



## Room Parents

### The Primary Support For The Classroom Teacher



The success of Maya Angelou Public Charter Middle School lies largely with the dedication of volunteers in and around the school. One of the key components of the volunteers team at MAPCS-MS is the Room Parent. The Room Parent works closely with the teacher within the classroom. This assistance to the teacher allows the educational process to flow smoothly and allows added enrichment components in the classroom.

Sometime there arises questions about the role of the Room Parent. This guide will hopefully answer some of those questions and offer guidance on the expectations, duties, and limitations of being a Room Parent at Maya Angelou Public Charter Middle School.

#### Expectations:

- work well with teachers, students, and parents.
- Be willing to take directions, but work individually as needed.
- Be organized and willing to organize others.
- Maintain confidentiality of personal information of which you may come in contact with.
- Get a background check to hold on file in our HR office

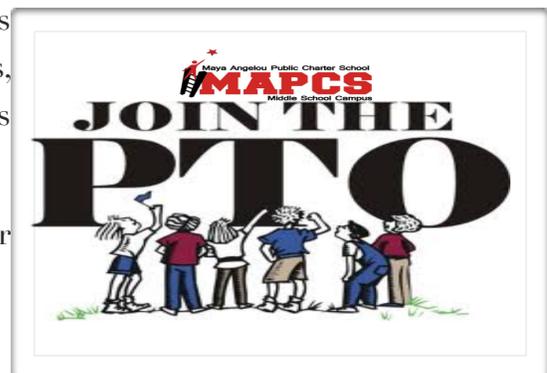
## Communication with Teachers

When communicating with teachers, please be considerate to their time. Many teacher may prefer setting up an appointment. It is better to talk to teachers after school rather than immediately before the teacher must begin class. Operated via email is a great way to communicate as well . Most teachers will let you know the method of communication they prefer. Touch base with the teacher through out the year to remind them you are available if help is needed. Be aware of what is going on in the classroom and offer any special kids.

## Room Parent Duties

The majority of Room Parent duties lie within the classroom and revolve around supplying support for the classroom teacher. In conduction with the teacher, the Room Parent may assist with the following types of items:

- Preparation for classroom instructional materials.
- Assist as needed with special classroom crafts or events
- Coordinate classroom volunteers (do not try to tackle everything on your own)
- Be the contact person for the teachers and parents
- Plan and help with classroom parties (ideas, snacks, games, craft, etc)
- Chaperon field trips
- Assist with school wide activities such as Family Night, Field Day, Muffins for Moms, Donuts for Dads, Dream Keepers Awards Ceremony and other special events
- Assist with activities during teacher appreciation week
- Help organize any year end activities.



## Helpful Hints

1. Some of your ideas will come from the input of what your teacher does and does not want. Some teachers will rely on suggestions from their Room

Parent. Be prepared for their Meeting with their teacher to get their input would be a great idea.

2. **PLAN IN ADVANCE.** The more planning you do the easier it will be for you, your parent and your job as Room Parent.
3. Introduce yourselves right away by sending a letter, email or by making a call to all the parents in the classroom. Let them know that you are the Room Parent and reassure them that they will be called upon to volunteer in the classroom.
4. Split responsibilities, such as, one parent be the main contact with the teacher, and one parent be the contact for the parent. Make a parent volunteer database to help keep volunteers organized.
5. Above all keep parent included and work together!!

### **Incentives- Class Parties and Birthday Parties**

Find out from your classroom teacher what parties they want you to plan. Some teachers may only want refreshments while others may want to plan a game or craft.

If an individual parent offers a modest amount of money for a party, that is acceptable, but try not to solicit money for classroom parties. Keep in mind that there are a wide range of financial abilities and keep party supplies and refreshments simple. Room Parents may ask parents supply simple food or party items for the classroom, but remember to plan on having healthy snacks. The party shouldn't be extravagant and should not interfere with classroom instruction.

Parents are encouraged not to send cupcakes or other sweets to celebrate birthdays; try to obtain healthy snacks. Donating a book in the child's name to the classroom is a nice gesture to honor the birthday child. When sending birthday invitation, provide enough for every child in the room. If a party is to be an all girl or all boy party, it is best to mail the invitation. This should be passed along to the parents in the room. (Class parties must be approved by Administration)

## Gifts to School Personnel

There are times during the year when you may want to show appreciation to a teacher or staff member during Birthdays, Thanksgiving, Christmas, Teacher Appreciation Week and End of the year celebrations. It is acceptable for parents to express gratitude to any staff member in the following ways: personal note to staff member, note of appreciation to staff members supervisor, flowers special occasion cards, baked treated, etc. Remember that teachers always appreciate a kind word for all their efforts.

The Room Parent is not responsible for gifts that an individual may present to a teacher or staff member soliciting money for a classroom gif is highly discouraged. It is important to be mindful of the wind range of families to be able to participate. If you would like to purchase a class gift yourself be sure to include everyone's name on the card.

## Restrictions

Activities of Room Parents do have restrictions. These limitations come from a variety of sources: The Public Charter School Board, Maya Angelou PCS-MS Policies and Procedures (Student and Family Handbook) and MAPCS Staff Handbook. It is important that Room Parents be aware of these in order to avoid awkward (or even legal) situation for their teacher, the Principal, the PTO, and other parents, or the school district. If you have a question, ask your cooperating teacher or inquire with the principal before proceeding with a questionable activity.



## Thank You Room Parents

The Maya Angelou Public Charter School family, and the entire PTO all realize the value of volunteers in the school. RoomParents are an integral part of the educational success we are striving for here at Maya Angelou Public Charter School. As a primary support for the classroom teacher, Room Parent provide a highly beneficial and worth while service. Best wishes for a most successful school year.

