



2016-2017  
**Volunteer Handbook**

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**ELLISVILLE ELEMENTARY**

1425 Froesel  
Ellisville, MO 63011-2132  
636.891.6600



**Rockwood School District**

Find more information at  
[www.rsdmo.org/parent/Pages/ParentandFamilyInvolvement.aspx](http://www.rsdmo.org/parent/Pages/ParentandFamilyInvolvement.aspx)



# School Volunteer Handbook

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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

Dear Ellisville Families,

The Ellisville Elementary School staff and administration would like to welcome you to a what we believe is going to be a very successful school year! It is our goal to keep you informed about the routine happenings at Ellisville Elementary. This handbook was prepared as an information guide. It is designed to explain school policies, guidelines, and any other information pertaining to the facility's operation. This is a supplement to the Rockwood District Policies, Regulations and Procedures Handbook. Please read the handbook and refer to it for future reference throughout the school year.

As teachers and parents, we have the responsibility of supporting each child in a way that allows him/her to realize and value himself as a person, a learner and a leader. The mission statement in our front lobby states that "We do whatever it takes to ensure all students realize their full potential. At Ellisville, we learn and live the 7 Habits to become effective leaders." We take our mission very seriously as we are committed to ALL students and to educating the whole child. With the school and the home working cooperatively, we can accomplish our goals for ALL of Ellisville's students and our community.

There are many ways that you can be involved in your children's education, whether it is celebrating goal accomplishments, volunteering at home or school, attending school events or simply reading with your child. Your children will appreciate all that you do. We hope you will participate in our varied activities and will find this handbook helpful in providing information regarding our school procedures. We hope we have provided the answers to most of the questions you may have through our handbook and website.

Should questions or problems arise during the school year, please do not hesitate to discuss them with us. If you have any suggestions to improve our school, please let us know that as well. We are always looking for ways to grow and improve! As we all work together to make this a great year, it is our sincere desire to provide you with an outstanding school where we have the BEST teachers teaching the BEST students.

Sincerely,

A handwritten signature in black ink that reads "Dr. Allison Loy". The signature is written in a cursive, flowing style.

Dr. Allison Loy, Principal

Welcome to Ellisville Elementary. Did you know that all parents of Ellisville students are automatic members of the Ellisville Elementary PTO??? There are no membership fees and your level of participation is up to you! We have opportunities available that fit a variety of schedules and hope that you will consider becoming involved in your child's school. Your child will appreciate your involvement and you will come to know more about our wonderful school!

Our PTO supports many programs and events at Ellisville. Please refer to the Committee Descriptions in the following pages for summaries of some of the ways that you can get involved. Opportunities exist that involve volunteering your time at school or from home or sending in needed items to school. You can contact the committee chair listed or reach out to the PTO Executive Board Members for additional information. If you are interested in helping, please complete the volunteer interest form and return to the school office and we will connect you with the appropriate committee chairs so you can get started!

Throughout the school year, please take time to read our weekly eNews and check out our website (<http://www.rsdmo.org/ellisville/pto/Pages/default.aspx>) regularly to stay up to date with the happenings at our school.

The PTO will again be hosting General PTO Meetings three times throughout the school year. Please join us for featured speakers from our school and community. Dates will be publicized in the weekly eNews and on the school calendar on our website.

We look forward to partnering with you and seeing the benefits our students gain from the donations of your time, talents and resources!

Sincerely,

Amy Buckley

PTO President, 2015-2017



# **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>**

## **PTO SERVICES/VOLUNTEER OPPORTUNITIES 2016/2017**

\*\*\* Please contact the appropriate assigned chair listed below\*\*\*

\*\*\*if you are willing to volunteer for a specific committee\*\*\*

### **Adopt-a-Tiger**

The Adopt-a-Tiger program was designed to acknowledge all Ellisville staff members by "adopting" one of the Ellisville Tiger employees. You can show your appreciation throughout the school year by sending a card, giving a gift or donating your time. Every effort is made to pair you with a staff member of your choice. This is a yearlong program.

