

Dixie Elementary School

Guidebook for Room Parents
2017 - 2018



"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 DeFrenza
Room Parent Coordinator

Nancy Alcantar-Scott
Co-President, DHSC

Sonia Lastreto
Co-President, DHSC

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 e-mail 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:

- 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.

Role of Room Parent, cont.

- 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.
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.

DHSC GRADE LEVEL REPRESENTATIVES

The DHSC Grade Level Representative is a member of the DHSC board, preferably also a grade level room parent, who attends monthly DHSC meetings and represents the other room parents in their grade level at the monthly DHSC meeting. He/she acts as a liaison between the Board and other grade level Room Parents.

The Grade Level Reps main task is to assemble and disseminate school-wide and grade specific information to the grade level room parents, who then disseminates this information to their class in a monthly email.

Grade Level Reps, cont.

The Grade Level Reps should meet with their respective room parents to discuss grade level activities, specifically the year-end party & coordination of classroom celebrations (to maintain some level of parity among the classes and to share ideas).

In Summary,

- Make sure room parents have needed information
- Act as liaison between room parents in your grade and the DHSC, school administration, and others as needed
- Maintain monthly contact with room parents in your grade
- Facilitate organization of the year-end grade-level event
- Encourage participation in Dixie programs

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 pre-school 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)

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.

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

Steps on how create your own Sign Up

- Make a copy of a sign-up you would like to use.
- 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.

Each trimester's luncheon will be handled by specific grade levels and a Sign-Up Genius will be sent out via Room Parents as the dates approach for each event.

- **Friday, November 17, 2017**
- **Friday, March 2, 2018**
- **Friday, May 11, 2018**

DHSC BOARD MEETING DATES 2017-2018

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 2018.

September 5, 2017

October 3, 2017

November 7, 2017

December 5, 2017

February 6, 2018 *Open Board Position Presentations

March 6, 2018

April 3, 2018 ** 2018-2019 Officers to be sworn in

May 1, 2018

TEACHER APPRECIATION WEEK: MAY 7-11, 2018

Teacher Appreciation Week this year is from **May 7-11**. 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 parties is the only time of the year you can offer to collect funds for a monetary group gift.



DHSC 2017-2018 EVENT CALENDAR

AUGUST	DAY	DESCRIPTION	TIME	LOCATION
23	WED	Kindergarten Playdate	10:00 - 11:00	K Playground
23	WED	Meet the Teacher	11:00 - 12:00	Classrooms
23	WED	Welcome Back Luncheon for Dixie Staff	12:00 - 1:00	MPR
24	THU	First Day of School, early dismissal @1:25		
24	THU	Welcome to School Parent Coffee & Meet the Principal	8:30 - 10:00	MPR
SEPTEMBER				
1	FRI	Ice Cream Social	6:30 - 7:30	MPR
4	MON	NO SCHOOL: Labor Day		
5	TUE	DHSC Meeting	8:30 - 9:30	Room D16
6	WED	Back-to-School Night: TK-2 nd	6:30 - 8:00	MPR/Classroom
7	THU	Back-to-School Night: 3 rd - 5 th	6:30 - 8:00	MPR/Classroom
20	WED	Photo Day: TK - 2nd Grades	8:30 - 1:00	
21	THU	Photo Day: 3 rd - 5th Grades	8:30 - 1:00	
OCTOBER				
3	TUE	DHSC Meeting	8:30 - 9:30	Room D16
4-6	WED	Book Fair Set-up		
5-6	THU-FRI	Book Fair Preview Days for Students	Various	MPR
6	FRI	Book Fair Opening & Pizza Night	5:30 - 8:00	MPR
7	SAT	Book Fair Open	8:00 - 3:00	MPR
9-13	MON - FRI	Book Fair Open	2:00 - 4:00	MPR
13	FRI	Last Day of Book Fair	1:00 - 3:00	MPR
31	TUE	Halloween Parade	8:30 - 10:00	Blacktop
31	TUE	Unicef Collection Boxes		
NOVEMBER				
7	TUE	DHSC Meeting	8:30 - 9:30	Room D16
10	FRI	NO SCHOOL: Veteran's Day		
17	FRI	Staff Appreciation Luncheon		
20	MON	NO SCHOOL: Full Conference Day		
21	TUE	NO SCHOOL: Professional Day		
22-24	WED-FRI	NO SCHOOL: Thanksgiving Break		
DECEMBER				
5	TUE	DHSC Meeting	8:30 - 9:30	Room D16
8	FRI	Movie Night	6:00 - 8:00	MPR
12/22/17 - 1/5/18		NO SCHOOL: Winter Recess		

DHSC 2017-2018 EVENT CALENDAR, CONT.

