**J.V. Washam Elementary Room Parent**

**Handbook**

**2022-2023**

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**Value of Room Parents**

Thank you for volunteering to be a room parent at J.V. Washam Elementary. Room parents make a huge difference in creating a strong network among parents, students, and teachers. You are vital in helping families engage in activities inside and outside of the classroom. Studies consistently show that when parents, family members, and friends are active in the classroom children thrive. Your child will see through your volunteerism that you value and support their education.

**Volunteer Approval**

\*All room parents must complete the CMS volunteer screening process to obtain appropriate approval. This is both necessary to volunteer in the classroom and to chaperone field trips. To sign up to volunteer, please visit www.cmsvolunteers.com. It is necessary to re-register each year.

\*All volunteers will need to sign in and out of the front office using the Lobby Guard system. This system will also automatically track your volunteer hours.

**Responsibilities**

A. **Facilitate Communication with Teacher:** Room parents are the first line of contact for the classroom teacher.

1. Set up an initial meeting with your classroom teacher

within the next week.

2. Determine his/her expectations of you and the desired

level of parent involvement.

3. Take notes of any students with food allergies and

ask to be notified of new students.

B. **Facilitate Communication with Room Parent Coordinator** Please forward or copy the Room Parent Coordinators Katrina Screen at screen.katrina@gmail.com & Kasay Tanner at

kaseyhtanner@gmail.com on ALL communications to parents.

C. **Facilitate Communication with Classroom Parents**

Room Parents are the liaison between the teacher and the parents.

1. Send communication home as soon as possible to obtain parent/guardian's contact information. Classroom communications are often time sensitive, so please don’t delay.

2. Contact all parents or guardians in the classroom. Email is a convenient way to communicate with a group of parents, but you may come across families who don’t use email or may be overwhelmed with work emails, etc. Please take the extra step to include everyone by sending a note in their child’s backpack or by calling. If you find that the same parents are always giving of their time, it is completely in order to give others a chance to respond and participate.

3. As new students enter the class, welcome them to J.V. Washam by adding their parents to the email listing.

D. **Grade Level Parties**

There will be 2 planned parties for the 2022-2023 school year. The first will be the Winter Party, Friday, December 16 and the second is the End-of-Year party on June 8. We will notify room parents to make you aware of times for specific grade levels.

1. NEW: In order to promote equity amongst classrooms, on each grade level, Grade Level Room Parent Leads will meet with the Lead Teacher on each grade level to identify expectations for the Grade Level planned party/rotation.

Grade Level Lead Room Parents:

Kindergarten - Jessica Nolan [jesspnolan@gmail.com](mailto:jesspnolan@gmail.com)

1st Grade - Vivian Gibbs [vivianwgibbs@gmail.com](mailto:vivianwgibbs@gmail.com)

2nd Grade - Shannon Fahrland [smrf11@gmail.com](mailto:smrf11@gmail.com)

3rd Grade - Katrina Screen [screen.katrina@gmail.com](mailto:screen.katrina@gmail.com)

4th Grade - Kasey Tanner [kaseyhtanner@gmail.com](mailto:kaseyhtanner@gmail.com)

5th Grade- Erin Houser [shuananderin@bellsouth.net](mailto:shuananderin@bellsouth.net)

2. Grade Level Room Parent Leads will communicate with all room parents on the grade level to provide specific party information and roles for each room parent.

E. **Gifts**

If you are asking for donations for teacher/staff gifts (birthdays and/or holidays or special events), **please do not** ask for a specific dollar amount. Please note that a parent/guardian should never feel obligated to contribute. ***All class gifts are from the entire class regardless of who contributes.*** Also, make sure all parents are given the

opportunity to make suggestions for what gifts are given.

