

# Gayman Home and School Association

## HOMEROOM PARENT GENERAL GUIDELINES



As a Homeroom Parent/Assistant, one of the first things to realize is that every teacher runs their room just a little bit differently. Therefore, we cannot give you an exact set of rules for what to expect. However, the information below is a good general idea of what you can expect for the year.

**Getting Started:** Once you have been notified that you have been chosen as the homeroom parent for your child's class, ask the teacher for a class list so you are able to look up parent emails within the school directory. Then, you will want to send out an email/letter introducing yourself/Assistant as the homeroom parent volunteers. You will also want to email the teacher and ask if there are specific things he /she would like from you. We recommend creating a classroom email distribution list to ensure that all families are captured appropriately and consistently. **Communications:** When homeroom parents e-mail the parents in the classroom, they should set up all addresses as "**blind copy**" so that no parent has access to another parent's e-mail address. At no time should any solicitation be done for personal gain using classroom lists. The homeroom parent should send all correspondence to the teacher for approval first, before sending it to parents. The only exception would be if they are doing something that would be a surprise for the teacher (i.e., baby shower, EOY gift, etc.) It is our job to secure the privacy of our families, never giving out personal information.

**Sign-Up Genius:** This is a great, and free, tool for planning classroom parties. Instead of emails going back and forth about who is bringing what (i.e. juice boxes, napkins, cookies, etc.), you would set up a list of all the things you need, and people can login and sign up for a specific item. The nice thing about this is that everyone can see what has already been taken, eliminating all of those "reply all" emails. You only need an email address and a password to begin using it. Check it out!

[www.signupgenius.com](http://www.signupgenius.com).

**Money:** Parties, gifts, crafts, basket items, etc. are not the sole responsibility of the homeroom parent. No parent should have to spend any more than the rest of the class simply because they are the homeroom parent. There are two ways of collecting money for the year's activities. You can ask each parent to give an amount once in the beginning of the year to cover crafts, games, and teacher gifts. Snacks and Basket items will still need to be donated. Or you can ask for a few dollars throughout the year. It's up to the homeroom parent to decide what would work best for their class. Sometimes a quick survey of the parents will help you decide what the majority would prefer.

Again, it is our job to stress to parents that everything is always voluntary, never make anyone feel they have to contribute. If a family feels it is a hardship but wants to participate, have them contact Mr. Ortman or the teacher and we will contribute for them.

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**Parties:** In general, there are three parties throughout the year; Halloween, Holiday, and End of the Year. Check with your teacher on the date and time they would like the party. It is best to request pre-packaged, store-bought, and non-perishable items so they can be brought in prior to the party day. Remember to be mindful of allergies when asking for food items for parties. Discuss crafts and games with the teacher as well. For class parties there is a maximum of **5 volunteers per party** (Homeroom Parent, Homeroom Assistant and 3 parent volunteers). All must have clearances! All volunteer names need to be submitted to the office **1 week prior to party** to [jcostello@cbsd.org](mailto:jcostello@cbsd.org)

**Grade-Level Party Planning & Consistency:** This year, we are trying a new approach to planning parties. In order to provide similar grade-level experiences, we will be asking for grade-level homeroom parents to meet prior to the 3 classroom parties and standardize the craft, game and snacks that will be offered during the parties. We've found, in years' past, that the experiences can vary wildly, and we would like to standardize this. This also helps with parents who love to execute but get stuck in the creative planning process.

**Teacher Gifts:** In general, most classes give a teacher gift at the holiday party and at the end of the year. It is up to the homeroom parent to decide if the class should do a gift as a whole or let each individual family get their own gift. What has been successful in the past, is to gauge interest in participating in a class gift far enough in advance to determine whether a classroom gift is a meaningful gesture or whether individual (voluntary) gifts would be best. We need to stress to parents that everything is always voluntary, never make anyone feel they have to contribute. Similarly, it is not the homeroom/assistant homeroom parent's job to subsidize the cost of classroom gifts and parties. If a family feels that it is a hardship, but wants to participate, have the family contact Mr. Ortman or the teacher and we will take care of it.

**Teacher & Staff Appreciation Week:** Teacher & Staff appreciation week is a week to celebrate all that our teachers and staff do for our children every day. The Home and School Teacher & Staff appreciation week committee will communicate the week's events and may ask for your help. This could include emailing parents of the class to have the kids wear the teacher's favorite color or making a card on a specific day.

**Raffle Basket:** During some of the Home and School events homeroom may be asked to put a basket together to be raffled off. You will receive your theme in enough time to notify your parents of the theme, collect donations and put the basket together. You will receive more detailed information from the event Chairperson. Again, it is our job to stress to parents that everything is always voluntary, never make anyone feel they have to contribute.

**Questions:** If you have any questions throughout the year, always consult your teacher. If you are unsure of who to ask, feel free to contact one of the Home & School Board members. [GHSAinquiries@gmail.com](mailto:GHSAinquiries@gmail.com)