

Dixie and Elementary School

Guidebook for Room Parents 2018 - 2019

“Act as if what you do makes a difference, because it does!” ~ William James



Dear Room Parents,

Welcome aboard and thank you for volunteering your time to serve as a Room Parent for your child's class!

A **Room Parent** is a very important part of our community and provides volunteer services to a teacher's classroom and Dixie Home & School Club (DHSC). This is no small task, so we encourage you to enlist the help of other parents and delegate! Work with your teacher to determine what type of assistance is desired and identify specific needs he/she may have.

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, DHSC does ask for your help to further communicate with our 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.

It may seem easier to do it all yourself, but this is not the true intention of a Room Parent role. Successful delegation and follow-up support will balance workloads and make for a very enjoyable school year!

Please feel free to contact us with any questions or concerns. We are here to help.

Nadine De Frenza, Room Parent Coordinator

ndefrenza@yahoo.com

Nancy Scott, DHSC President

rscottco17@gmail.com

ROLES AND RESPONSIBILITIES

ROOM PARENT

The Room Parent's primary role is to bridge communication between the teacher, DHSC, and fellow classroom parents. Depending on the teacher's needs and preference, a Room Parent may also support the teacher in the classroom.

Meet your classroom teacher right away, to discuss classroom logistics such as how he/she would like to work with Room Parents, parent volunteers, and other classroom help. Utilizing that information, the Room Parent(s) can develop a plan for the year that directly addresses the teacher's unique needs and preferences.

Establish an email address directory for the class that will make sending emails to your parents easy. These addresses can be obtained from the teacher. Please remember not to share any personal contact information without the consent of the individual. CC your teacher and BCC class distribution list in all email communications.

The Room Parent(s) are responsible for:

- Act as liaison between your classroom and the DHSC, school administration, and others as needed
 - Helping to ensure clear, timely communication between the teacher and parents regarding activities, events, and needs in the classroom.
 - Facilitating classroom parties (planning, communicating with parents, running the events, cleaning-up)
 - Communicate in advance and remind parents of loop duty schedule. Site Council will provide the loop duty schedule and sign up, please check with them if you haven't received your loop duty assignment.
 - Planning, communicating, and acting on teacher appreciation activities: birthday, teacher appreciation week, and end of year gift.
- Coordinating classroom volunteers, if requested by teacher.
 - Organizing drivers for field trips, if requested by teacher, including checking with parents and the office to be sure all district-required Driver Information Sheets are on-file and updated for drivers before the events.
 - Assisting with classroom-related administrative tasks, if requested by teacher

Note: Specific responsibilities vary by teacher.

Please always remember....

1. Manage the email traffic: In all class communications, please bcc your class distribution list and cc the teacher.
2. Simplify: It is okay to keep class parties (very) simple! Several grades no longer allow any food at celebrations.

Role of Room Parent, con't

3. Recruit volunteers: If it feels like you are doing everything and it is too much, ask for help. The Room Parent's role is not necessarily to "do" everything, but to make sure it gets done. It is OK and advisable to delegate when needed as it also helps others feel connected, especially parents who cannot take on major projects.

4. Share and support one another: Feel free to share what works well with other Room Parents or the board. No one needs to reinvent the wheel!

ROOM PARENT COORDINATOR

The Room Parent Coordinator is a DHSC Board member who maintains the Room Parent list, updates the Room Parent Handbook, maintains sample letters/emails/sign ups, schedules and runs the Room Parent meetings and serves as a resource for all Room Parents.

QUESTIONS TO ASK TEACHER AT FIRST ROOM PARENT MEETING

- Would you like me to create a Student Directory for the class? If so, may I please have a full list of students to start my class/grade level Student Directory?
- How do you want to handle volunteer schedule: Do you find subs for parents who can't make their volunteer time, do I help, or is it up to the parent volunteer?
- Who organizes drivers for field trips? Who assigns students to the drivers? Who tracks permission slips and money (when needed)?
- What field trips are already planned and what trips are to be scheduled?
- Is food allowed for celebrations?
- Do any children have food allergies or other special needs?
- How do you prefer to be contacted with questions...email, note, or in person during drop off or pick-up?
- Do you have any preferences in terms of party structure?
- What time of day do you prefer to have classroom parties?
- What are your thoughts on preschool aged siblings or babies attending the parties?
- Have you and the other teachers decided on a date for the Year-end Party?

(SAMPLE) INTRO LETTER TO YOUR PARENTS

Hello MX. XXX's Class,

My name is XXX XXX and I will be one of your Room Parents, along with XXXX XXXXX for this coming year.

