

CHICKERING SCHOOL

ROOM PARENTS

2011-2012

GUIDE
TO
RESPONSIBLE
CLASSROOM
VOLUNTEERING



Room Parent Responsibility Checklist

- ✓ Set up a meeting with the teacher and discuss volunteer needs no later than September 23rd
- ✓ Distribute written information summarizing the semester's events and volunteer needs.
- ✓ Host a time for classroom parents no later than September 30th to encourage sign-ups for classroom needs.
- ✓ Create an **emergency contact list**. Please establish procedures for contacting all classroom parents (phone and email) and give a copy to the front office. The best way to obtain this information is during your coffee via a volunteer form.
- ✓ Inform all volunteers of the need of a CORI check on file with the School District. The CORI check is good for 3 years. The office is managing the CORI forms. Please make sure both parents fill this form out so they can participate in class activities. The school is encouraging parents to fill this form out in Kindergarten and third grade.

- ✓ Teacher Appreciation Luncheon:

This year, room parents will be responsible for organizing one luncheon during the school year for all of the school's teachers. This event will be hosted by the entire grade, so room parents will work in conjunction with other grade level room parents to supply the food for the event. Each grade will be assigned a month and theme (to be determined later). The room parent will communicate with parents to solicit volunteers to make a dish or supply a beverage and approximately 4 volunteers will be needed per class.

October 5th- 5th grade

November 2nd- 4th grade

January 11th- 3rd grade

March 7th- 2nd grade

April 11th- 1st grade

May 9th- Kindergarten

Room Parent & Volunteer Expectations

1. **All you see and hear about children is confidential information. Teachers may not share information with you about children's learning problems, family issues, etc. Please don't ask, and if you overhear or observe child-specific information, please do not repeat it to others. *Note: Violation of this expectation will result in the revocation of volunteer privileges.***
2. Include all parents (moms/dads, working parents, etc.) who want to help and schedule their involvement as fairly as possible.
3. Every teacher uses volunteers differently and to different extents. Should a parent want additional involvement, suggest other volunteer services such as library assistant or playground helper.
4. Classroom volunteers should be limited to parents and primary caregivers of the child.
5. It is important to solicit the input of the classroom parents regarding gift giving. Gifts for the classroom are always appreciated. However, you must adhere to the School Committee's policy on gift giving: "Students and their parents will be discouraged from the routine presentation of gifts to district employees on occasions such as Christmas. Where a student feels a spontaneous desire to present a gift to a staff member, the gift will not be elaborate or unduly expensive. The school committees shall consider, as always welcome and in most circumstances more appropriate, the writing of letters to staff members expressing gratitude or appreciation." Make sure parents understand that gift giving is **optional and that any amount listed is clearly a suggestion!**
6. Please encourage parents to offer healthy snack alternatives for special occasion classroom parties.
7. There is a new school policy about celebrating birthdays. Parents are no longer allowed to bring in treats or snacks to celebrate birthdays. Student birthdays will be announced every morning. They will also get a birthday pencil from the office. They can also participate in the new birthday book program. This is clearly written out in the school handbook.
8. Teacher appreciation week will be May 7th-11th. You may want to have your class make a special gift for the teacher or get a special gift for this special week. We are also able to decorate the workroom door in each classroom.
9. Teachers are usually very respectful of volunteers. However, if you feel that you are being asked to perform duties outside the scope of room parent responsibilities, please contact Siobhan Doherty, PTO Volunteer Chair.
10. If for any reason you cannot fulfill your position as room parent, please contact Martha De Paola @ mgdepaola@verizon.net