Chair: Lauren Brown                      [laurenabrown@yahoo.com](mailto:laurenabrown@yahoo.com)

### **Book Exchange (Used books)**

This event is held during the spring. The children may trade in their used books for "new" used books. Volunteers are needed to sort and organize books and assist students with book selections.

Chair: Melissa Urkevitch              [mbev\\_99@yahoo.com](mailto:mbev_99@yahoo.com)                      314-374-1571

### **Book Fair**

A favorite event held twice a year (fall and spring) for all students. The chair finds volunteers to help children write their "wish list" and help with sales during Parent-Teachers conference.

Chair: Christine Murphy              [crmurphy23@yahoo.com](mailto:crmurphy23@yahoo.com)                      314-708-3778

### **Box Tops**

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

Chair: Megan Compton              [megan@november20th.com](mailto:megan@november20th.com)                      636-394-1762

### **Carnival (Fall)**

The Fall Carnival needs hundreds of volunteers to help with set up/tear down the day of carnival as well as working shifts during the event. Other responsibilities include decorating, working in the cafe, carnival booths, providing baked goods, etc.

Chair: Sarah Berra                      [sberra77@gmail.com](mailto:sberra77@gmail.com)                      314-740-0150  
Toni Smith                              [tes305@gmail.com](mailto:tes305@gmail.com)                      314-221-3584

### **Copy Helpers/Helping Hands**

Volunteers are needed throughout the year to help make copies for teachers and to provide extra help on any projects they may choose. For example, cutting out projects or stapling packets together.

Chair: Jen Brotherton              [j\\_brotherton@sbcglobal.net](mailto:j_brotherton@sbcglobal.net)                      636-236-5247

### **Dads of Ellisville**

Volunteers are needed to help organize and execute the annual Family Bowling Night, Family Movie Night, and the Pancake Breakfast. Come join us and meet other Dads for social activities as well.

Chair: Steve Danner                      [steven.danner@gmail.com](mailto:steven.danner@gmail.com)                      636-751-1734

### **Donuts with Dad**

Volunteers are needed in the spring to assist with the setup and to help distribute donuts and drinks the morning of the 2 day event.

Chair: Rachael Narsh                      [rnarsh@sbcglobal.net](mailto:rnarsh@sbcglobal.net)                      636-448-6937

### **Field Day**

Volunteers are needed in the spring to volunteer at this fun, end of the year celebration.

Chair: Keri Shuert                      [kshuert@hotmail.com](mailto:kshuert@hotmail.com)                      636-536-1905  
Sara Robeson                      [serob23@msn.com](mailto:serob23@msn.com)                      636-458-1535

### **Gardening Club**

Volunteers are needed periodically to beautify the exterior areas surrounding the Ellisville campus. Gardeners, this committee is for you. No experience is necessary, just a willing set of hands. Young children are welcome.

Chair: Dinah Marchand                      [dinahm@prodigy.net](mailto:dinahm@prodigy.net)                      636-579-6275  
Michael Marchand                      [dinahm@prodigy.net](mailto:dinahm@prodigy.net)                      636-579-6275

### **Grade Level Lead**

You are coordinating 2 meetings with all of your Grade room parents to organize the Fall and Friendship parties.

### **Grants**

Volunteers are needed to review grant applications submitted by staff and make recommendations for approval to the PTO board. There are two grant submission cycles—one in the Fall and one in the Spring.

Chair: Amy Buckley                      [buckleyaa@gmail.com](mailto:buckleyaa@gmail.com)                      636-422-8923

### **Got Your Backpack**

Support our school families in need by purchasing specific grocery and toiletry items (i.e. bread, macaroni, etc), dropping the items to school, and assisting (if desired) in organizing the backpacks on assigned Fridays. Donated items will be organized in backpacks and sent home with children of school families in need.

Chair: Laura Ramsey                      [laurachristineramsey@gmail.com](mailto:laurachristineramsey@gmail.com)                      314-504-4502

### **Holiday Hugs**

Ellisville's annual holiday gift giving program.