F. **Volunteers for Classroom and School Events**

There will be opportunities throughout the school year when parent volunteers are needed for classroom events, school wide activities, and field trips. You will be asked to communicate with your classroom families to find help for these events. Some examples are: Book Fair, Field Day, Class Parties, and Field Trips. *Again, make sure you give all parents the opportunity to participate in events.*

**Special Events**

A. **Holiday/End-of-the-Year class parties**.

\**See above Planning and Facilitating Parties*

B. **Book Fair:**

A Room Parent is needed to cover their teacher’s classroom from 7- 7:45am on October 21, 2022. The coverage is needed for the Teacher Preview at the Book Fair. If you are not able to cover the classroom, please arrange for another parent (registered volunteer) to do so. There will be a reminder for this closer to the event date.

Ask for volunteers to help students during their Book Fair scheduled time. For younger grades, 3 parents would be great! For the older grades, 1-2 parents would be fine. The children will shop during their Media Center time. Check with your classroom teacher to find out when your volunteers are needed.

C. **Loose Change Drive: October 17-21, 2022**

Room Parents will need to decorate one themed container (non-glass) to be placed in the classrooms by **Friday, October 14**. The theme is Monsters. Please be sure that your container has an area in which the change can be easily taken from it daily. There will be an assortment of prizes awarded for the most change collected. These containers will be used to decorate for the book fair the following week.

**Book Fair Committee Chairs**

Vivian Gibbs and Shannon Fahrland

o Book Fair details will be sent out at a later date

o Scheduled Dates: October 24-28 and May 8-12.

D.**Teacher Appreciation**

The J.V. Washam PTO has established a Staff Appreciation committee that is being Chaired by Rebecca Morris. The committee will be coordinating events/activities to recognize our teachers throughout the year. Room parents will be asked to assist when needed during each event. The PTO website provides a link to view teacher surveys. This will provide insight to your teacher’s favorite things. Any questions, please contact Rebeccca at rebecca.morris1@googlemail.com. Events and dates will be communicated via email.

Room parents will facilitate 2 Teacher Appreciation days this year:

Thursday, November 3 - Favorite Things

Thursday, February 2 - Restock the Classroom

E. **Adopted Staff Member Appreciation**

Each classroom will adopt one or two encore teacher/staff members for the school year. We want everyone to be recognized throughout the year and not only classroom teachers. Please include your adopted staff member(s) in your classroom events. You can invite them to your holiday parties, remember them on their birthdays and holidays (the students can make them cards), bring them a flower on teacher appreciation days etc.…

F. **Field Trips**

Teachers may ask for assistance when requesting chaperones. If so, all chaperones must have proper volunteer approval before attending a class trip. Siblings may not attend class field trips.

G. **Field Day**

***All room parents are needed to volunteer during Field Day. If you can’t volunteer, please ask other parents in the class.*** Field Day will be held at the end of the school year. Grades K-2 on Monday, June 5 and grades 3-5 on Tuesday, June 6. The grades will be divided between morning and afternoon lasting a couple of hours for each. PTO Field Day Coordinators are Christy Clarke and DeErick Bryant Sr.

**Food Allergies**

o Check with the classroom teacher to determine if there are any children with food allergies in the classroom.

o CMS policy requires all food brought for class events to be commercially prepared/store bought and clearly labeled with its ingredients.

**Suggestions for a Successful Year**

o Enjoy getting to know your parents right away.

o Take advantage of the PTO Calendar to note important dates.

o Communicate with the teacher to see what help he/she needs.

o Send an introduction email/letter to the class parents as soon as possible to create a class directory.

o Create an email list of parents – it’s an easy way to stay in touch with mass email.

o Email the teacher before visiting your child’s class so that you don’t disrupt instructional time.

o Communicate by email and phone calls (if necessary) when you need help! Don’t feel like you have to do it all or that you can’t ask for assistance.

o Make sure you give parents enough notification about school and

classroom events. It can be frustrating to parents to find out about an event on short notice.

o Get to know your Co-Room Parent(s) if you have one. Establishing a warm connection early with your co-room parent(s) will determine how successful your year will be.

**Gift Ideas**

Pinterest is a great resource for teacher gift ideas.

If you have any questions, please do not hesitate to ask the Room Parent Coordinators, Katrina Screen at [screen.katrina@gmail.com](mailto:screen.katrina@gmail.com) and Kasey Tanner at kaseyhtanner@gmail.com.