



2021-2022

# Volunteer Handbook

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**CENTER FOR CREATIVE LEARNING ~ GRADES K-5**  
265 Old State Road • Ellisville, MO 63021-5912  
636.891.6550



**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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Rockwood Gifted Program**

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**Dennis Rhodes**  
Director of Gifted Education

Dear Center for Creative Learning Volunteer,

We appreciate your interest in the Center for Creative Learning and support of gifted education in Rockwood. There are many ways we would benefit from your time, talents, and expertise to assist us in our mission of providing great learning experiences for gifted students.

We have several opportunities available throughout the school year. We encourage you to let us know what works best with your schedule, interest and availability.

Classroom teachers need parent volunteers at specific times during the school year. If you would like to work in a classroom, please let us know. A classroom teacher will contact you at the beginning of the semester by email to share ways you could be of assistance. This might come from your child's teacher at the CCL but could also include teachers in specialty areas or Kaleidoscope classes. An extra set of adult hands can be a great asset!

We also need assistance with other projects in the office and in assisting teachers outside of the classroom. This might include helping to organize materials, preparing supplies for projects, and assisting with displays of student work. If you'd be willing to help with needs across the building, please let us know.

The PTO has several projects throughout the year where parent volunteers are needed. Complete the PTO volunteer form and a PTO member will contact you to let you know about upcoming events.

Many of you have specific experience, knowledge and skills that could benefit students across the district. Partners in Education (PIE) is always looking for Rockwood parents who are willing to visit schools and share information as guest speakers. Please let us know if you would be interested. We will forward your contact information to the PIE office.

We appreciate your time and willingness to work with us. Please complete the volunteer form and return it to the CCL office. We look forward to a great year ahead and working in partnership with you.

Sincerely,

Dennis Rhodes  
Director of Gifted Education



# 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.



CENTER FOR CREATIVE LEARNING

# 2021-2022 CCL PTO VOLUNTEER FORM

The CCL PTO needs your support...please volunteer with us!

Student Name: \_\_\_\_\_ Home School: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- Yes, I am able to volunteer!
- I am not able to volunteer at this time, but please include me in email communications in the event that I have flexibility in my schedule and can volunteer at a later date.

***Please check all volunteer opportunities that are of interest to you:***

### Fundraising

- Book Fair:** Help with the book fairs during "Experience CCL Week" in the fall and "Cognitive Carnival" in the spring – usually November and April. Volunteer for a few hours on the day of your choice.
- Student Supplies:** Using PTO funds help order, organize and distribute student supplies.

### Events

- Experience CCL Week (EXCCL):** Help prepare the CCL for parent visitors and support the book fair efforts.
- 5<sup>th</sup> Grade Send-Off:** Volunteer to help at a lunchtime event to be held on your child's last day at the CCL to celebrate 5th graders' journey to middle school.
- Staff Appreciation:** Help recognize the CCL staff in several ways, including monthly birthday celebrations, teacher dinners twice a year during Parent-Teacher Conferences, lunch during Teacher Appreciation Week, and various other activities during the school year.

### Support

- Beautification:** Help make the CCL an inviting environment indoors and outdoors. Includes using PTO funds to acquire decorations for special events, selecting plants, flowers, bushes, trees, etc., as needed, and to assist in planting.
- Classroom Assistance:** Help classroom teachers with special projects, art show preparations, and various other projects during the school year as needed.

The CCL PTO is only as good as our volunteers!  
Thank you for taking time to make a difference in your child's learning and the CCL experience by volunteering with the CCL PTO!

# Center for Creative Learning

## Parent Volunteer Guidelines

**Thank you for volunteering! We appreciate your time and commitment to the Center. Parent support makes a difference to our students, teachers, and program as a whole. Here are a few guidelines that we ask you to follow while you are volunteering at the Center.**

1. Please sign in at the office and wear nametags during your stay. We also ask that you silence your cell phone when you are with the students.
2. We ask that you work with the teacher to reach a wide range of students.
3. Please avoid discussions with the teacher about your child while volunteering.
4. Please understand that we cannot share information about individual students with you to protect student privacy.
5. We encourage positive feedback and asking inquiry-based questions.
6. Confidentiality is essential. Behaviors observed, information shared with you by a student or knowledge about particular students must remain between you, the student and the teacher/staff member.
7. All discipline should be handled by the teacher or principal.
8. Encourage students to be self-reliant when working as a volunteer or serving as a field trip chaperone. Please do not bring other visitors such as siblings or relatives.
9. If you observe a child doing something that is potentially dangerous, either in class or on field trips please intervene immediately and notify the teacher.
10. If you have any questions, do not hesitate to ask. Teachers want you to have a positive experience.
12. Enjoy your time here! We appreciate you being at the CCL and helping our staff and students.

**Please note: Volunteer opportunities begin during the third week of classes each semester. Individual teachers will work with volunteers to schedule volunteer time in hourly increments. In order to maximize instructional time, some limitations may be needed to provide optimal student learning. Additional blocks may be available during special events or times of the school year.**



# 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://go.boarddocs.com/mo/rsdpa/Board.nsf/goto?open&id=C4ALSD57F17A>



# 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://go.boarddocs.com/mo/rsdpa/Board.nsf/goto?open&id=C49Q5W666AA2>

### **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://go.boarddocs.com/mo/rsdpa/Board.nsf/goto?open&id=C49QBA669D55>

### **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://go.boarddocs.com/mo/rsdpa/Board.nsf/goto?open&id=C4AQYJ6A71B0>





## **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://go.boarddocs.com/mo/rsdpa/Board.nsf/goto?open&id=C4ASGR72A8A4>

### **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://go.boarddocs.com/mo/rsdpa/Board.nsf/goto?open&id=C4ASH972BAF3>

### **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://go.boarddocs.com/mo/rsdpa/Board.nsf/goto?open&id=C4ASLG7333FA>



# *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.