Chair: Marcy Wolf                      [ellisvilleelementarytreasurer@gmail.com](mailto:ellisvilleelementarytreasurer@gmail.com)                      636-458-3765



## **Hospitality**

Volunteers are needed to demonstrate to our teachers and staff how much they are appreciated by providing teacher conference dinners twice a year and “treats” once a month throughout the school year. In addition, the committee provides a luncheon in May for Teacher Appreciation Week. Homemade or store bought items are welcomed. You may be asked to provide assistance with special functions that come up during the year as well.

Chair: Jackie Remy                      [jackie.remy@yahoo.com](mailto:jackie.remy@yahoo.com)                      636-448-6937  
Tami Dean                                [todean20@gmail.com](mailto:todean20@gmail.com)                      540-320-5960

## **Lunchroom Helpers**

Help the staff supervise and assist students with questions and to receive more "one-on-one" assistance during lunch. You will not be assisting in any food preparation or service of any kind.

Chair: Stacy Chanski                      [chanskistacy@gmail.com](mailto:chanskistacy@gmail.com)                      636-273-0413

## **Muffins with Moms**

Volunteers are needed to assist with setup and to help distribute muffins and drinks the morning of the event. The alphabet will be split in half consisting of 2 mornings. At least 2 volunteers are needed per morning. Planned to be schedule around Mother’s Day.

Chair: Rachael Narsh                      [rnarsh@sbcglobal.net](mailto:rnarsh@sbcglobal.net)                      636-594-9284

## **Paws**

Paws is our Ellisville Elementary school mascot. 5th grade students will apply at the beginning of the school year to participate as Paws or as Paws handler. This position will coordinate the various appearances of Paws at school functions. For a 4th or 5th grade parent, and for 4th or 5th grade students.

Chair: Lori Sturman                      [sturmanlori@rockwood.k12.mo.us](mailto:sturmanlori@rockwood.k12.mo.us)  
Kim Flynn                                [flynnkim@rockwood.k12.mo.us](mailto:flynnkim@rockwood.k12.mo.us)

## **Ready, Set, Give**

Help our school reach its primary fundraising goal by helping create communication for parents/ teachers, deciding on new marketing ideas, and creating incentives in support of this annual campaign.

Chair: Genus Dalton                      [gfararoui@gmail.com](mailto:gfararoui@gmail.com)                      636-778-0681  
Keri Shuert                                [kshuert@hotmail.com](mailto:kshuert@hotmail.com)                      636-536-1905

## **Room Parents**

Each classroom needs 2 Room Parents to work with teachers and Grade Level Team leaders to coordinate 2 class parties, assist with any special projects and classroom communication. Please know that if you are not the room parent, you will still enjoy all classroom activities.

Chair: Christina Becker                      [christinanb@att.net](mailto:christinanb@att.net)                      314-518-6653  
Tami Dean                                [todean20@gmail.com](mailto:todean20@gmail.com)                      540-320-5960

### **School Pictures**

This committee helps with School Picture Day. It is a 1 day job (fall and spring) supervising clean faces, combed hair and beautiful smiles!

Chair: Talie Manning                    [taliemanning@sbcglobal.net](mailto:taliemanning@sbcglobal.net)                    704-577-6095  
636-536-4030

### **Spiritwear**

Volunteers are needed to work at the Spiritwear table during various school events, to answer questions about spiritwear, and periodically to help verify, sort, and distribute.

Chair: Megan Lawhorn                    [meganlawhorn@yahoo.com](mailto:meganlawhorn@yahoo.com)                    636-795-8750

### **Spring Fundraiser**

This event requires many volunteers to be a success. Join one of the teams coordinating the silent auction, question and judges, registration, sponsors, or decorations.

Chair: Beth Lastrina                    [blastrina@charter.net](mailto:blastrina@charter.net)                    727-385-9577  
Leslie Stiff                    [leslie.stiff@gmail.com](mailto:leslie.stiff@gmail.com)                    314-779-7277

### **Trunk or Treat**

Fun for all!!!! This takes place in our school parking lot for Halloween. Prizes, music, and trunk-or-treating with school friends and families.

