

Cheyenne Traditional School

Room Parent Volunteer Responsibilities

The following is a general description of your responsibilities as room parent in your child's classroom at Cheyenne Traditional School (CTS). You are the liaison between your teacher and all of the families in your child's class. You are also a liaison between your class and the Cheyenne PTO and school administration. As a room parent, you are responsible for knowing school policies and procedures as they relate to classroom parties, parent participation, volunteering, and gift-giving.

Each grade and each teacher are unique and your duties will be determined in more detail once you have met with your teacher.

A. COMMUNICATION & YOUR TEACHER:

- a. Meet with your teacher as soon as possible to discuss the teacher's and your expectations. Be willing to help organize volunteers, classroom parties, field trips, special classroom projects, and support PTO-sponsored activities, etc.
- b. Create a class list of names, addresses, phone numbers and e-mail addresses, with permission provided by each family in your class. Distribute this list to each family and the teacher. Sample form included on the room parent section of the PTO website.
- c. Communicate with your teacher regularly and with parents via e-mail. Each teacher will request different amounts and types of communication from their room parents.
- d. Create a "wish list" if desired, after discussion with your teacher. This is optional, and may be done if your teacher has particular classroom supplies or instructional aids that she would like for her class, for those parents who wish to do/give something more.

B. CLASSROOM PARTIES:

- a. Collect class funds after the PTO membership drive is complete, September 30, 2015. The PTO website provides approved sample letters and outlines how the money is utilized throughout the school year. You can solicit the authorized \$35 per student. No additional funds may be requested.
- b. Discuss parties with your teacher. Dates, times, themes, special requests. Arrange for other parent volunteers and sign-ups to bring various items (food, drinks, games). Support your teacher's wishes and preferences. Whether e-mail or send-home flyers, be sure to include the five "W's": who, what, when, where, why. If you need to collect money or treats for class functions, the room parent may send home a teacher-approved note to the parents requesting the contribution needed.
- c. Candy/Treats. Our school district has adopted a healthy eating policy that prohibits parents from bringing in food items for birthday or holiday celebrations. Parents who wish to recognize their child's birthday may bring in a non-food

item for the class (pencils, erasers, crazy straws, etc.) However, this policy does not prohibit take-home goody/treat bags for special occasions.

C. SCHOOL EVENTS:

- a. Teacher Appreciation Day, Tuesday, May 3. Your class will honor your teacher and a staff member with lunch and a small gift paid for with class funds. Details will follow.
- b. Support PTO events at school. See calendar of events on PTO website. Encourage parents & families in your classroom to participate. Most school events are free, but may request a small contribution of time or treats from parents.

D. SCHOOL & CLASSROOM VISITS:

- a. Sign in at the front office and wear a name badge every time you are on school campus. Be sure to record your hours as well.

THANK YOU for all your volunteer hours as room parent... your teacher, your child, and the school GREATLY appreciate it!

2015-16 Room Parent Volunteer Coordinators:

Melissa Bibb missy_bibb@icloud.com

Taylor Lyons taylor614@hotmail.com

Cheyenne Traditional School

Room Parent

Code of Conduct

I will remember that children learn by example and I will strive to set a good example.
(_____ initial)

I will maintain cordial relations with my fellow room parents.

All members of the school community are to be treated with respect and dignity.

I will take on the responsibility for my class in the annual PTO fundraiser as directed by the PTO.

I will fulfill all homeroom responsibilities, class parties, field trips and classroom activities as set by my teacher.

I will make every effort to include parents that want to be involved in class activities and trips as instructed by my teacher.

As a room parent I will ensure that our class will be represented at the 3 additional Room Parent meetings by at least one room parent during the 2015/2016 school year.

I am subject to review by the PTO Board for any conduct unbecoming a room parent and a representative of the PTO. The PTO has the right to remove me as a room parent in the event that I cannot comply with the Code of Conduct.

Any room parent who fails to comply with the above code may not be considered for the position of room parent the following year.

Room Parent Signature

Date