



2020-2021

Volunteer Handbook

ROCKWOOD SOUTH MIDDLE

1628 Hawkins Road

Fenton, MO 63026-2629

636.891.6850



Rockwood School District

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



School Volunteer Handbook

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Dear RSMS Community:

At Rockwood South Middle School, we truly value the amazing partnership we have with our parents and community members. Our many volunteers provide our school with the support necessary to foster a welcoming environment where our students thrive! With this in mind, we need your involvement in our Falcon Family.

Within this handbook, you will find many opportunities for volunteering within our school. These opportunities consist of special events that we host throughout the year and opportunities through our PSO, just to name a few. It is our hope that you are able to find an opportunity that works with your unique talents and schedule.

We sincerely appreciate the time and energy you dedicate to supporting our students and our school. I recently read a quote by Elizabeth Andrew that stated, "Volunteers do not necessarily have the time; they have the heart." I found this statement to be both true and profound. I can't express how much your generosity of service benefits our school and I am proud to serve with you!

With Falcon Pride,

A handwritten signature in black ink that reads "Laurie Birkenmeier". The signature is written in a cursive style.

Laurie Birkenmeier, Ed.D
Principal
Rockwood South Middle School

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.



Rockwood South Middle School Parent Staff Organization

Welcome to the RSMS PSO!!

Welcome to Rockwood South Middle School! As a parent of a Junior Falcon, you are automatically a member of the PSO (Parent Staff Organization) and we hope you will become involved and help make a tremendous difference in our school. Like elementary school, middle school volunteers are greatly appreciated and always NEEDED!

Our purpose is:

1. To foster communication, cooperation, support, information, and education within the Rockwood School District, including District staff, parents, and the general community.
2. To raise funds for programs and equipment to further the education of our kids.
3. To bring about a closer relationship between the parents, teachers, staff and administration to work cooperatively in the growth and education of all students to help them reach their full potential.
4. A few changes there will be NO Entertainment Book sales this year. Please consider donating to the Falcon Family Campaign.
5. <https://rmsfalconspsosquare.site/> Quick Link for Payments/Donations NO Cash

We meet monthly at 6:00 p.m. in the RSMS Cafeteria. All meetings will be available on ZOOM at 6pm for those who can't attend. A Link will be provided . Please join us and get involved:

2020-2021 Meeting Dates

9/2, 10/8, 11/5, 3/3, 4/1, 5/6

2020-2021 Rockwood South PSO Executive Board

President: Angela Winkler amwink6896@gmail.com

Co-President: Maria Bayless mariamertzbayless@gmail.com

Past President: Zachlyn Farwig zachlyn.farwig@gmail.com

Treasurer: Teresa Buford teresa.buford99@gmail.com

Secretary: Shannon Wilson mcflynn08@gmail.com

VP Fundraising: Meghan King mrsmeaking@yahoo.com and Kate Wolfmeyer kwolfmeyer@lockton.com

VP Helping Hands: Barb Stanek bstanek0706@gmail.com

VP Staff Appreciation: Jen Naslund jennymay@gmail.com

VP Communications: Kelly Donovan kellyadonovan@yahoo.com

VP Social Media: Maria Bayless mariamertzbayless@gmail.com

VP Volunteers: Robyn Roberts rbyn626@aol.com

VP School Support: Sarah Dillon sarahdillon@att.net

Appointed Officer:



HOW CAN I HELP?

2020-2021 VOLUNTEER OPPORTUNITIES

 Staff Appreciation – as able throughout the year **Chair: Jennifer Naslund**

Build relationships by joining a team of parents whose mission is to show appreciation to teachers and staff through fun events such as monthly Thank You Thursdays, Appreciation Events, holiday and end of year celebrations, etc. There will be opportunities all year to make, donate or pick up items, and set up before and clean up after celebrations.

 Staff Conference Dinners – Fall and Spring **Jennifer Naslund**

Feed the teachers or they will eat the kids! This is a great opportunity to interact with teachers and get to know other parents. PSO provides meals for teachers & staff (and a snack for student leaders) both nights of fall & spring conferences. Co-chairs determine the PSO-funded, themed entrées and put together an electronic sign-up for those interested in helping round out the meals by donating a side dish, dessert, drinks, paper goods, or help set-up/serve.

