



Saint James
Catholic School

SJS ROOM PARENT RESPONSIBILITIES

Thank you for volunteering your time to serve as a Room Parent for your child's class! It is both fun and rewarding and the kids will love having you in their classroom ! A Room Parent is a very important part of our SJS community and provides volunteer services to a teacher's classroom and the SJS PTO. A Room Parent should enlist the help of other parents and be able to delegate these responsibilities. The teacher will tell you of his/her specific needs and determine exactly what type of assistance is needed.

Typically, Room Parents help coordinate class parties, special events, parent volunteers in the classroom, and maintain a positive attitude among the parents in your room. While a Room Parent's main responsibility is to the teacher and class, the PTO does ask for your help to further communicate with our parents throughout the year. I will occasionally send you an email to forward to your parents throughout the year. It is the Room Parent's responsibility to communicate with the classroom parents and keep them informed. Every child's family should be given the opportunity to be involved in their child's classroom and school.

GETTING STARTED CHECKLIST

- Meet with your teacher as soon as possible (bring your calendar!)
- Discuss expectations and ideas for the school year.
- Get party dates and ideas of what will be expected at parties.
- Get schedule of dates/times when volunteers will be needed and whether it is inside/outside the classroom (i.e., Centers, Making Copies, Laminating, Bulletin Boards, Computer Lab, Accelerated Reader, Field Trips, Book Fair).
- Find out the preferred method of contact for the teacher and let them know the best way to reach you.
- Find out if there are any important allergies to note in the class.
- Write an e-mail/letter introducing yourself to the class and tell the parents how and when they should expect communications from you. If you do not have another co-room parent, now would be a good time to ask another volunteer to serve with you. I have attached your Class List to this email.
- Let them know about the events for the month. It is important to give your parents a chance to be involved in the classroom and share their feedback on improvements. Due to a limited budget it may be helpful to let other parents be involved by providing the drinks or plates for a party, etc.
- Your teacher should have completed the "Tell Us About Yourself" teacher profile form. The PTO Room Parent Coordinator will provide you a copy of this form.
- Budget: Each class will receive a budget of \$250. The PTO will get this money to one room parent, and you can use it throughout the year for classroom parties, teacher/staff birthdays and Christmas. Budget carefully and let other parents volunteer to help by providing the drinks, plates, napkins, etc. Any extra money at the end of the year can be given to your teacher.
- Since the upstairs classrooms do not have aides, those room parents will be given specialty teachers to sponsor for birthdays/holidays. Please don't forget these important teachers! Write their birthdays on your calendar!

SPECIALTY TEACHERS CLASS SPONSORS

- **2 Sr., Anna Catherine** – Art – Donna Edwards
- **3 Wiseman** – Computers primary – Aileen Garris
- **4 Riney** – Counselor – Audrey Caney
- **5 Rhoades** – Computers upstairs– Cindy Kasey
- **5 Kirchner** – Cafeteria – Michelle Harrison
- **6 Moore** – Office Nurse– Kimberley Schrecke and Office Admin. Asst – Jennifer Coen
- **6 Sr. Mary Joseph** – Librarian – Martha West and Office Admin. Asst– Melissa Williamson
- **7 McKean** – Maintenance –David Martin and Office Asst Principal – Jimmie Kelley
- **7 Daugherty** – Maintenance – James (Andy) Padgett and Office Manager – Patrick Meredith
- **8 Dvorjak** – PE – Sam Kiger and Office Principal – Sr., Marie Hannah
- **8 Luttrell** – Spanish Teacher – Lupita Gutierrez and Office SIS Database Coordinator – Marjery Krill

Special Responsibilities By Grades

Kindergarten- The Kindergarten room parents are responsible for helping organize the Appreciation Breakfast during Teacher Appreciation Week (MAY).

First Grade- The First grade room parents are responsible for the First Communion Reception. Classroom funds are **not** used for the reception. The PTO will provide a budget for this event.

Second Grade- The Second grade room parents will be responsible for helping arrange volunteers to help set up, run and break down the Santa Shoppe.

Third Grade- The Third grade room parents are responsible for arranging volunteers to wrap gifts and give them out during the school day on St. Nicholas Day (December 6). PTO will arrange St. Nicholas and purchase gifts.