We will be here to:

- facilitate class celebrations and field trips
- send reminders on school related activities and events
- coordinate our annual Loop Duty if needed
- help disseminate class and school related information as needed

WEEKLY VOLUNTEER SCHEDULE

Attached you will find the current weekly parent volunteer schedule. If you are signed up for a weekly time slot but for some reason cannot make it that week, please coordinate with another parent to fill your spot or trade.

If you are having trouble, please let one of us know and we will do our best to find someone to cover your time slot.

CALENDAR OF EVENTS

(Include upcoming DHSC and school events here)

Please do not hesitate to contact us with questions or concerns. We are looking forward to having a great year with our wonderful class!

Thank you!

Your Room Parents XXXX XXXX (XXXX's Mom) XXXX XXXX (XXXX's Dad)

TEACHER'S LIST OF FAVORITE THINGS

In the office there is a binder of forms called "**Favorite Things**" filled out by each teaching staff member. Please ask the secretary for a copy of your teacher(s) list so that you may share it with your classroom parents. This list provides some insight into what the teacher likes to do for fun, favorite foods and flowers, hobbies, etc. It can be very helpful for Teacher Appreciation Week, as well as give us birthday and holiday gift ideas. (Note: Gifts are always OPTIONAL.)

COORDINATING LOOP DUTY

Each class is assigned a two (2) week period of Loop and crossing guard duties. This is the only parent volunteer activity in which Dixie Elementary urges all parents to participate. The schedule rotates through all classrooms starting with 5th grade and working backwards to Kindergarten (with some exceptions). Please check with your teacher when is your classroom loop duty schedule.

This school year, Site Council will send out the Loop Duty schedule and sign up to your classroom teacher. If you do not have your loop duty assignment, please check with your teacher or Site Council.

Please start communication as soon as you receive the Loop Duty sign up to allow working parents time to change schedules if needed.

Preliminary Loop Duty Schedule (**dates subject to change*)

8/23-9/7 Site Council

9/10-9/21 Reddick

9/24-10/5 Cherian

10/8-10/19 Hough

10/22-11/2 Naughton

11/5-11/20 Dye

11/26-12/7 Leibman

12/10-12/20 Osterman/Sullivan

1/7-1/18 Kersnick

1/22-2/1 Peregoy

2/4-2/15 DiBenedetto

2/25-3/8 DeGuia-Bumgarner

3/11-3/22 Camarda

3/25-4/5 Harrison

4/15-4/26 DHSC / Site Council

4/29-5/10 Caceres

5/13-5/24 Cunha

5/28-6/7 Whitten

6/10-6/13 DHSC / Site Council

GOOGLE CALENDAR

We strongly encourage all parents to use our school's website for all kinds of information, calendar updates, and even current sign-up geniuses.

In fact, if you are a Google calendar user, you can add the Dixie School Calendar to your view to see the most current view! The calendar name is: Dixie Website Calendar.

SIGN-UP GENIUS

DHSC has a Sign-Up Genius account set-up to house sample sign-ups for various events and activities. Please feel free to use this collection of sign-ups to facilitate creating your own.

Sign Up Genius Log-in Information

Account: dixiesignups@gmail.com

Password: **Dixierulz#1**

Steps on how create your own Sign Up

- Make a copy of a sign-up you would like to use. Please don't change the original template/sample.
- Rename it a title specific to your class.
- Transfer it to your personal account.
- Edit as needed.

STAFF APPRECIATION LUNCHEONS

DHSC hosts three luncheons, one per trimester, to celebrate our teachers and staff for all their all the hard work and dedication to our school and our children.

A Sign-Up Genius will be sent out via Room Parents as the dates approach for each event.

● **Friday, November 9, 2018**

● **Friday, March 1, 2019**

● **Friday, May 10, 2019**

DHSC BOARD MEETING DATES 2018-2019

Meetings will be held on the first Tuesday of the month. Meeting will start at 8:30 AM in Room D-16 (no meeting scheduled for January 2019).

September 11, 2018

October 9, 2018

November 13, 2018

December 11, 2018

February 12, 2019 *Open Board Position Presentations

March 12, 2019

April 16, 2019

May 14, 2019

**Dates subject to change*

TEACHER APPRECIATION WEEK: MAY 6-10, 2019

Teacher Appreciation Week this year is from May 6-10. The Room Parent organizes all the various ways to thank their teacher that week. Below are suggested themes for Teacher Appreciation Week. These are just samples and suggestions, feel free to mix it up and come up with your own way to appreciate your teacher.

Monday - Flower Day. Please bring in one flower to create a beautiful bouquet; a vase will be provided by the Room Parent.

