



# Volunteer Handbook

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**2022-2023**

**UTHOFF VALLEY ELEMENTARY**

1600 Uthoff Drive

Fenton, MO 63026-2322

636.891.6725



**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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August 2022

Dear Uthoff Valley parents (and Community),

Welcome! This handbook represents a formal invitation to PLEASE consider lending your time and talents to Uthoff Valley so that we may be a strong partnership in your child's education.

The Uthoff Valley PTO has many opportunities for you to be involved with volunteering. Monthly PTO meetings are held and events and activities occur throughout the year. We encourage you to be a part of this supportive organization. This year's co-presidents are Kelly Marik and Amy Couch.

Classroom teachers enjoy working with parent volunteers throughout the year. Teachers will send home sign up information that is specific to their classroom needs. Please be checking your child's Friday folder for sign up information.

If you have any questions, please feel free to contact me. Your feedback is valuable in making this effort productive and positive for our school.

Thank you in advance for being involved in your child's education. It takes a school community to raise a child. You are an integral part of this school community.

A handwritten signature in cursive script that reads "Danna Thome".



August 22, 2022

Dear Uthoff Valley Elementary Parent,

Parent involvement in your child's school is a powerful tool and makes a dramatic difference in school atmosphere and in the success rate of students. That is the mission of Uthoff Valley's PTO (Parent Teacher Organization): to create the kind of school community where teachers and administrators can do their best work and our children can flourish.

How do we make that happen? The following are just a few examples:

- Build the kind of supportive, caring atmosphere that makes school fun and successful as we
  - Assist teachers by providing needed classroom supplies and teaching aides
  - Help maintain the school library by supplying volunteer librarians and reading assistants
  - Organize class parties
  - Set up Book Swaps and Book Fairs
- Supplement UV's budget with our
  - Annual support of the Count Me In campaign
  - Support of yearly grade-level field trips
  - Donation of rotunda furniture, Innovation Grants, water fountains, gym floor decal, and more
  - Donation of Chromebooks so that every grade is One to One
- Help create learning and character building opportunities for children through sponsorship of groups like:
  - Student Leadership Council
  - Watch D.O.G.S. (Dads of Great Students)
- Design and coordinate family and community gathering opportunities including:

○ First Day Celebration	* Corn Hole Tournament	* Fall Festival
○ Winter Wonderfest	* Spring Fundraiser & Auction	* Variety Show
○ Bowling with Moms	* All Pro Dads	* Back to School BBQ
○ Fun Fair		

There is so much more we can accomplish. But to do that we need YOU... moms and dads, uncles and aunts, grandparents, and friends who care about children and education. We are welcoming and friendly. We are your neighbors, and we share many of the same concerns you do.

But those aren't the only reasons to take part. There have been more than 500 independent research studies about parent involvement. The results are startling. When parents get involved in their children's education, grades go up, test scores go up, and children become more likely to pass and to attend better schools after high school. They have fewer discipline problems, and they're less likely to use drugs and alcohol.

Volunteering doesn't have to mean a big time commitment. An hour or two a semester makes a huge difference. We have jobs to fit your time, schedule and interests. We even have tasks that can be done from your own home. There's something for everyone!!

As we said, parent involvement is a powerful tool. The power is in your hands. Won't you join us?

With much Viking pride,

**Kelly Marik**  
[UVPTOcopresident@gmail.com](mailto:UVPTOcopresident@gmail.com)  
**PTO Co-President**

**Amy Couch**  
[UVPTOcopresident@gmail.com](mailto:UVPTOcopresident@gmail.com)  
**PTO Co-President**

# 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>



## Volunteer Sign-Up 2022-2023

Join our team and make a positive impact on your school!

There are opportunities for both working parents and stay-at-home parents. Some events occur once a year, others are ongoing throughout the year. Team descriptions are included on the attached sheets.

To volunteer for events, please sign-up online using the Google Form provided during Curriculum Night and First Day Assembly. The team lead for the specific event will contact you before the event with more detailed information.