Chair: Christina Becker                    [christinanb@att.net](mailto:christinanb@att.net)                    314-518-6653  
Toni Smith                    [tes305@gmail.com](mailto:tes305@gmail.com)                    314-221-3584

### **Variety Show**

Parents come join the fun and help with pre-show preparation or night-of-show volunteer opportunities. This could include judging tryouts or keeping performers entertained in the "green" room. Other ways to volunteer may include helping the night of the event with the door and/or checking in students participating in the show.

Chair: Sarina Handa                    [sarina.handa@gmail.com](mailto:sarina.handa@gmail.com)                    636-405-3150  
Susan Baldwin                    [baldwinfamilyx4@att.net](mailto:baldwinfamilyx4@att.net)                    636-207-1994  
Lisa Tang                    [lisa.tang@sbcglobal.net](mailto:lisa.tang@sbcglobal.net)                    314-853-8653

### **Veterans Assembly**

An all school assembly honoring our special veterans

Chair: Rachael Narsh                    [rnarsh@sbcglobal.net](mailto:rnarsh@sbcglobal.net)                    636-448-6937

### **Volunteer On Call**

This is a perfect chance to help if you only have an hour or two to give this year. You will be contacted for "spot support."

Chair: Christina Becker                    [christinanb@att.net](mailto:christinanb@att.net)                    314-518-6653  
Tami Dean                    [todean20@gmail.com](mailto:todean20@gmail.com)                    540-320-5960

**Wrap Pac**

The committee negotiates pricing with the Wrap Pac vendor and coordinates all Wrap Pac advertising and communication in the School Newsletter.

Chair: Betsy Runyon

[ejrunyon76@yahoo.com](mailto:ejrunyon76@yahoo.com)

636-544-5547

**Yearbook**

This committee will submit photos throughout the year and help with preparation of the yearbook.

Chair: Jen Koury

[jenkoury@hotmail.com](mailto:jenkoury@hotmail.com)

314-662-0556



## 2016-2017 PTO Chair Committees Sign up

Return this form to Ellisville Elementary c/o Ellisville PTO Attn: Parent Involvement Coordinators

Any questions? Please contact Christina Becker @ [christinanb@att.net](mailto:christinanb@att.net)  
or Tami Dean @ [todean20@gmail.com](mailto:todean20@gmail.com)

Parent/Guardian Name \_\_\_\_\_  
Cell phone \_\_\_\_\_ Email \_\_\_\_\_  
Children's Names, Grades and Teachers \_\_\_\_\_

Do you have any special talents: \_\_\_\_\_

- \_\_\_\_\_ **Adopt-a-Tiger**
- \_\_\_\_\_ **Book Exchange**
- \_\_\_\_\_ **Book Fair**
- \_\_\_\_\_ **Box Tops**
- \_\_\_\_\_ **Carnival (Fall)**
- \_\_\_\_\_ **Copy helpers/ Helping hands**
- \_\_\_\_\_ **Dads of Ellisville**
- \_\_\_\_\_ **Donuts with Dad**
- \_\_\_\_\_ **Field Day**
- \_\_\_\_\_ **Gardening Club**
- \_\_\_\_\_ **Grants**
- \_\_\_\_\_ **Got Your Backpack**
- \_\_\_\_\_ **Holiday Hugs**
- \_\_\_\_\_ **Hospitality**
- \_\_\_\_\_ **Lunchroom Helpers**
- \_\_\_\_\_ **Muffins with Moms**
- \_\_\_\_\_ **Paws (4th and 5th Grade Parents)**
- \_\_\_\_\_ **Ready Set Give**
- \_\_\_\_\_ **Room Parents, for teacher's name**
- \_\_\_\_\_ **School Pictures**
- \_\_\_\_\_ **Spiritwear**
- \_\_\_\_\_ **Spring Fundraiser**
- \_\_\_\_\_ **Trunk or Treat**
- \_\_\_\_\_ **Variety Show**
- \_\_\_\_\_ **Veterans Assembly**
- \_\_\_\_\_ **Volunteer on Call**