Tuesday - Library Day. Please bring a favorite children's book to help build the classroom library or a personal read for her summer reading - book, magazine etc. A self-written poem or story is also a fun idea!

Wednesday - School Supply Day. Please bring one school supply item (i.e. colored markers, sticky pads, pencils, etc.)

Thursday - Music Day. Please bring an iTunes gift card or other gift card for music, homemade mixed CD of songs, or self written song and/ or lyrics. Option to perform!

Friday - "Why Mx. Xxxx Rocks" Letter Day. Please write a letter or poem to Mx. Xxxx on why she rocks as your teacher.

***** Other themes classes have used in the past include: Yarn Day, Garden Day, "Cray For" Day (anything the teacher loves), Fruit Day (create a fruit basket)***

******For younger grades, a popular option is drawing a picture and possibly writing a sentence with a prompt like:***

"I appreciate Mx. Xxxx because _____"

YEAR-END PARTIES

Traditionally on the last 3 days of the school year (Tuesday, Wednesday, Thursday), each grade will have a separate Year-End Party. For the past several years, the parties have been as follows:

- K – 2nd Grades: Santa Margarita Park
- 3rd Grade: Marinwood Pool Party; walking to the pool but driving back
- 4th – 5th Grades: Lucas Valley Pool Party; no driving necessary

Please work with your teachers to determine what grade goes on what day (note: 5th graders do not go on last day due to graduation).

Please work with your fellow Room Parents and Grade Level Reps to determine who will reserve the park or pool; it does not have to be one of you, but the teachers do not handle.

Please note: The year end party is the only time of the year you can offer to collect funds for a monetary group gift.

DIXIE HOME & SCHOOL CLUB ROSTER 2018-2019 POSITION NAME EMAIL

Executive Board

President - Nancy Scott rscottco17@gmail.com

Vice President OPEN

Treasurer - Arivuchelvi Raju arivuchel@yahoo.com

Financial Secretary - Crissy Sauter sauterx4@yahoo.com

Secretary - Christina Buck cmpagni@yahoo.com

Principal - Will Anderson wanderson@dixieschooldistrict.org

DHSC Committee Liaisons OPEN

Can Do! Ambassadors - Jennifer Thomson jenthomson@mac.com

and Sonia Lastreto sonialastreto@gmail.com

Site Council - Lisa Webb webb.lisa.a@gmail.com

Faculty - Liz Naughton-Hopkins linaughton@dixieschooldistrict.org

Dixie Diner Team:

Operations/Team Lead - Brooks Nguyen brookscnguyen@gmail.com

Data Entry/Operations - Kevin Dusinski kmdusinski@gmail.com

Purchasing - Brooks/Kevin

Vendor Relationships - Brooks/Kevin

Diner Volunteer Prep OPEN

Arts and Events:

WAT Committee - Nancy Scott rscottco17@gmail.com

and Kalie Colridge kacolridge@gmail.com

Book Fair:

Shital Patel - shital4888@yahoo.com

Julie Mastalerz - juliemastalerz@gmail.com

Karsson Hevia - karsson1@gmail.com

Variety Show OPEN

Variety Show Coach - Janet Mansinne janetinlucasvalley@gmail.com

Dixie Doodle - Sivan Oyserman oyserman@gmail.com

Art Show - Sivan Oyserman oyersman@gmail.com

5th Grade Legacy Tiles OPEN

Opera in the Classroom Coordinator ** OPEN ** (for 1st and 2nd Grade)

DHSC Postions con't

NEW Room Parent Coordinator -Shara Lasky Matlin shara.matlin@gmail.com

Welcome Ambassador Lead - Brooks Nguyen brookscnguyen@gmail.com

Welcome Ambassadors OPEN

Teacher Appreciation Lunches - Shilpa Tilwalli mencinkai@gmail.com

Garden Club

Kalei Colridge kacolridge@gmail.com

Yearbook:

Yearbook Chair - Andrew Pang andrew.c.pang@gmail.com

Yearbook Mrktg & Communications - Susannah Nation snation@gmail.com

Green Team Co-Chair - Marnie Glickman marnie.glickman@gmail.com

Warm Wishes - Christianna Lenox lenoxpod@gmail.com

Community Heroes - Christianna Lenox lenoxpod@gmail.com

Box Tops - Susannah Nation snation@gmail.com

Dixie Spirit Wear - Mercy Chiu mercyhchiu@gmail.com

Birthday Book Club - Jackie Berringer jackieberringer@gmail.com

Communications Officer / Website - Sonia Lastreto soniavlastreto@comcast.net

Lunch Clubs OPEN