

GUIDELINES - ROOM PARENTS

PURPOSE: To assist the classroom teacher in areas where extra help is needed to carry out non-academic or extra-curricular activities.

GENERAL RESPONSIBILITIES:

1. The room parents should go to the teacher and identify themselves as room parents, get acquainted and identify and discuss possible areas the teacher might feel the parents can be of service to them. Establish a friendly relationship so the teacher will feel free to contact you.
2. Be a “resource” person for the teacher if she/he needs information on where to find something in our community, or who to contact for special needs, ideas for field trips, etc.
3. Be willing to act as chaperone when called upon for field trips or special activities.
4. Act as contact person for the teacher, so she/he will only have to make one call if she/he needs assistance. You will be responsible for calling other parents if necessary, to carry out her/his request.
5. Assist the teacher in arranging treats for a class party, if requested. Call upon other parents to help furnish treats; you aren't expected to do it all yourself.
6. If you would like to arrange a special activity or party for the class, contact the teacher and/or office first. Do not disturb her/his teaching schedule without prior approval.
7. Be aware of families that are new to our school. Take the time to welcome them and let them know who you are. Be available to answer any questions they may have or invite them to a school event.

TEACHER RESPONSIBILITIES:

The teacher shall initiate the request for help. It is her/his responsibility to contact the room parent when assistance is desired.

NOTE:

The Board has established a policy regarding the presenting of gifts to teachers at appropriate times. Room parents are reminded that they should not arrange for gifts from the students at such occasions as Christmas or farewells. The Board prefers to have a uniform policy and they handle the matter of teachers' gifts.

This does not exclude the possibility of bridal showers or baby showers, if the occasion arises.