- \_\_\_\_\_ **Volunteer "On Call"**
- \_\_\_\_\_ **Wrap Pack**
- \_\_\_\_\_ **Yearbook**

## Ellisville Elementary Chairs 2016-2017

\*\*\* Please contact the chair listed below \*\*\*

\*\*\* if you are interested in volunteering on that committee. \*\*\*

<b>Committee Chairs</b>			
Adopt a Tiger Chair	Lauren Brown	<a href="mailto:laurenabrown@yahoo.com">laurenabrown@yahoo.com</a>	
Book Exchange	Melissa Urkevitch	mbev_99@yahoo.com	314-374-1571
Book Fair	Christine Murphy	crmurphy23@yahoo.com	314-708-3778
Box Tops	Megan Compton	megan@november20th.com	636-394-1762
Carnival	Sarah Berra	sberra77@gmail.com	314-740-0150
Carnival	Toni Smith	tes305@gmail.com	314-221-3584
Copy Helpers / Helping Hands	Jen Brotherton	j_brotherton@sbcglobal.net	636-236-5247
Dads of Ellisville	Steve Danner	steven.danner@gmail.com	636-751-1734
Donuts With Dad	Rachael Narsh	rnarsh@sbcglobal.net	636-448-6937
Field Day	Keri Shuert	kshuert@hotmail.com	636-536-1905
Field Day	Sara Robeson	serob23@msn.com	636-458-1535
Gardening Club	Dinah Marchand	dinahm@prodigy.net	636-579-6275
Gardening Club	Michael Marchand	dinahm@prodigy.net	636-579-6275

## Ellisville Elementary Chairs 2016-2017

Grants	Amy Buckley	<a href="mailto:buckleyaa@gmail.com">buckleyaa@gmail.com</a>	636-422-8923
Got Your Backpack	Laura Ramsey	<a href="mailto:laurachristineramsey@gmail.com">laurachristineramsey@gmail.com</a>	314-504-4502
Holiday Hugs	Marcy Wolf	<a href="mailto:ellisvilleelementarytreasurer@gmail.com">ellisvilleelementarytreasurer@gmail.com</a>	636-458-3765
Hospitality	Jackie Remy	<a href="mailto:jackie.remy@yahoo.com">jackie.remy@yahoo.com</a>	636-448-6937
Hospitality	Tami Dean	<a href="mailto:todean20@gmail.com">todean20@gmail.com</a>	540-320-5960
Lunchroom Helpers	Stacy Chanski	chanskistacy@gmail.com	636-273-0413
Muffins with Moms	Rachael Narsh	<a href="mailto:rnarsh@sbcglobal.net">rnarsh@sbcglobal.net</a>	636-594-9284
Paws	Lori Sturman Kim Flynn	sturmanlori@rockwood.k12.mo.us flynnkim@rockwood.k12.mo.us	
Ready Set Give	Genus Dalton	gfararoui@gmail.com	636-778-0681
Ready Set Give	Keri Shuert	kshuert@hotmail.com	636-536-1905
School Pictures	Talie Manning	taliemanning@sbcglobal.net	704-577-6095 636-536-4030
Spiritwear	Megan Lawhorn	meganlawhorn@yahoo.com	636-795-8750
Spring-Fun Raiser	Beth Lastrina	<a href="mailto:blastrina@charter.net">blastrina@charter.net</a>	727-385-9577
Spring-Fun Raiser	Leslie Stiff	<a href="mailto:leslie.stiff@gmail.com">leslie.stiff@gmail.com</a>	314-779-7277
Trunk or Treat	Toni Smith	Tes305@gmail.com	314-221-3584