JANUARY	DAY	DESCRIPTION	TIME	LOCATION
8	MON	Back to School		
15	MON	NO SCHOOL: Martin Luther King, Jr. Day		
23	TUE	Variety Show Auditions: Part 1	2:35 - 4:00	MPR
24	WED	Variety Show Auditions: Part 2	1:25 - 3:00	MPR
30	TUE	Variety Show Dress Rehearsal: Act 1	2:35 - 4:00	MPR
31	WED	Variety Show Dress Rehearsal: Act 2	1:25 - 3:00	MPR
FEBRUARY				
1	FRI	Variety Show	6:00-8:00	MPR
6	TUE	DHSC Meeting	8:30 – 9:30	Room D16
19	MON	NO SCHOOL: President’s Day		
19-23	MON-FRI	NO SCHOOL: Mid-Winter Recess		
MARCH				
2	FRI	Staff Appreciation Luncheon		
4	SUN	Day of Giving Service Day		Various
6	TUE	DHSC Meeting	8:30 – 9:30	Room D16
9	FRI	Fourth Grade Drama Performance	5:30 – 6:30	MPR
19	MON	NO SCHOOL: Professional Day		
23	FRI	Spring Walkathon	8:30-10:00	Blacktop/Field/MPR
23	FRI	Multicultural Spring Fest and Dance	6:00-7:30	MPR
APRIL				
3	TUE	DHSC Meeting	8:30 – 9:30	Room D16
9-13	MON-FRI	NO SCHOOL: Spring Recess		
MAY				
1	TUE	DHSC Meeting	8:30 – 9:30	Room D16
7-11	MON-FRI	Teacher Appreciation Week		
11	FRI	Staff Appreciation Luncheon		
24	THU	Art Show	6:00-7:30	MPR
24	THU	Open House	6:30-8:00	Classrooms
28	MON	NO SCHOOL: Memorial Day		
JUNE				
14	THU	Last Day of School, early dismissal 1:25		
14	THU	5th Grade Promotion Ceremony	10:30-Noon	MPR

****Dates subject to change. Last updated: 9/10/17***

ROOM PARENT ROSTER 2017-2018

TEACHER	GRADE	ROOM PARENT
Room Parent Coordinator		Nadine DeFrenza
Shaver	TK	
Cunha	K	Shara Matlin Erin Butler
Whitten	K	
Reddick	K	Karsson Hevia Stacey Rosenbaum
Shaw	1	Peter Godden Lynsey Dear
Harrison	1	
Camarda	2	Katherine Baldwin Megan Hutchinson Mercy Chiu
DiBenedetto	2	Jessica Hamman
DiGuiaBumgarner	2	Jennifer Thomson Brooks Nguyen
Kersnick	3	
Peregoy	3	Jessica McConnell Erin Butler Celine Jo
Osterman/Sullivan	3	Jessica McConnell Alisha Norwood Christina Buck

Room Parent List 2017-2018, cont.

Dye	4	Crissy Sauter Jenner Pearson
Liebman	4	
McGee	3/4/5	Alisha Norwood Christiane Lenox Hillary Davis
Gallagher	5	Carolyn Boyce Patti Bender
Hough	5	Kailyn Franjeh Irina Drazien
Naughton	4/5	Heidi Link

GRADE LEVEL REPRESENTATIVES 2017-2018

GRADE LEVEL	GRADE LEVEL REP
TK	
K	Karsson Hevia
1	
2	
3	Kristin Mathewson
4	
5	Patti Bender

DIXIE HOME & SCHOOL CLUB ROSTER 2017-2018

POSITION	NAME	POSITION	NAME
Executive Board		Room Parent Coordinator	Nadine DeFrenza
Co-President	Sonia Lastreto	Welcome Ambassador Lead	Brooks Nguyen
Co-President	Nancy Scott	Welcome Ambassadors	Vanessa Birkland
Vice President	OPEN		Cari Friend
Treasurer	Arivuchelvi Raju	Teacher Appreciation Lunches	Elizabeth Boyd
Financial Secretary	Crissy Sauter	Garden Club	Heather Piper
Secretary	Christina Buck	Yearbook	
Principal	Jason Manviller	Yearbook Chair	Andrew Pang
DHSC Committee Liaisons		Yearbook Mrktg & Communications	Susannah Nation
Can Do! Ambassador	Jennifer Thomson	Green Team Co-Chair	Marnie Glickman
Site Council	Tim Bacon	Warm Wishes	Atashi Chakravarty
Faculty	TBA	Community Heroes	Atashi Chakravarty
		Box Tops	Leila Chesloff
Dixie Diner Team		Dixie Spirit Wear	Elizabeth McDermott
Operations/Team Lead	Brooks Nguyen	Birthday Book Club	Jackie Berringer
Data Entry/Operations	Shital Patel	Communications Officer / Website	Sonia Lastreto
Purchasing	My Tran	Lunch Clubs	OPEN
Arts and Events		Grade Level Rep Coordinator	Nadine DeFrenza
Walk-A-Thon Chair	Sonia Lastreto	Grade Level Representatives	
WAT Committee	OPEN	TK	
		Kindergarten	Karsson Hevia
BOOK FAIR	Alyx Lance	First Grade	
	Julie Mastalerz	Second Grade	
		Third Grade	Kristin Matthewson
Variety Show	OPEN	Fourth Grade	
Dixie Doodle	Susannah Nation	Fifth Grade	Patti Bender
Art Show	OPEN		
5th Grade Legacy Tiles	OPEN		
Opera in the Classroom Coordinator **	Alissa Chacko		

** (for 1st and 2nd Grade)			
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