



2016-2017

Volunteer Handbook

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FAIRWAY ELEMENTARY

480 Old Fairway Drive
Wildwood, MO 63040
636.733.4175



Rockwood School District

Find more information at
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



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>**

Fairway Elementary PTO Officers 2016-17

President	Erin McCown Foster foster.family@hotmail.com (636)821-1688 (636)875-3818 (cell)
Secretary	Beth Perry bethjperry@yahoo.com (919)259-0004
Treasurer	Crystal Hastings blueeyes3411@yahoo.com (314)265-9995
VP/Communications	Brandy Dauby brandydauby@yahoo.com 314-277-0819
VP/Fund-Raising	Holly Shelton hollyshelton9@gmail.com (314)486-1379
VP/School Community	Erika Blair blairerika@rsdmo.org (417)268-0830
Past President	Kristy Kennon michaelkristy@yahoo.com 314-276-7947
	Angie Ortinau angie@ortinau.com 314-581-6991



Fairway Elementary PTO Volunteers

I am interested in volunteering for the 2016-2017 Fairway Elementary PTO!

Please return to: The Fairway Office or your child's teacher

Name: _____

Child's Name: _____ Teacher/s _____

Email address: _____

Telephone #: _____

Please check the committees which you are interested in helping.

The committee chair will contact you.

_____ **BINGO NIGHT:** Plans and staffs the annual family Bingo Night held in the Fairway Cafe.

_____ **BOX TOPS:** Collects and sorts box tops, from the bins in the school entry, at regular intervals and sends them to the company. *WORK FROM HOME*

_____ **COPY ROOM:** Handles photocopying for the faculty/staff throughout the year on a weekly or twice/monthly time frame established by your schedule.

_____ **EAGLE'S NEST:** Maintains the book room, by organizing and shelving books.

_____ **EAGLES ON THE TOWN:** Plans, organizes and helps with two fun off-site activities during two pre-selected early release days.

_____ **FAMILY FUN:** Plans and organizes Dogs with Dads and Memories with Moms, and other in-school family events such as movie night.

_____ **FIFTH GRADE CELEBRATION:** Works with 5th grade teachers and students to plan, organize and staff celebration activities in addition to organizing a class gift to the school. This committee runs all year long depending on the subcommittee.

_____ **GOT YOUR BACKPACK:** Meets weekly in the Fairway food pantry to fill backpacks for Rockwood's weekend food program.

_____ **GRANDPARENTS' DAY:** Plans and hosts an Open House for grandparents, with donuts and coffee, the day before Thanksgiving Break.

_____ **JUMP ROPE FOR THE HEART:** Works together with P.E. and The American Heart Association representative to collect and count Jump Rope for the Heart donations and distribute rewards.

_____ **MENTOR FAMILIES:** Reaches out to new families in the Fairway community to welcome them to our school.

_____ **OFFICE HELPERS:** Assists in serving the needs of the school for special days such as Hearing Screening, Vision Screening, and Picture Day. Also helps with tablecloth washing for major school events, can also assist answering phones and the door in the office on special days.

_____ **P.E. HELPERS:** Assist P.E. Teachers with Field Day and Pumpkin Run Activities.

_____ **READING WEEK:** Assists with planning and execution of Reading Week Activities.

_____ **ROOM PARENTS:** Lead parents who will assist in coordinating classroom parent volunteers and classroom activities. There will be two main classroom events each year: The Winter Service Learning Project in the first semester and the Friendship Party in February.

_____ **SCHOOL BEAUTIFICATION:** Works together to assist with decorating for events and maintain school bulletin boards and campus beautification throughout the year.

_____ **SCHOOL SUPPLY KITS:** Markets the school supply kits in late spring, as well as distributes them prior to Open House in August as a PTO fundraiser.

_____ **STAFF APPRECIATION:** Works together to organize special treats for the staff throughout the school year as well as providing dinners for the staff during parent/teacher conferences.

_____ **TRIVIA NIGHT (ADULT):** Plans and coordinates this adult-only, of-site event in February as a PTO fundraiser.

_____ **TRUNK OR TREAT:** Works together to plan this family-oriented event at Fairway in late October as a PTO fundraiser.

_____ **VARIETY SHOW:** Works together to plan and staff the Spring Variety Show.

_____ **WALK TO SCHOOL DAY:** Assists with Walk to School Day activities.

_____ **YEARBOOK PHOTOGRAPHY:** Photographs classroom activities and school events and sends them to the office to be used in the yearbook. (Please note if you would also like to help with yearbook page layout and design) _____ **LAYOUT AND DESIGN.**



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.