## Ellisville Elementary Chairs 2016-2017

Trunk or Treat	Christina Becker	<a href="mailto:christinanb@att.net">christinanb@att.net</a>	636-405-3146
Variety Show	Sarina Handa	<a href="mailto:sarina.handa@gmail.com">sarina.handa@gmail.com</a>	636-405-3150
Variety Show	Susan Baldwin	<a href="mailto:baldwinfamilyx4@att.net">baldwinfamilyx4@att.net</a>	636-207-1994
Variety Show	Lisa Tang	<a href="mailto:lisa.tang@sbcglobal.net">lisa.tang@sbcglobal.net</a>	314-853-8653
Veterans Assembly	Rachael Narsh	<a href="mailto:rnarsh@sbcglobal.net">rnarsh@sbcglobal.net</a>	636-594-9284
Volunteer On Call	Christina Becker	<a href="mailto:christinanb@att.net">christinanb@att.net</a>	636-405-3146
Volunteer On Call	Tami Dean	<a href="mailto:todean20@gmail.com">todean20@gmail.com</a>	540-320-5960
Wrap Pack	Betsy Runyon	<a href="mailto:ejrunyon76@yahoo.com">ejrunyon76@yahoo.com</a>	636-544-5547
Yearbook	Jen Koury	<a href="mailto:jenkoury@hotmail.com">jenkoury@hotmail.com</a>	314-662-0556

## Ellisville Elementary Chairs 2016-2017

<b>Grade Level Leads</b>			
Grade K	Laura Bunch	<a href="mailto:bunchlaura@gmail.com">bunchlaura@gmail.com</a>	636-236-1682
Grade 1	Luci Vache	<a href="mailto:luci@vache.org">luci@vache.org</a>	314-787-9221
Grade 2	Melisa Sorce	<a href="mailto:mc7sorce@att.net">mc7sorce@att.net</a>	314-630-5052
Grade 3	Stephanie Archey	<a href="mailto:steph@rsarchey.com">steph@rsarchey.com</a>	614-378-6162
Grade 4	Stacie Scheiner	<a href="mailto:scheiners@gmail.com">scheiners@gmail.com</a>	636-795-6464
Grade 5	Kim Kirby	<a href="mailto:kkirbyco@gmail.com">kkirbyco@gmail.com</a>	804-347-0885
Grade 5 Special Events	Jen Ferrara	<a href="mailto:jennyferrara@yahoo.com">jennyferrara@yahoo.com</a>	636-399-0029
Grade 5 Special Events	Sara Berra	<a href="mailto:sberra77@gmail.com">sberra77@gmail.com</a>	314-740-0150



<b>Position</b>	<b>First Name</b>	<b>Last Name</b>	<b>Email Address</b>	<b>Business Phone</b>
President	Amy	Buckley	<a href="mailto:buckleyaa@gmail.com">buckleyaa@gmail.com</a>	636-422-8923
Vice President	Jen	Koury	<a href="mailto:jenkoury@hotmail.com">jenkoury@hotmail.com</a>	314-662-0556
Treasurer	Marcy	Wolf	<a href="mailto:ellisvilleelementarytreasurer@gmail.com">ellisvilleelementarytreasurer@gmail.com</a>	636-458-3765
Secretary	Sara	Robeson	<a href="mailto:serob23@msn.com">serob23@msn.com</a>	636-458-1535
Communications	Luci	Vache	<a href="mailto:luci@vache.org">luci@vache.org</a>	314-787-9221
Events Coordinator	Julie	Beers	<a href="mailto:julieabeers@sbcglobal.net">julieabeers@sbcglobal.net</a>	636-532-5170
Parent Involvement	Christina	Becker	<a href="mailto:christinanb@att.net">christinanb@att.net</a>	636-405-3246
Parent Involvement	Tami	Dean	<a href="mailto:todean20@gmail.com">todean20@gmail.com</a>	540-320-5960
Board Mbr at Large	Keri	Shuert	<a href="mailto:kshuert@hotmail.com">kshuert@hotmail.com</a>	636-536-1905
Principal	Allison	Loy, EdD.	<a href="mailto:loyallison@rsdmo.org">loyallison@rsdmo.org</a>	636-891-6600
Assistant Principal	Brian	Gentz	<a href="mailto:gentzbrian@rsdmo.org">gentzbrian@rsdmo.org</a>	636-891-6600
Teacher Rep	Kim	Schaedler	<a href="mailto:schaedlerkimberly@rsdmo.org">schaedlerkimberly@rsdmo.org</a>	636-891-6600



# **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](http://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.