### Scheduled Opportunities (see month)

- Count Me In Direct Donation *(starts August)*
- Back to School BBQ *(August 26)*
- Fall Picture Day *(September 21)*
- Yearbook *(September-February)*
- Buzz Book Distribution *(October)*
- Fall Conference Night Dinner *(October)*
- Fall Book Fair *(October)*
- Fall Festival/Trunk or Treat *(October 21)*
- Classroom Parties - Fall *(October 28)*
- Kids' Original Artwork *(October-December)*
- 3rd Grade Musical Reception *(November 18)*  Book Swap *(November 14-18)*
- Winter Wonderfest *(December 16)*
- Variety Show *(January 11, February 1,3)*
- Spring Conference Night Dinner *(March)*
- Spring Book Fair *(March)*
- Classroom Parties - Friendship *(February 13)*
- Dr. Seuss Reading Week *(March)*
- Trivia Night/Auction *(March 11)*
- 5th Grade Musical *(March 8)*
- Spring Picture Day *(April 5)*
- PTO Family Night *(April)*
- Staff/Teacher Appreciation Week *(May 1-5)*
- Fun Fair *(May 4)*
- BOGO Scholastic Book Fair *(May)*
- 1st Grade Musical *(May 18)*
- 4th Grade Strings Reception *(May 10)*
- First Day Celebration *(for August 2023)*

Stay up to speed with PTO happenings by visiting our website at:

### Ongoing Opportunities

- Art Room Assistants
- PTO Care Team
- Friday Folders
- Helping Hands
- Library Assistants
- Lost & Found
- New Family Welcome
- Reading Assistants
- Spirit Wear
- Watch DOGS (Dads of Great Students)

### Staff Led Opportunities

- Screening Week (School Nurse) *(October)*
- Veteran's Day *(November 11)*
- Kindergarten Registration (Office) *(January)*
- Abilities Day (Counselors) *(April)*
- Field Day (PE Teachers) *(May 23)*

### On-Call Volunteer Opportunities

If you are not sure right now how you can help, but would like to be involved in the future, your name can go on our "On Call" Volunteer list. If we find we're short-handed for an activity or event, we'll go to our On-Call list and check with you to see if you can help with an activity or event.

- I'm flexible: Call me anytime to work at school
- I'm flexible: Call me anytime to work at home

NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CHILDREN ATTENDING UV (name and grade level)

\_\_\_\_\_

I need a UV volunteer name tag!!

<http://www.rsdmo.org/uthoffvalley/pto/Pages/NewsandInformation.aspx>, or by "liking" Uthoff Valley Elementary PTO on Facebook. You can also stay up to date with calendar changes and current information by subscribing to RSS Feeds or by adding the Rockwood App to your smartphone. For information on RSS Feeds, go to: <http://www.rsdmo.org/Pages/RockwoodRSS.aspx>



# 2022-2023 UTHOFF VALLEY VOLUNTEER OPPORTUNITIES



## Key:

- - Denotes volunteer opportunities that can be completely or partially fulfilled from home – day or evening.
- - Denotes volunteer opportunities that can be completely or partially fulfilled outside of school hours.
- ▲ – Denotes volunteer opportunities that can be fulfilled at school during school hours.

## Scheduled Events

- ▲■● **Count Me In Direct Donation** (August-end of September) Families may make a tax-deductible donation directly to the school so that UV receives 100% of the funds generated. Team Members help in the distribution of incentives to families who participate. AMY LEON/SARA JONES
- **Back to School BBQ** – Team Members will barbeque, serve the food and help with games. Watch DOGS – CLINT JONES
- ▲ **Fall Picture Day** - Team Members collect order packets; comb hair, clean faces, and make beautiful smiles.
  
