

Thank you for volunteering to be a room parent this year! This handbook has been designed to help make your job easier. You will be the liaison between your teacher and other parents in the classroom. Please make all efforts to involve as many parents as possible and give everyone a chance to participate.

**CORRESPONDENCE**

*Teacher Approval Required*

All correspondence to the class families must be approved by the teacher prior to its distribution. Every teacher has their own method for room parent email correspondence. Please reach out to your teacher to discuss. Please do not share anyone’s personal email addresses. Speak with your teacher about obtaining a list of student names.

*Introductory Email*

Contact parents to introduce yourself. Establishing early communication will greatly benefit you later on when asking for help. There is a sample note to send home to the parents in your class to gather this information included in the handbook. Keep in mind that whenever you need a response from parents, it is suggested that you give them a specific deadline in your correspondence.

*Communication Liaison*

As the Room Parent, you may also be asked at times to forward information from PTA through email to all the parents in your class. For example, the PTA, with the help of parent contributions, hosts luncheons for the teachers and staff throughout the year. As a member of the parent community we also appreciate you reminding other parents in your class about all school-wide parent meetings (PTA and Academic Booster (NAAB)) and events. Parent awareness and participation is greatly appreciated here at our school! Remember, you are the school liaison to other parents in your class.

**STAFF SURVEY**

Teachers have completed staff surveys. This is helpful to have for gift ideas throughout the year and it is suggested that you include this with your first letter of communication to your class’ parents. This will also be helpful during Teacher Appreciation Week.

**PARTIES AND CELEBRATIONS**

**PARTIES**

As a room parent, you are responsible for coordinating three class parties. Your teacher may provide dates, times and activities. Some teachers will ask for your input when deciding which activities will take place during the class party, some will have their own preferences and others may leave it entirely up to you. It may be helpful to meet with your teacher as soon as possible so that you can both plan ahead. Be sure to ask the teacher about food allergies or religious considerations, so that everyone can be accommodated. **PLEASE MAKE IT CLEAR THAT ALL STUDENTS WILL BE INCLUDED REGARDLESS OF DONATION(S).**

When a party is approaching, plan to let parents know well in advance of what your needs are. Be clear about dates and deadlines, and follow up to make sure you receive everything that you requested. While you may personalize them for your class, please use the flyers included in this handbook to communicate plans for the parties as they have been approved by Mr. Gagnon.

The three “approved” parties you need to organize are (suggested dates included, please confirm with your teacher):

1. **Halloween Party** – TBD
2. **Winter Holiday Party** – TBD
3. **Valentine’s Day Party** – Tuesday, February 14th

**End of the Year Party** - Some classrooms hold an end of the year party. Speak to your teacher for more information.

FYI: Balloons are allowed only during school hours. They must be removed from the classroom at dismissal.

**Please note, Neil Armstrong Elementary School DOES NOT ALLOW MONETARY DONATIONS to be requested or collected by room parents for any reason.**

**CELEBRATIONS**

You are also asked to provide assistance in coordinating the following celebrations and class donations:

1. **Eagle March-** Generally in November, you may be asked by your teacher to assist with organizing the spirit portion of the march for your class. TBD
2. **NAAB Eagle Fund Annual Auction/Fundraiser** – NAAB will be holding its annual auction/ fundraiser. Date to be announced at a later time. More information will follow.
3. **Staff Appreciation Week** – the week of May 1-5, 2023. During this week we will honor all of our staff. PTA will sponsor a luncheon for all staff members. On the classroom level, you will honor your teacher as well as be asked to “adopt” another staff member to celebrate. More information will come closer to this date regarding your “adopted” additional staff member. If you have any questions regarding Teacher Appreciation Week, please contact our PTA Staff Appreciation Week Chair, Shannel Glaspy, shannel.glaspy@gmail.com.

**VOLUNTEER PROCEDURE**

The Volunteer Management System features a web-based software application that allows the District and all schools to better track and provide the appropriate level of clearance for school volunteers. SRVUSD has partnered with Be A Mentor, Inc., to support the registration and screening process of school volunteers. Volunteers will now be able to register on-line through this system.

Hopefully you have already completed your registration. You must complete this process in order to volunteer at any level in any of the SRVUSD schools. If you have not completed your registration yet, please follow this link, http://www.srvusd.net/volunteers , or visit the district website for more information. This registration process needs to be completed as soon as possible so that you will be able to volunteer at school without interruption. Your registration must be completed no later than **October 1st**. This is true for every member of the family that intends to volunteer. Keep in mind that it may take up to 2-3 weeks for everything to clear and be approved.

**VACCINATION STATUS POLICY**

Please note that the below requirement applies to all Neil Armstrong room parents and all on-site volunteers as published on [SRVUSD.net](https://www.srvusd.net/Students-and-Families/Volunteer-Requirements/index.html) (Note: this is the same page where you’ll land if you click on the “Be a Mentor” tile on the school’s new [website](https://naes.srvusd.net/index.html)):

“Effective October 15, 2021 all community members volunteering on our school campuses will need to provide proof of vaccination, or proof of a negative test to volunteer on campus. Be A Mentor has updated their system so volunteers can log into their accounts and upload the information.

