions for 2016-2017

Executive Positions:

President - The President shall preside at all meetings of the Organization and of the Executive Board. They shall be a member ex officio of all committees except the Nominating Committee. They shall be authorized to appoint any special committee necessary to conduct the work required. They shall help create the annual report. They shall maintain the right to table discussions or voting, at his/her discretion, for such reasons as new agenda items, time constraints, or items that require additional information. They shall work with the Secretary to prepare the agenda for each meeting. They shall be an authorized cosignatory for all accounts of the Organization. They shall work with the Coordinator on designated duties and tasks. They shall attend District-wide meetings, such as the Presidents' Forum. They shall attend Rockwood Presidents' Forum Leadership Conference. They shall delegate the duties of any position that remains vacant. They shall perform all other duties usually pertaining to the office.

Vice-President - The Vice-President shall aide the President and President-Elect. They shall perform the duties of the President and President-Elect in the absence of both officers. They shall oversee and serve as a resource for specific committees (to be determined at the Executive Board meeting immediately preceding the beginning of the school year). They shall perform the duties of the Secretary in his/her absence.

Treasurer - The Treasurer shall receive all monies of the Organization. They shall keep an accurate record of receipts and expenditures and disburse funds as budgeted or approved by the Executive Board. They shall be responsible for the maintenance of the bank account and records of the Organization. They shall be responsible for the filing of any necessary financial and tax forms with the appropriate governmental authorities. They shall be responsible for the maintenance of all financial records of the Organization. They shall comply with the statutory requirements and Rockwood School District Board of Education Policies and Regulations, including those provided in the Student Activity Funds Procedures Manual established by the Rockwood School District Board of Education. They shall turn the financial books of the Organization over to an Audit Committee of not less than two members or an independent auditor appointed by the Executive Board at the end of the school year for examination. They shall present a statement of account at every meeting of the Organization and any other times as requested by the Executive Board. They shall maintain a file of the budget reports presented at Organization meetings.

Secretary - The Secretary shall record the minutes of all meetings of the Organization and of the Executive Board. They shall be responsible for all incoming and outgoing correspondence for the Organization. They shall report on all relevant correspondence at each Executive Board meeting. They shall aid the President in preparing the agenda for all meetings. They shall make copies of the minutes of the prior meeting available to all members of the Executive Board before each meeting. They shall publish the Organization newsletter (if any); and maintain a current copy of the Bylaws and Standing Rules, if any, as well as the records of all meeting minutes, a list of all committees and their members, and a list of the current members of the Organization.

*All definitions listed above have been copied from the REACH PTO by-laws. By-laws are located on the PTO website.



REACH PTO / Advisory Council Board

Positions for 2016-2017

Anyone may serve as a Chair, committee member or on the Executive Board. Anyone may serve as multiple chairs and be on multiple committees. Children are always welcome at any meeting, fundraiser or event.

Committee Chair Positions:

Fitness Event Chair – The Fitness Event Chair organizes all aspects of the Fitness Event. We encourage all chairs to build a committee to help divide tasks up among members.

Grants Committee Chair – The Grants Committee Chair organizes all aspects of each grant session, each year. There shall be two grant sessions each year. The Chair creates timelines appropriate for each grant session annually. All timelines must be approved by the President and the Coordinator. They shall make copies of grant applications and make them available to all qualifying personnel. They shall appropriately promote each grant session to all qualifying personnel. They shall collect all applications on or by the set due date. No applications will be accepted after the set due date. All applications must be approved by the Coordinator. Approved grant applications must be reviewed by the grants committee. The Chair organizes and hosts a grants committee meeting to review the applications and decide which will be funded by the PTO. The Chair and the committee shall find the most cost effective methods to fund the grants accepted. The Chair shall assign one member of the committee to present each grant check to each applicant accepted. The Chair shall promote all accepted grants to all members of Rockwood Early Childhood Education. We encourage all chairs to build a committee to help divide tasks up among members.

Scholastics Book Fair Chair – There are two Chairs for the Scholastics Book Fair. One Chair for Vandover and one Chair for Clarkson Valley. The Scholastics Book Fair Chair organizes all aspects of the Scholastics Book Fair for their location. We encourage all chairs to build a committee to help divide tasks up among members.

Book Fair Chair – The Book Fair Chair organizes all aspects of the Book Fair for their location if the Executive Board decides to host an additional Book Fair this year. We encourage all chairs to build a committee to help divide tasks up among members.

