

2024-2025 Cheyenne Traditional School Room Parent Volunteer Responsibilities

Thank you for considering the role of room parent for your child's classroom! I am looking forward to working cooperatively with you this year. The following is a general description of your responsibilities as room parent 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. We are here to help you.

It is important that your class or grade will be represented at the Room Parent meetings by at least one room parent during the 2024-2025 school year, even if you have served as a room parent historically, programs change year to year and we want to make sure everyone has the same information to share with their classes.

The 2024-2025 meeting dates are:

- 8/27/24 (Tuesday)
- 10/22/24 (Tuesday)
- 1/10/25 (Friday)
- 3/6/25 (Thursday)

Things come up, children get sick – we understand. If you can't make a meeting, reach out to the other room parents in your grade to get the information.

For PreK PreK will have 2 room parents. You will hold the role of communicator and treasurer. Work directly with your Pre-K teacher on parties and events as there is only 1 Pre-K class for the school therefore not a "grade-level" effort like the rest.

FOR K – 4th GRADE K through 4th grade there will be a communicator and treasurer for each teacher. There will also be one grade-level treasurer that will oversee the funds for the entire grade. All room parents for each grade will work collaboratively to ensure consistency in communication, events and all related duties for the grade and their individual classrooms.

FOR 5th – 8th GRADE

Beginning in 5th grade our students rotate classes and classmates and work with all of the grade level teachers. As such, 5th through 8th grades will have grade-level

co-room parents who will work cooperatively together.

Instead of each homeroom having a dedicated room parent, we will have parents from the grade working together to share the duties of a room parent. These individuals will strategize how to most effectively work together and compartmentalize responsibilities. These roles will be consistent among all of the grades. Each parent will have a specific role throughout the year and will support their co-room parents.

These roles are:

- Communications
- Treasurer
- Special Events/Parties
- Teacher Appreciation

I: COMMUNICATION & YOUR TEACHER

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

- a) Communicate 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. Politely ask your teacher to share with you the parent contact information they have obtained (in order to help with the class list)
- b) Create a class list of names, phone numbers and e-mail addresses, with permission provided by each family in your class. Upon request, you may distribute this list to families and the teacher. ***Without prior approval, the email list may not be shared with anyone. As you compile your class list, compose a short email to request permission from parents to share email addresses with other classmates.***
- c) Continue to communicate with your teacher regularly and with parents via email. Do not engage a third-party site to post class communications. For example, Shutterfly. You may utilize sites like Sign Up.com and Sign Up Genius.com to organize volunteers and supplies.

Each teacher will request different amounts and types of communication from their room parents. ***Please be sure that class communications are sent to you and the other room parent, with the other parents all added as BCCs.***

- d) Create a "wish list", if your teacher didn't already have this at Curriculum Night. **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. Check in with your teacher quarterly to see where they are with supply levels.

II: CLASSROOM PARTIES

- a) Discuss parties with your teacher. Dates, times, themes, special requests. Support your teacher's wishes and preferences. In your email or on the Sign up, be sure to include the five "W's": who, what, when, where, why. If you need to collect supplies or volunteers for class functions, the room parent may send a teacher approved Sign up to the parents requesting the contributions needed. Please strive to be uniform across the grade. Moreover, be mindful of allergies in your class. Get a list of allergy students from your teacher. Communicate all food and treats being served at a party in a timely manner to the parents of those students. If necessary, they can provide alternative food. Please remind your class that all food must be store bought.

- b) Engage all class parents. When your teacher requests volunteers, the request needs to be open to all parents in the class. Sure we love working with our friends, but every parent must be given the opportunity to volunteer and the most direct way to ensure this is to create a Signup Genius or similar.

- c) Candy/Treats. Our school district has adopted a healthy eating policy that prohibits parents from bringing in food items for birthdays. Parents who wish to recognize their child's birthday may bring in a non-food item for the class (pencils, erasers, crazy straws, etc.) to be sent home.

III: SCHOOL EVENTS

- a) Support PTO events at school. See calendar of events on PTO website. Throughout the year you will be asked to share information with your class. Encourage parents & families in your classroom to participate.
- b) Teacher Appreciation Week dates are February 3-5th. More details on this will follow in our January meeting.
- c) Spring Fundraiser: Each class will be responsible for collecting auction baskets or other contributions for this fundraiser. More information to come.
- d) Harvest Festival: Coordinate with teacher/grade to confirm Teachers Corner contribution and communicate this with Teachers Corner committee lead.
- e) Field Trips: Communicate/ coordinate volunteers as needed with your teachers; Room parents are not guaranteed a spot to chapparone class field trips

IV: SCHOOL & CLASSROOM VISITS

- a) For all class parties, picnics or other grade-level events on campus: room parents or PTO will have a volunteer check parents in via the main gate. Parents will exit the campus through the push door at the front gate. All parents must wear a visitors sticker and exit the campus immediately after the event.

V: GRADE LEVEL FUNDS

- a) Collect grade level funds via an email solicitation **only after the PTO membership drive is complete 9/6/24**. We will provide an approved sample letter for you to edit for your specific grade level. You can solicit the authorized \$35 per student (\$40 for PreK). **No additional funds may be requested.** \$2 is pulled from each student to go towards gifts for “specials” teachers. Some parents may have already donated via the PTO website prior to your request. The ability to donate via the PTO website will be open through October. After that Heidi Nikodemus, the PTO Treasurer (CTSPTOTreasurer@gmail.com), will distribute grade level funds to the designated Grade level Treasurer. The Grade Level treasurer will be responsible to create, share and validate the grade level budget and distribution of funds.
- b) A grade level room parent will be entrusted with the funds in totality. As a general guide, funds will be used as follows:
- \$125 Teacher Holiday Gift
 - \$150 Teacher End of Year Gift
 - \$150 Teacher Appreciation Week Gift
 - \$50 Teacher Birthday Gift

Grade level treasurer will Venmo or otherwise provide the individual class treasurer with the funds for each of the above approved gifts once receipt is received.

We encourage you to use all funds during the year. If there are remaining funds, the grade treasurer will work directly with the teachers to determine if they need anything on a grade level (ex: balls for recess) if not, then the remaining funds will be distributed evenly between classes to be utilized from the teacher’s wish list. Remaining funds may not be added to teacher gift cards.

- c) If your grade does not receive enough funds from parents, there are several ways we can help you. Please don’t hesitate to reach out!

VI: CONFLICT RESOLUTION

- a) While I don't anticipate any problems with volunteers working together, if there are any problems, I need to know so I can help. We will work together with all parties to answer any questions or address any miscommunication.

THANK YOU for all your volunteer hours as a room parent... your child, your teacher, and the school GREATLY appreciates it! ***Please email us if you ever have any questions.***

Important Contacts

Room Parent Coordinator: Kelly Jackson
CTSPTORoomCo@gmail.com (cell 480- 227 6599)

VPs of Community Support: Tiffany Jurewicz and Robyn Lilien
ctsptocommunity@gmail.com

Treasurer: Heidi Nikodemus
ctsptotreasurer@gmail.com

**Cheyenne Traditional School
Room Parent Code of Conduct – 2024-2025**

Your Name _____

Teacher's Name and Grade _____

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

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 2023-2024 school year.

I will maintain cordial relations with my fellow room parents.

I will utilize grade funds appropriately and only on the predetermined categories stated in the Code of Conduct.

I will submit an expense report and appropriate receipt documentation as requested.

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.

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