- ▲■● **Yearbook** – (September-February) – Team Members help with photography, production and sales of the yearbook. SARAH HENRICKS
- **Buzz Book** (October) – Team Members help distribute the student/staff directory when it is published in October. ANDREA WEBER
- **Fall Festival/Trunk or Treat** - Team Members for Fall Festival will help plan, set up, and clean up for this event featuring dinner, pumpkin decorating, face painting, games, and a trunk or treat. MEGHAN FERGUSON/JAMIE ROGERS
- **Fall Conference Night Dinner** - Team Members prepare items for the teachers’ dinner during conference nights. The items need to be brought to school by 4 p.m. A few Team Members help set up and clean up afterwards. ANDREA WEBER/AMANDA LEPOIRE
- ▲ **Fall Book Fair** - Book Fair is held on Parent/Teacher conference week. Team Members help students write their “wish list” and help students complete their orders. Also, Team Members set up, sell items, restock, and take down. Many Team Members are needed as the book fair is held all day (8:30 am – 8:30 pm) on P/T conference days, as well as during the school day on Mon/Thurs. BETH WILDGEN/DANIELA EGIDI
- **Kids’ Original Artwork** - Students prepare original artwork in art class that can be made into magnets, journals, pillowcases, t shirts, etc. Parents and students choose which items they want and place an order with Kids’ Original Artwork. Team Members help distribute and collect packets, process payments, place order, and distribute items. JENNIFER LAMPE
- ▲ **Book Swap** - Students are given the opportunity to exchange their used books for “new” used books. Team Members help arrange the books brought in by students and help the students select the books during the event.
- **Winter Wonderfest** - Team Members help plan dinner and craft areas, publicize event and set up. During the event, Team Members serve food, help in the gift shop and clean up. MEGHAN FERGUSON/JAMIE ROGERS
- **Variety Show** - The Variety Show is an annual event held in the Rockwood Summit High School auditorium showcasing the various talents of students at Uthoff Valley, including skits, songs, dances, and more. Many parent Team Members help with planning, auditions/rehearsals, ticket sales, setup, backstage crew, runners, clean up, cast party, teacher act, and parent act. HEATHER LALUMONDIERE
- **Trivia Night/Auction** - Team Members will help plan, organize, and publicize Trivia Night/Auction for Uthoff parents and friends. This event is held off-campus. Many volunteers are needed and any amount of time you can give is welcome. Help with auction solicitations, basket making, and set up is also needed. SARA JONES
- **Spring Conference Night Dinner** - Team Members prepare items for the teachers’ dinner during conference nights. The items need to be brought to school by 4 p.m. A few Team Members help set up and clean up afterwards. ANDREA WEBER/AMANDA LEPOIRE
- ▲ **Spring Book Fair** - Book Fair held on the Parent/Teacher conference week. Team Members help students write their “wish list” and help students complete their orders. Also, Team Members set up, sell items, restock, and take down. Many Team Members are needed as the book fair is held all day (8:30 am – 8:30 pm) on P/T conference days, as well as during the school day on Mon/Thurs. BETH WILDGEN/DANIELA EGIDI
- ▲ **Spring Picture Day** - Team Members collect order packets; comb hair, clean faces, and make beautiful smiles.
  
- ▲ **Family Night** – Team Members serve refreshments, hand out prizes and clean up afterwards. CHRISTY LOWRY/HEATHER EVANS



**KEY:**

- - Denotes volunteer opportunities that can be completely or partially fulfilled from home – day or evening.
- - Denotes volunteer opportunities that can be completely or partially fulfilled outside of school hours.
- ▲ – Denotes volunteer opportunities that can be fulfilled at school, during school hours.

- ▲ **Staff Appreciation** -Team Members help plan the teacher/staff appreciation week. This Team will come up with ideas to show our wonderful teachers and staff how much we appreciate all they do for our children. HEATHER LALUMONDIERE
- ▲ **BOGO Book Fair** - Team Members set up, sell items, restock, and take down. Many Team Members are needed as the book fair is held all day. BETH WILDGEN/DANIELA EGIDI
- **Fun Fair** – Team Members help with pre-registration, minimal set up at Swing Around Fun Town, and check-in at the event. MEGHAN FERGUSON/JAMIE ROGERS
- **First Day Celebration** – Team members work with school administration – to plan First Day Celebration for the 2022-2023 school year. CHRISTY LOWRY/HEATHER EVANS
- Musical Receptions** – Help purchase and serve refreshments following the 1<sup>st</sup>, 3<sup>rd</sup> musicals and 4<sup>th</sup> grade strings concert.

### Ongoing Events

- ▲ **Art Room Assistants** - Volunteers help in the art room as needed on a monthly basis mounting pictures, hanging art on walls, cutting and laminating paper, posters, etc.
- **PTO Care Team** – Team Members are needed on an “on-call” basis to purchase and deliver thoughtful gifts to staff members when necessary such as births, weddings, achievements or other such things. MICHELLE THOMS
- ▲ **Friday Folders** - Team Members help fill and distribute Viking folders on Fridays with school related information. KATE KYLE/KELLY MARIK
- ▲■● **Helping Hands** - Team Members provide assistance with meals or other items for UV families in a time of need. MICHELLE THOMS
- ▲ **Library Assistants** - Our library needs daily volunteers for shelving, checking in and out books, labeling and sorting. No experience needed! Volunteer as often as you’d like. JULIE OWENS
- ▲ **Lost and Found** (4-6 times per year) Team Members sort and distribute items left in the lost and found. Typically, the members meet before lunch periods to see if any items have names and sort the remaining items. Items are to be donated after each Parent/Teacher Conference night. DANIELA EGIDI
- ▲ **New Family Welcome** - Part of the Caring School Community, this is an opportunity to welcome new families and assist them in learning more about our school community. Team Members are needed to make follow-up calls to new families, shortly after their child enrolls at Uthoff Valley. AMY VIETH
- ▲ **Reading Assistants** - Our reading staff needs daily volunteers for assisting students with reading. No experience needed! Volunteer as often as you like! JULIE BACKER/LISA JARVIS
- ▲ **Spirit Wear** - We have Spirit Wear to show everyone how proud we are to be a part of Uthoff Valley. Help spread the word and show your school spirit. Team Members assist with selling Spirit Wear at various school functions. KELLY MARIK
- ▲■● **Watch DOGS** (Dads of Great Students) - UV Dads, granddads, uncles or any significant male in a UV student’s life plan events especially for them and their kids. CLINT JONES/TONY LEON