 Fall Book Fair – Scholastic **Chair: Pam Skelly**

Help with set-up and take-down of the book fair. Work a shift at the book fair, which is open during the school day and the evenings of fall conferences

 Spring Book Fair – Scholastic **Chair: Pam Skelly**

Help with set-up and take-down of the book fair. Work a shift at the book fair, which is open during the school day and the evenings of spring conferences

 School Store – as able throughout the year **Chair: Mary Gulath**

School store is generally open from 2:15 – 3:00 on most days; work various times throughout the year

 Helping Hands – as able throughout the year **Chair: Barb Stanek**

Pick up donations from Bread Co. Sort Bread Co donations and distribute to schools. Assist in RSMS food pantry. Pack backpacks on distribution Friday.

 School Support – as able throughout the year **Chair: Sarah Dillon**

Help teachers and staff with whatever assistance they may request (lunch room volunteer, working with students on math, reading to students, helping with vision screenings, etc.)

 6th grade Ice Cream Social (Sept. 2020) **Chair: Veronica Clever**

 Future Falcon Fun Night (April 9, 2021) **Co-Chairs: Megan Stratton and Shawna DuBois**

 8th Grade Falcon Blast (May 2021) **Co-Chairs: Megan Stratton**

 8th Grade Semi-Formal Dance (2021) **Chair: Erika Powell**

 Cotillion: Hosted by Etiquette St. Louis (Sarah Broyles) – Jodie Green **Dates: 9/14 9/21 9/28 10/5 10/19**

Please circle available dates – responsibilities include ensuring students act appropriately and listen to the leader

 I will help as needed – Call me!

Name: _____ Preferred Phone: _____

E-Mail Address: _____

Return this form to the Front Office by Wednesday 9/9 in an envelope marked:

PSO Volunteer Opportunities, Attention: Robyn Roberts

Or to sign up online, visit the “Volunteers” section of our RSMS PSO site at

<https://www.rsdmo.org/rsouth/parents/pto/Pages/Volunteers-and-Committees.aspx>

FalcoN FAMILY

WHO?

YOU! Making a donation to the Falcon Family campaign allows the RSMS PSO to support various programs and activities throughout the school year. This takes away the hassle of selling door to door, collecting money, and delivering goods.

WHAT?

Say **GOODBYE** to Entertainment Book sales! Falcon Family is a tax-deductible, voluntary donation program and our main fundraiser. The money raised during the 2019-2020 school year, was used to directly support RSMS programs, events & activities for students, teachers & staff.

WHY?

Our 2020—2021 school year big ticket item is outdoor picnic tables for student use. Students will be able to enjoy lunch with friends in the fresh air and sunshine.

HOW?

On-line Credit Card Donation

bit.do/falconfamily

Checks made out to RSMS PSO also welcome
Questions? Contact Meghan at mrsmeaking@yahoo.com
or Kate at kwolfmeyer@lockton.com

During the 2019-2020 school year, the PSO provided funding of over \$11,000 to directly support RSMS programs, events & activities for students, teachers & staff.

- RSMS staff and administration have the ability to request grants to support their classrooms. Those grants included the gaga ball pit on the lower parking lot, foosball tables and more.
- The middle school track was resurfaced in Fall 2019.
- Each year a farewell celebration for 8th graders is held at Rockwood Summit High School.
- Staff Appreciation including a welcome breakfast in August, dinners during conferences, holiday, individual and end of year recognition, as well as various celebrations throughout the year, known as Thank-You Thursdays!



Our goal for 2020-2021 is 5 new outdoor picnic tables totaling \$3,035. If each Falcon Family would donate \$25 by September 1st, we could meet our goal.

Donate by September 1

Each donation of \$50 or more will be entered to win one of the following prizes:

- \$50 Lululemon gift card
- \$25 GameStop gift card (2)
- \$25 Amazon gift card (2)
- Hydroflasks (4)

Double Your Donation

Your charitable gift may be able to go twice as far if your employer has a Matching Gift program. Contact your Human Resources Department to see if your company has a matching gift.

Parent Volunteer Opportunity

Amy Krueger-Language Arts Teacher

Volunteer Need: National Junior Honor Society

Description: Various opportunities for parent involvement/assistance as well as community involvement/assistance/donations and support will be requested throughout the school year. The following are events with the months in which they take place

Time commitment involved: The following are events with the months in which they take place.

