



# **ROOM PARENT ORIENTATION**

September 2023

# General Info

- Room Parent Handbook available on the PTO website
- All rules related to volunteers apply to Room Parents
- Room Parents represent the school, your teacher and the class
- If you have a switch teacher, connect with the switch Room Parent early in the year to coordinate communications relating to grade-level activities and teacher gifts
- Practice confidentiality
- Don't insert yourself into conflicts that involve students
- Know the District and school guidelines pertaining to communications sent home, donations, snacks, etc.
- Bcc families when sending emails to class

# Roles & Responsibilities

- Main liaison for the teacher and rest of the families in the class
- Distribute information from GLCs in a timely fashion
- Share updates/reminders on classroom and grade-level activities
- Assist the teacher with class celebrations
- Schedule and coordinate class volunteers, as needed
- Coordinate donations (party items, money, supplies, etc.)
- Coordinate activities and participation from families for Teacher Appreciation Week
- 4<sup>th</sup> grade Room Parents – assist with clap-out, picnic and getting donations

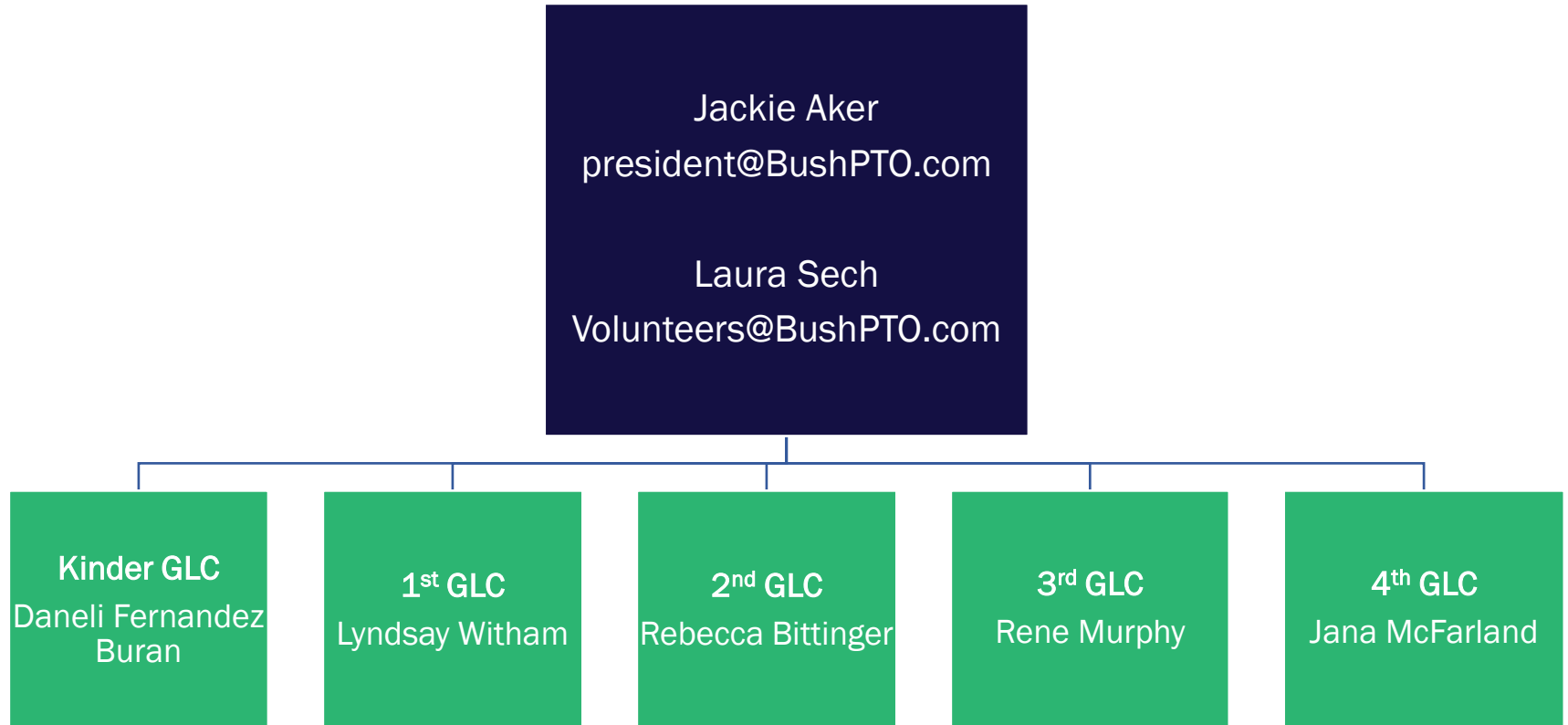
# Donations

- Don't pressure families in any way to donate; all donations are optional
- Requests and follow up needs to be made to ALL families
- Students may not be excluded from activities for lack of family participation
- Do not request a specific monetary donation and adhere to CISD guidelines (not to exceed \$50/teacher)
- You may use personal Zelle/Venmo or request cash in an envelope
- Coordinate gifts with the switch Room Parent
- Use approved template

# Please make sure to ...

- Bcc everyone in ALL email communications to families
- Not share the roster provided to you by your teacher
- Not share contact information for any family in the roster
- Not promote your own business or services
- Coordinate classroom celebrations with your teachers and use SignUp Genius to request donations

# Points of Contact



# PTO

*Bush Elementary*

**QUESTIONS?**