



ST. JOSEPH SCHOOL  
established 1907

## **Room Parent Duties 2018-2019**

Thank you for volunteering to be a Room Parent for the 2018-2019 school year! As a Room Parent the following will be expected of you by your teacher, Parent Board, and school. Please work with your Co-Room Parent(s) to ensure that all these events and responsibilities are covered.

We encourage you to promote volunteerism amongst the other parents within your classroom. When appropriate, solicit their help with duties described below. Often, all someone needs is to be asked! This not only helps you, it also helps to promote community within our school and in your child's classroom. So, ask for help if you need it.

### **Duties**

#### **CLASS EMAIL LIST AND ADMINISTRATIVE ITEMS**

Assist teacher with compilation of a class roster or parent email group, emergency contact numbers, etc. as requested by teacher. Ensure that you have all email addresses for your class; it will make communication with your class easier and quicker. You may want to consider sending out a test email asking for confirmation of receipt to ensure you have correct emails for everyone. Re-check emails after Christmas Break to account for any students who have moved to or from the school.

There will be fewer emails sent out that need to be forwarded since we are relying on the tools of the school website and the FLASH! to keep parents abreast of happenings at the school. However, RPs will need to send email to their classes on a regular basis regarding communications that are class specific. It is recommended that RPs use the bcc: feature of email. At the beginning of the year, it will be important for RPs to send out an introductory email setting the stage for the year. I will be reaching out to RPs to aid in drafting emails to ensure up-to-date information is distributed to families.

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Additionally, RPs should look to create or continue the use of social media accounts that may already exist. This includes sites like Shutterfly and Facebook. These are a great way that families to post pictures and create years of memories through their years at St. Joes. There are opt-in offerings so families are not required to participate.

### **ATTENDANCE AT SCHOOL EVENTS**

Throughout the year, there are several events hosted by the school. These events are a primary way to promote community at our school. As a room parent, you are highly encouraged to attend these functions to both support the school and to be a resource to those that may not have been able to attend but would like to understand what they missed and how they can engage. Please ensure there is at least one representative from each class. While not an exhaustive list, the following are examples. All events are listed on the School Calendar.

- RP/PAB Socials (2x year - Fall and Spring)
- Parent Education speakers and films
- Principal and Director forums

### **NEW FAMILY BUDDIES**

We are lucky to have a wonderful Welcome Committee at St. Joes. This group, chaired by Marcia Hood, does much of the work in making sure that new families are welcomed in to St. Joes. As an extension of that effort, please be prepared for a Welcome Committee representative to reach out to you to aid in making sure our new families are taken care of throughout the year.

### **PARTY TIME!**

Traditionally, parties are held for the following:

- Halloween
- Christmas
- Valentine's Day
- Easter
- End of the Year

Room Parents coordinate these events, sometimes with other classes (as in the case of the 2<sup>nd</sup> grade Halloween party which is an all "2<sup>nd</sup> grade" affair).

Room Parents are responsible for gathering party supplies, food, decorations. You will want to solicit help from other parents by posting sign-up sheets in the hallway, or sending out emails to parents.

Each teacher has different expectations for parties; please communicate with your teacher directly to ensure you are in alignment.

### **CLASS POTLUCK**

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Potlucks are only required for grades K-4. (Upper grades are encouraged but not required to have one). This is a PARENTS only event. There is no budget to reimburse parents for potluck related expenses.

Potlucks can be held on campus, in the auditorium, social hall, parish Arrupe Room, or off campus at someone's home. Whichever venue you select, you will need to check with either the school or the Parish to ensure the date and venue are available. All room reservations should be made through the facilities department. To reserve a room please send an email to [facilities@stjosephsea.org](mailto:facilities@stjosephsea.org) with the name of your event, contact information, the date and time. For the Parish, please contact Caprice Sauter in the Parish Center. Her email is [csauter@stjosephparish.org](mailto:csauter@stjosephparish.org)

Please schedule your class potluck within the first two months of school, if you do not schedule the event quickly, more than likely you will not get the event on the calendar.

Work with your class for sign-ups for food, beverages, etc. This will make the event easy and allows people to participate. Sign-Up Genius works well for these events.

Parents do look forward to seeing each other, so I do encourage you to plan the event and have fun!

### **WINTER/SPRING GATHERING (OPTIONAL)**

The class potlucks are a great way to start the year and for parents to meet one another. As the year progresses some room parents like to plan another parent only gathering for the winter or spring as a way to touch base and connect outside the school. The gathering organized by the room parents could be anything from a morning parent coffee at a nearby coffee shop to a moms'/couples' night out, etc. This event is optional but a nice way to reconnect. Again, there is no budget to reimburse parents for potluck related expenses.