* Once proof of vaccination is uploaded, the Be A Mentor system will show that the volunteers requirements are complete.
* Once a negative test is uploaded, the Be A Mentor will show that the volunteer is missing requirements, even if a test was uploaded. It is the responsibility of the volunteer to continue to upload proof of a current negative test.
  + The volunteer will have to upload a negative result within a 7 day period from the date they are volunteering on campus.”

**~~LOGGING VOLUNTEER TIME~~**

~~Our school is recognized at the end of each year for the amount of parent volunteer hours from the National PTA. In addition to signing in while on campus or on a field trip, please be sure to record any other time spent at home doing school related jobs as well. To make this easier, we will have a link to a Google site where your volunteer hours can be logged online. While at school, please be sure to still log your hour in the log book in the office. The Google link will be emailed to all room parents.~~

**SAFETY**  
It is required that all visitors sign-in at the office before going to the classroom and wear a visitor’s badge while on campus or on a field trip. Please keep in mind that the safety of our children is a priority. We greatly appreciate our volunteers and value all they do at Neil Armstrong!!

**YEARBOOK**

As a room parent, you have the opportunity to share very special times with all the students in the classroom. Whenever you have a chance to take photos and turn them in for our school’s yearbook, **please** **do so**! Also, please encourage other parents to do the same. The best way to get to see your child in the yearbook is to share your pictures!! Information on where to upload your photos will be sent out as soon as it is available. If you have any questions about the Yearbook, please contact Leslie Klatt and Heather O’Connell at [naeaglespta@gmail.com](mailto:naeaglespta@gmail.com).

Thank you again for volunteering to be a room parent for your child’s class. If you have any questions regarding information contained in this handbook, please contact Bhavana Priya, PTA Room Parent Coordinator at bhavanaoza@gmail.com or contact your teacher directly. I will email an electronic copy of these forms to everyone. Please let me know if you do not receive them by the end of the week.

## Welcome! From Your Room Parents…

Welcome to our class! Your room parents are: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We will be in charge of helping our teacher in many ways, especially coordinating some fun classroom parties. Our efforts will hopefully allow our teacher to concentrate on the very important job of teaching our children, rather than deciding who should bring napkins and cupcakes to a party! We hope that you will help us make this a very special and fun year for all of our children.

Our class will have 4 parties this year. They are Halloween, Winter, Valentine’s, and the End of Year parties. As you know, the classroom donation that you paid during registration goes toward supplies for the class and field trip fees, not party supplies. Therefore, to make things as fair as possible, we are splitting the class into 3 groups (see below), each of which will be responsible for one party. If you would like to help out with additional parties, that would be great too! If you would like to switch places with another family on the list, just make the arrangements with the other parent and let us know. Everyone will be contacted by our teacher about the End of Year party.

The room parent(s) will work with our teacher to put together a list of foods, craft supplies and other items that will be needed at each party. As each party approaches, we will send out a list of these items with a family assigned to each. If you find that you cannot provide the item listed, please contact a room parent. We will also be asking the listed families to provide assistance during the parties so please volunteer if at all possible. If a donation is simply not possible for your family, please know that your child will always get to participate in all activities.

Finally, during the year, our class may be asked to support various other efforts for our school. We will send out notices regarding these events well in advance and would love to have the support of our entire class to make these events successful! More info to come later . . .

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| **HALLOWEEN** | **WINTER** | **VALENTINE’S DAY** |
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Thank you in advance for your support.

Your Room Parent(s),

 **Halloween Party**

Neil Armstrong School will celebrate Halloween on TBD.

The schedule for the day will be as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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We will need \_\_\_\_\_ parents to help. If you can help at all, please contact a room parent listed below.

As we described in our first message of the year, each family in our class will be responsible for providing the items necessary for one of the three parties. The following families have been assigned to the Winter Holiday Party. If your name is listed and you are unable to provide the item listed, please see a room parent as soon as possible. We can make the necessary changes in the list and will keep you informed of all donations we receive. All children who are present at school on the day of the party will take part in the party. The classroom donation that you made to the school at the beginning of the year is used by the teachers to provide class supplies and to pay for field trips, not for party supplies.

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| **NAME** | **ITEM NEEDED** |
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Please have any non-perishable items in the classroom by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Perishable food items should be brought to the classroom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Monetary donations cannot be accepted.

Thank you for your support and participation!

If you have any questions please contact your Room Parent(s),



**Winter Holiday Party**

Thank you to everyone who helped with our Halloween Party! Our next class party is just around the corner. We will celebrate the beginning of Winter Break on TBD.

**The schedule for the day will be as follows:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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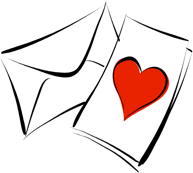
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Thank you for your support and participation!

If you have any questions at all, please contact your Room Parent(s),

 **Valentine’s Day Party**

It’s party time once again! Our class will have a party to celebrate Valentine’s Day on Tuesday, February 14th. If your child will be bringing Valentine cards or a treat, please make sure to bring one for each child in the class.

The schedule for the day will be as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Thank you for your support and participation!

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