Ice Cream Social Chair – The Ice Cream Social Chair organizes all aspects of the Ice Cream Social if the Executive Board decides to host an Ice Cream Social this year. We encourage all chairs to build a committee to help divide tasks up among members.

Back to School Bowling Event Chair - The Back to School Bowling Event Chair organizes all aspects of the Back to School Bowling Event if the Executive Board decides to host a Back to School Bowling Event this year. We encourage all chairs to build a committee to help divide tasks up among members.

Family Fun Event Chair - The Family Fun Event Chair organizes all aspects of the Family Fun Event if the Executive Board decides to host a Family Fun Event this year. This can be a variety of ideas. In the past, it has been a pot luck at the park. We encourage all chairs to build a committee to help divide tasks up among members.

Communication Chairs – Communication Chairs are the most important Chairs we require. We need one Chair for every Rockwood Early Childhood site. The Chair is responsible for maintaining good PTO communication to parents, teachers and staff at your location. The chair shall do one or all of the following: they shall make/request copies of backpack notes about upcoming PTO events, fundraisers and needs; they shall make/request copies of fliers about upcoming PTO events, fundraisers and needs to be posted by teacher's doors and remove them when appropriate; they shall maintain a PTO bulletin board at their location (where appropriate); they shall promote and inform members of Rockwood Early Childhood directly through conversation whenever possible and appropriate.

Square 1 Art Fundraiser Chair – The Square 1 Art Fundraiser Chair organizes all aspects of the Square 1 Art Fundraiser. We encourage all chairs to build a committee to help divide tasks up among members.

Escrip Fundraiser Chair – The Escrip Fundraiser Chair organizes all aspects of the Escrip Fundraiser. This is a year round fundraiser. The chair shall find creative ways to promote the fundraiser. They shall find ways make it easy for members to join. They shall maintain stock of new Escrip cards for members to pick up as they walk by. They shall find a way to promote the fundraiser to new members as they join Rockwood Early Childhood at off times throughout the year.

Greeting Card Fundraiser Chair – Greeting Card Fundraiser Chair organizes all aspects of the Greeting Card Fundraiser if the Executive Board decides to host a Greeting Card Fundraiser this year.

End Of Year Bash Chair – The End Of Year Bash (EOYB) Chair organizes all aspects of the EOYB. The Chair shall build a committee to divide tasks up among members. The Chair will keep all aspects of progress and trials of organizing the event transparent to all Executive Board Members at all times. The Chair will schedule regular committee meetings throughout the year. The Chair shall not exceed the given budget for the event without a majority vote by the Executive Board to approve an increase in funds. The Chair shall appoint a committee member(s) to organize all aspects of securing, furnishing and decorating the event site. The Chair shall appoint a committee member(s) to organize all aspects of entry/ticket sales, including preorder sales. The Chair shall appoint a committee member(s) to organize all aspects volunteer recruitment. The Chair shall appoint a committee member(s) to organize all aspects of food sales. The Chair shall appoint a committee member(s) to organize all aspects of entertainment provided. The Chair shall appoint a committee member(s) to organize all aspects of prizes, games and crafts provided. The Chair shall appoint a committee member(s) to organize all aspects of the Raffle Basket fundraiser. The Chair shall create a safe method of securing, tracking, counting and depositing all money exchanged and collected at the event. The Chair shall create an effective method of tracking entry sales and the popularity of games, crafts, prizes, entertainment, raffle baskets and food sold/used during the event. This data will aid Chairs organizing future events.

Teacher Appreciation Week Chair – The Teacher Appreciation Week Chair organizes all aspects of the Teacher Appreciation Week. The Chair shall build a committee to divide tasks up among members. The Chair will keep all aspects of progress and trials of organizing transparent to all Executive Board Members at all times. The Chair will schedule committee meetings. The Chair shall not exceed the given budget for the event without a majority vote by the Executive Board to approve an increase in funds. The Chair shall consult regularly with the Coordinator and gain the Coordinator's final approval of plans. The Chair shall divide tasks accordingly with committee members.

Meetup Activities Chair- The Meetup Activities Chair organizes all aspects of the Meetup Site and Activities as well as Assistant Organizers for the Group. This may be a Co Chair position. The Chair/Co Chair shall work along with the PTO Board and PAT and add activities for each group to the Meetup Calendar to keep our community informed. The Chair and Co Chair are in charge of keeping the calendar of activities full and well rounded for all ages from the newborn-PK age.



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.rsdmo.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.