



Volunteer Handbook

2024-2025

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



School Volunteer Handbook

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August 2024

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 Amy Leon and Sara Jones.

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 Stone".



August 19, 2024

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 fundraising events
 - Annual support of the Count Me In Campaign, Spring Fundraiser and Silent Auction
 - Examples of ways that PTO funds have been used: teacher grants, support of yearly grade-level field trips, classroom furniture, new library shelving, AV sound system equipment, class parties, birthday book cart, gaga ball pits and mats, and new sunshade on the playground.
- Help create learning and character building opportunities for children through sponsorship of groups like:
 - Student Leadership Council
 - All Pro Dads
- Design and coordinate family and community gathering opportunities including:
 - First Day Celebration * Fun Fair * Family Game Night
 - Winter Wonderfest * Variety Show * Sporting Game Events
 - Trunk or Treat * Spring Fundraiser & Auction
 - Restaurant Nights

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 disciplinary 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,

Amy Leon
UVPTOCopresident@gmail.com
PTO Co-President

Sara Jones
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.



Volunteer Sign-Up 2024-2025

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*)
- Fall Picture Day (*September 18*)
- Yearbook (*September-February*)
- Buzz Book (*October*)
- Fall Conference Night Dinner (*October*)
- Fall Book Fair (*October*)
- Classroom Parties - Fall (*October 31*)
- Kids' Art to Remember (*October-December*)
- Book Swap (*November 12-15*)
- Variety Show (*January 7,8,31, February 2*)
- Classroom Parties - Spring (*February 14*)
- Family Game Night (*March 1*)
- Spring Conference Night Dinner (*March*)
- Spring Book Fair (*March*)
- Spring Picture Day (*April 2*)
- Spring Fundraiser Night/Auction (*April 11*)
- Staff/Teacher Appreciation Week (*May 5-9*)
- BOGO Scholastic Book Fair (*May*)
- Reading Week (*May 12-16*)

Staff Led Opportunities

- Screening Week (*October*)
- Veteran's Day (*November 11*)
- Field Day (*May 20*)

Ongoing Opportunities

- 5th grade Celebration Planning Committee
- Adopt a Viking Champion
- Friday Folders
- PTO Care Team
- Staff Treats
- Helping Hands
- Library Assistants
- Lost & Found
- Spirit Wear
- UV Dude Crew (Group for Dads, Grandfathers, Uncles, etc)

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)

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

<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>



2024-2025 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.
- LEADS LISTED IN CAPS

Scheduled Events

▲■● **Count Me In Direct Donation** (August-October) - Families may make a tax-deductible donation directly to the school so that UV receives 100% of the funds generated. Team Members help promote the event and facilitate the goal celebration. MANDY GAN/LINDSEY WURGLITSH

▲ **Fall Picture Day** (September) - Team Members collect order packets; comb hair, clean faces, and make beautiful smiles. JILL BERTELSMEYER

▲■● **Yearbook** – (September-February) – Team Members help with photography, production and sales of the yearbook.

■ **Buzz Book** (October) – Team Members help input student directory in Google Drive. The Buzz Book is shared electronically. LAUREN HOGGATT

■● **Fall Conference Night Dinner** (October) - 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. LINDSAY MARSALA/LAUREN HOGGATT

●▲ **Fall Book Fair** (October) - 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. VICKIE DIGREGORIO/ANN MOORE

■● **ART TO REMEMBER** (October - December) - 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 Art to Remember. Team Members help distribute and collect packets, process payments, place order, and distribute items. ART TEACHER/MRS. DUNAHOO

▲ **Book Swap** (November) - 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. LINDSAY MARSALA

■● **Variety Show** (January - February) - The Variety Show is an annual event held 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. MAURINE SACHS/NICOLE WIETHOP

■● **Spring Fundraiser/Auction** (January - April) - Team Members will help plan, organize, and publicize Fundraiser/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. MANDY GAN/LINDSEY WURGLITSH

■● **Spring Conference Night Dinner** (March) - 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. LINDSAY MARSALA/LAUREN HOGGATT

●▲ **Spring Book Fair** (March)- Book Fair held during 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. VICKIE DIGREGORIO/ANN MOORE

●▲ **Family Night** (March) – Team Members serve refreshments, hand out prizes and clean up afterwards. MAURINE SACHS/NICOLE WIETHOP

▲ **Spring Picture Day** (April) - Team Members collect order packets; comb hair, clean faces, and make beautiful smiles. JILL BERTELSMEYER

■▲ **Staff Appreciation** (May) -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. JAMIE ROGERS/KRITSEN RAVAS

●▲ **BOGO Book Fair** (May) - Team Members set up, sell items, restock, and take down. Many Team Members are needed as the book fair is held all day. VICKIE DIGREGORIO/ANN MOORE

■ **First Day Celebration** (July - August)– Team members work with school administration to plan First Day Celebration for the school year. MAURINE SACHS/NICOLE WIETHOP

**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.

LEADS LISTED IN CAPS

Ongoing Events

▲ ■ ● **5th grade Celebration Planning Committee** - 5th grade parents are needed to help plan and organize the 5th grade celebration in May JILL BERTELSMEYER/AMY LEON

▲ ■ ● **Adopt a Viking Champion** - Volunteers will be randomly assigned a staff member and provided a list of their favorites. Volunteers are asked to provide one small treat every month. LINDSAY MARSALA/LAUREN HOGGATT

▲ ■ ● **Boutique** - Team Members help with collecting, washing, sorting, racking and stocking all items in the boutique. Create and assist with any supply drives.