### Help With Staff-Led Events

- ▲ **Screening Week** - Team Members help the school nurse conduct vision and hearing screenings from 9 am – 3 pm. NURSE MERRIFIELD
- ▲ **Veterans’ Day** – Students, staff and parents will honor America’s service men and women in celebration of Veterans Day. This very special day will include breakfast for our veterans, photos with their UV student, and a memorable assembly in their honor. Opportunities to volunteer include set-up and decorating, serving breakfast, taking pictures, registration, etc. JEANNE GILBERT
- ▲ **Kindergarten Registration** - Team Members hand out registration packets and collect required documents. Team Members help answer questions and make copies of required documents. LORI COLONA
- ▲ **Abilities Day** (April) - This event is coordinated by the school counselors to raise student awareness of people with differing abilities. Team Members will decorate the lounge and prepare food items for approximately 60 guests and speakers. Also, a few Team Members will help move wheelchairs from the front of the school to the gym and put together the wheelchairs for students to use. ALEXANDRIA PLUNKETT
- ▲ **Reading Week** - Team Members help with a variety of activities centered around reading. JULIE BACKER/LISA JARVIS
- ▲ **Field Day** - Team Members assist PE teachers in supervising playground activities for each grade. Many volunteers are needed throughout the day. COACH ALSUP/COACH SCHINSKY





# Uthoff Valley PTO WELCOMES YOU!!!

As the parent of a UV student, YOU are a valued member of the PTO (Parent Teacher Organization). Your voice is essential in the development, support and

success of our school. Our objectives are to:

- Promote the welfare of the children in the home, school, and community.
- Bring the home and school together in order that parents and staff may cooperate in the education of our UV children.
- Raise funds for programs and equipment to further enhance the education of our children.

## 2022-2023 PTO MEETINGS

Monthly PTO meetings are open to everyone and your participation is encouraged as we foster the school/home partnership. They are a great way to meet other UV families, learn what is new and exciting at UV and gain useful information on topics of interest to all of us! **Meetings are from 6:00 PM – 7:30 PM, unless otherwise indicated.**

We hope to see you at the following PTO meetings:

<b>September 12</b> - General Meeting	<b>March 6</b> - General Meeting
<b>October 10</b> - General Meeting	<b>April 17</b> - PTO Board Elections
<b>November 14</b> - General Meeting	<b>May 16</b> - General Meeting
<b>January 10</b> - General Meeting	<b>June</b> - Budget Meeting - Board Only
<b>February 6</b> - General Meeting	

## 2022-2023 PTO Board

**Co-Presidents:** [UVPTOcopresident@gmail.com](mailto:UVPTOcopresident@gmail.com)

Kelly Marik

Amy Couch

**Secretary:** [UVPTOsecretary@gmail.com](mailto:UVPTOsecretary@gmail.com)

Michelle Thoms

**Treasurer:** [UVPTOtreasurer@gmail.com](mailto:UVPTOtreasurer@gmail.com)

Ashley Newport

**Co-Support:** [UVrocks.viking.supp@gmail.com](mailto:UVrocks.viking.supp@gmail.com)

Andrea Weber

Amanda LePoire

**Co-Events:** [UVPTOevents@gmail.com](mailto:UVPTOevents@gmail.com)

Meghan Ferguson

Jamie Rogers

**Co-Fundraising:** [UthoffValleyfundraising@gmail.com](mailto:UthoffValleyfundraising@gmail.com)

Amy Emmenegger-Leon

Sara Jones

**Co-Caring School Community (CSC):** [UVrockscsc@gmail.com](mailto:UVrockscsc@gmail.com)

Christy Lowry

Heather Evans

# 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.