- Assistance with committee work in NJHS meetings (one per month, Aug.- May)
- Transportation to volunteer opportunities: Lakeview/Solstice, elementary schools, shelters, St. Vincent DePaul, as well as during the school day for our Enrichment Seminar Day promotion visits in late January/early February.
- Veterans' Fundraising (November)
- Annual RSMS NJHS Seminar Enrichment Day (Saturday TBA in February)

Any additional information:

Amy Krueger -Language Arts classes

Volunteer Need: Mystery Readers

Description: Mystery Readers! Parents and/or community members, please come reflect your love of reading by sharing an excerpt, some background knowledge, and/ or your summary of a favorite work of fiction or non-fiction with 8th grade Language Arts students.

Time commitment involved: A calendar with available Fridays with 15-20 minute time slots for this endeavor is available by contacting Amy Krueger at kruegeramy@rsdmo.org or leaving a message at extension 23308.

Parent Volunteer Opportunity

Emily Stoverink-Math Teacher

Volunteer Need: Math

Description: Would like to have volunteers the first 2 to 4 week of school to work with students on their multiplication facts and integers facts.

Time commitment involved: Mornings from 7:00 to 7:30 and classes after lunch from 11:15 to 1:00

Any additional information:

Jason Kennedy-Math Teacher

Volunteer Need: Math

Description: Help with small group instruction.

Time commitment involved: Mornings on B days and afternoons on A days

Any additional information:

Parent Volunteer Opportunity

Julie Mecey-Math Teacher

Volunteer Need: Math

Description: Come in before school and tutor kids on basic math (facts, fractions, integers, etc.)

Time commitment involved: 7:00am to 7:30am

Any additional information:

Nurse

Volunteer Need: Hearing and Vision screenings

Description: The nurse's office needs parent volunteers to assist with traffic control and noise during hearing and vision screening.

Time commitment involved: Vision screening – October

Hearing screening- November (Library)

Any additional information: 2 Hours Blocked Shifts (or more if desired)

Parent Volunteer Opportunity

Food Pantry – Ashley O’Daniel

Ashley O’Daniel – Social Worker

Volunteer Need: Organizing and Inventorying the RSMS Pantry
Pick up donated items from Panera
Divide Panera donations and if needed, drop off at other Fenton quadrant schools

Description: Various opportunities to help RSMS families in need of food and/or toiletries. Inventorying items in the RSMS Pantry, distribute items into bags and determine what items the pantry is in need of. Volunteers are also needed to pick up donations from Panera and then drop them off at RSMS the next morning. Volunteers are to needed to help divide the Panera donations and drop off at other school in need.

Time commitment involved: Depends on task and amount of donations. Volunteer slots listed on [SignUpGenius](http://www.signupgenius.com/go/4090e4baca82aabfa7-food).
<http://www.signupgenius.com/go/4090e4baca82aabfa7-food>

Any additional information: If you are unable to volunteer your time but would like to make a monetary donation or donate items in need, please look here to see what the pantry is currently in need of:
<http://www.signupgenius.com/go/10c0e4eaaa82ba2f94-rsms>

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 <https://www.rsdmo.org/departments/boe/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:

<https://www.rsdmo.org/departments/boe/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:

<https://www.rsdmo.org/departments/boe/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:

<https://www.rsdmo.org/departments/boe/policiesandregulations/Pages/Policy6230-InstructionalMaterialsTextbookSelectionandAdoption.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:

<https://www.rsdmo.org/departments/boe/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:

<https://www.rsdmo.org/departments/boe/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:

<https://www.rsdmo.org/departments/boe/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 <https://www.rsdmo.org/Pages/default.aspx>



Training Opportunities

Prepare for your volunteer experience

You can visit the Rockwood Web site

- <https://www.rsdmo.org/departments/boe/policiesandregulations/Pages/Policy1415-Parent-FamilyInvolvementinEducation.aspx>
- Watch a video that provides guidelines for school volunteers.
- Learn about district-wide volunteer opportunities.

More information:

If you have questions about volunteering in your neighborhood school, or for the Rockwood School District, please contact us:

Rockwood Communications
1955-A Shepard Road
Wildwood, MO 63040
Phone: (636) 733-1140
E-mail: ortacathy@rockwood.k12.mo.us

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.