▲ ■ ● **Class Parties** - Team Members help organize and distribute supplies for classroom parties. LINDSAY MARSALA/LAUREN HOGGATT

■ ■ ● **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.

▲ **Friday Folders** - Team Members help fill and distribute Viking folders on Fridays with school related information. KATE KYLE/JEN LAMPE

▲ ■ ● **Helping Hands** - Team Members provide assistance with meals or other items for UV families in a time of need.

▲ **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.

▲ ■ ● **Dude Crew**- UV Dads, granddads, uncles or any significant male in a UV student's life plan events especially for them and their kids. THADD HOLDINGHAUSEN

▲ ■ ● **Staff treats** - PTO provides special snacks for our staff throughout the year. Volunteers will receive a sign-up to bring in treats needed. LINDSAY MARSALA/LAUREN HOGGATT

Help With Staff-Led Events

▲ **Screening Week** - Team Members help the school nurse conduct vision and hearing screenings from 9 am – 3 pm. SCHOOL NURSE

▲ **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

■ ▲ **Reading Week** - Team Members help with a variety of activities centered around reading. JULIE BACKER/KATIE CATANZARO

▲ **Field Day** (May 20) - Team Members help UV students participate in different Field Day stations PE TEACHERS



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.

2024-2025 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:

| | |
|---|--|
| September 9 - <i>General Meeting</i> | March 3 - <i>General Meeting</i> |
| October 14 - <i>General Meeting</i> | April 7 - <i>PTO Board Elections</i> |
| November 4 - <i>General Meeting</i> | May 5 - <i>General Meeting</i> |
| January 6 - <i>General Meeting</i> | June - <i>Budget Meeting - Board Only</i> |
| February 3 - <i>General Meeting</i> | |

2024-2025 PTO Board

Co-Presidents: UVPTOcopresident@gmail.com

Amy Leon
Sara Jones

Secretary: UVPTOsecretary@gmail.com

Jamie Rogers

Treasurer: UVPTOtreasurer@gmail.com

Ashley Newport

Co-Support: UVrocks.viking.supp@gmail.com

Lindsay Marsala
Lauren Hoggatt

Co-Events: UVPTOevents@gmail.com

Sarah Parisotto
Meagan Schmitz

Co-Fundraising: UthoffValleyfundraising@gmail.com

Lindsey Wurglitsh
Mandy Gan

Co-Caring School Community (CSC): UVrockscsc@gmail.com

Maurine Huber
Nicole Wiethop

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 – Visitors to Schools

<https://go.boarddocs.com/mo/rsdpa/Board.nsf/goto?open&id=C49N95589EBA#>

(From RSDMO.org, click: Board of Education, Policies and Regulations, scroll down to Policy 1430 – Visitors to Schools)

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://go.boarddocs.com/mo/rsdpa/Board.nsf/goto?open&id=C49N95589EBA#>

(From RSDMO.org, click: Board of Education, Policies and Regulations, scroll down to Policy 2400, and click on the “+” sign)

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://go.boarddocs.com/mo/rsdpa/Board.nsf/goto?open&id=C49N95589EBA#>

(From RSDMO.org, click: Board of Education, Policies and Regulations, scroll down to Policy 2600, and click on the “+” sign)

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://go.boarddocs.com/mo/rsdpa/Board.nsf/goto?open&id=C49N95589EBA#>

(From RSDMO.org, click: Board of Education, Policies and Regulations, scroll down to Policy 6320, and click on the “+” sign)

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 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://go.boarddocs.com/mo/rsdpa/Board.nsf/goto?open&id=C49N95589EBA#>

(From RSDMO.org, click: Board of Education, Policies and Regulations, scroll down to Policy 5660, and click on the “+” sign)

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://go.boarddocs.com/mo/rsdpa/Board.nsf/goto?open&id=C49N95589EBA#>

(From RSDMO.org, click: Board of Education, Policies and Regulations, scroll down to Policy 5661, and click on the “+” sign)

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://go.boarddocs.com/mo/rsdpa/Board.nsf/goto?open&id=C49N95589EBA#>

(From RSDMO.org, click: Board of Education, Policies and Regulations, scroll down to Policy 5662, and click on the “+” sign)

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

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.

Rockwood School District PUBLIC DISABILITY NOTICE

The Rockwood School District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability. This includes children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

As a Missouri district, Rockwood is required to conduct an annual census of all children with disabilities under their jurisdiction from birth to age twenty-one (21). Required information includes the child's name, birth date, age, disability, services, and parent/guardian's name and address. Anyone with knowledge of a child with a disability not already receiving public school services may contact Rockwood's Coordinator of Special Education, 504, and Homebound Services.

The Rockwood School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Rockwood School District, in partnership with the Special School District (SSD) of St. Louis County, assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Individuals with Disabilities Education Improvement Act (IDEA-2004) educational disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Rockwood School District assures that it will provide FAPE to children attending its schools with disabilities under Section 504 of the Rehabilitation Act of 1973. For purposes of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations. The Rockwood School District has developed a 504/Title II Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual is available for public review.

The Rockwood School District and the Special School District (SSD) assure that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Rockwood School District and the Special School District (SSD) have each developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA), pursuant to their specific programs. The plan contains each agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). Each of the Local Compliance Plans are available for public review.

To review the stated documents, please contact the appropriate office:

- Rockwood Early Childhood Center at Clarkson Valley, 2730 Valley Road, Chesterfield, MO 63005, Monday through Friday between the hours of 8:00am and 4:30pm.
- Special School District's Office of the Superintendent of Schools during regular school hours on days school is in session.

This notice will be provided in native languages as appropriate.