Fourth Grade- The Fourth grade room parents are responsible for arranging volunteers for the following receptions: Grandparents Day (September), Veterans Day (November 11), and DARE (January). Receptions may be cancelled as we navigate through the school year due to COVID restrictions.

Fifth Grade- The Fifth grade room parents are responsible for arranging volunteers to help with planning Red Ribbon Week (October) with the PTO and to coordinate volunteers for the Krispy Kreme Distribution (Spring).

Sixth Grade- The Sixth grade room parents are responsible for arranging volunteers for Good Friday Set Up; Six trials and crucifixion for SJS student, staff, and parents to view. The sixth grade students will be the group guides.

Seventh Grade- The Seventh grade room parents are responsible for arranging volunteers to organize and serve at the Eighth grade graduation reception (May). Also responsible for arranging volunteers to organize and promote fundraising the Eighth grade trip. Example: Concessions at Trunk or Treat (October).

Eighth Grade- The Eighth grade room parents are responsible for arranging volunteers for transportation, pressing costumes, props, etc. for the Passion Play and Passion Play Reception (March). See PTO for reception funds. Also responsible for helping coordinate transportation for graduation practice and NET retreat.

BUDGET- The Classroom parents will be given \$250 from the PTO to budget for classroom parties, teachers/aides/staff birthdays, and Christmas.

COMMUNICATIONS GUIDELINES

- Normal everyday communication with your parents does not need to be reviewed by the PTO as long as you DO NOT use a PTO logo or verbiage that would lead a parent or teacher to associate that it is coming directly from the PTO.
- E-mail will be the primary source of communication between the PTO Room Parent Chair and you, and it should be the primary between you and your parents. Please respond to all e-mails, even if it is a simple “ok” so that the sender knows that you received and read the e-mail.
- You will receive PTO e-mails throughout the year that simply need to be forwarded to your classroom parents. These e-mails allow the PTO to further communicate with parents on a timely basis. PLEASE FORWARD ALL OF THEM AS REQUESTED.
- Please keep an electronic or paper copy of all communications, with parents, teachers, or PTO.
- Please notify the PTO Room Parent Chair as soon as possible if there is any change to your contact information.
- *Communication is the key to having a successful year! Better to over-communicate than under-communicate!*

RESPONSIBILITIES WITH THE TEACHER

- Successfully interpret from the teacher their needs and expectations. All communication should be genuine and effective.
- Obtain and update, as needed, a class roster. Please remember that this information is to be considered confidential amongst the other parents unless they give you permission to share their information with the other parents.
- Make every attempt to personally attend as many special events as possible. If you cannot be there, enlist someone from the class to take your place. Invite and encourage as many parents to come as well, assuming space is not a concern.
- Any memo that needs to go home in backpacks needs to be approved by the teacher, unless it involves a surprise for the teacher of course! If it is a surprise, please send the memo to the Room Parent Coordinator for review.
- Specials: The Music, Art, Library, Computer, or P.E. departments may also need our help. Try to find parents who would enjoy volunteering in these departments and e-mail the PTO Room Chair with their contact info.
- **REMEMBER: Do not try to bear the burden yourself! You are a classroom coordinator, and there are people out there willing to help. Please reach out to them.** If you find that you need assistance and are not getting anywhere within the class, please reach out to your PTO Board and/or Room Parent Coordinator so that I can help.

RESPONSIBILITIES WITH THE PTO

- Check St. James School PTO Facebook page often to stay current on important dates that you class needs to know about.
- Help your teacher in making sure that your room gets to 100% PTO Membership!
- Support school-wide events.

Following is a schedule of events for the year:

- **September 14-27- Boon Supply and Magazines Sales**
- **October 23-31- Red Ribbon Week**
- **November 2-9- Spirit Store**
- **November 9-13- Book Fair**
- **December 1-4 – Santa Shoppe**
 - This is a wonderful family event that involves the students buying presents for their loved ones. The kids love it!
- **January 31- February 5 – Catholic Schools Week**
- **May 3-7 – Teacher Appreciation Week**
- **May (Date TBD) – Field Day**

Thank you for all you do!!

Please do not hesitate to contact me with any questions or comments.

Room Parent Coordinator for 2020-2021

Austin Roberts