### **TEACHER /STAFF APPRECIATION**

Parents will celebrate teachers on the National Teacher Appreciation Day scheduled for May 8<sup>th</sup>, 2018. This is a special time to celebrate and appreciate the teachers and staff of our great school. Each class will be assigned staff that they are to appreciate. The gift will consist of 2 parts:

1. Each student will create a gratitude/thank you card for each assigned teacher and staff person. AND
2. An optional cash donation to a class pool (not grade) will be requested that will be converted by the RP to gift cards for each staff member assigned to each class.

You or your designate are required to be at school to ensure a smooth presentation of the class's appreciation. You may require class time in order to complete cards and/or pictures. Please be aware that the school will continue to recognize teachers during Catholic Schools Week usually scheduled for the last week of January. While the school will participate, parents will wait until the May timeframe.

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**PLEASE NOTE:** Teachers will look forward to the free time they will get while you work with the kids, so don't worry about asking them for that time, but PLAN AHEAD and be aware of the classroom calendar and schedule.

### **ALL-SCHOOL MASS HOSTS**

There are several all school masses during the year. Many of these are hosted by students of a particular grade (they do the singing, readings, etc). Only the room parents of that grade are responsible for hosting the coffee prior to 9am mass (no coffee/refreshment service for afternoon masses). Coffee will be in the lobby/front office area where Script is sold from 8:15- 9am. It consists of coffee and light refreshments. Typical attendance is 15-25 people.

Room Parents are responsible for publicizing the coffee to all school parents via the Flash for a one to two-week period prior to the mass and with signage the morning of the mass. Room parents will also need to coordinate coffee and snack purchases, set-up, serving and clean up (an additional volunteer or two from the grade would be helpful). For non-Friday times, contact Todd in the lunchroom ([tvien@stjosephsea.org](mailto:tvien@stjosephsea.org)) so he can make sure airpods of coffee are brewed for the morning. Any additional items can be purchased, the general school fund will reimburse all expenses. There is a budget of \$50 per mass.

A schedule of dates and hosting classes will be sent out to room parents at the start of the year.

### **CHRISTMAS SHOW HELPERS**

Room Parents should coordinate with the teacher to ensure there is enough "in room" help before and during the show. This year the Christmas Show will be on Thursday, December 13th, 2018 at 7pm.

### **EVENING OF ENTERTAINMENT (aka E of E)**

Just like the Christmas Show, the Evening of Entertainment may require help before and during the show. The E of E is usually held the first Thursday of June at 7p. Exact date is TBD.

### **BIRTHDAYS**

The celebration of student birthdays is handled by the parent and the teacher. The celebration of teacher birthdays is discouraged at the classroom level.

### **MONEY**

School policy states that no money can be collected except as approved by the School.

### **7<sup>th</sup> Grade Room Parents Only:**

Coordination of the 8<sup>th</sup> Grade Parents Reception for graduation is required. This year, graduation will be on Wednesday, June 5<sup>th</sup>, 2018. Details will be sent closer to the date of the event.

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It is your responsibility to submit your volunteer hours via the form online at <https://www.stjosephsea.org/community-life/volunteer> in order to receive credit for your time. The role of Room Parent equates to 50 volunteer hours. Usually, there are at least 2 room parents per room so those 50 hours are split in half. If you are a Room Parent for multiple classes, please submit your volunteer hours for each specific class. If you are a Room Parent for a class that has more than 2 Room Parents, you will divide the 50 hours amongst the Room Parents equally, i.e., 3 Room Parents would receive 16 hours each. There is a max of 3 room parents per class.

### RESOURCES

In order to stay abreast of all events and activities, the best friend of a room parent and families is the school website. The following information is included here to educate you on the resources available so you can inform families and help them be self-sufficient.

- Flash!
  - Emailed to you every Thursday morning. Latest and past versions found on website.
- Web Portal – Your resource for everything you need!
  - Some key resources accessible from this page are:
    - Calendar
    - FACTS
    - Staff Directory
    - School Directory
    - My School Bucks (Cafeteria Account)
    - Flash
    - Lunch menu
    - List of Room Parents
    - ...and many more!
- Google Classroom (specific to grades and teachers through your child's school account.)
  - App found at <https://itunes.apple.com/us/app/google-classroom/id924620788?mt=8>
- Facebook - <https://www.facebook.com/StJosephSchoolSeattle>
- Twitter - <https://twitter.com/stjoeschool> or @stjoeschool

### IN SUMMARY

Responsibilities for a Room Parent may vary from class to class. Additional duties may also be asked of you by your teacher, staff person, or Parent Board that may not be noted in the above listings.

As we continue through the year, I will send you periodic emails and reminders of upcoming events and dates that you might want to remember. Likewise, if you have any questions, feedback, and/or concerns, please feel free to contact me.

Thank you again for time and support of St. Joseph school!

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2017-2018

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