

## ROOM PARENT RESPONSIBILITIES

Each class will ideally have two Co-Room Parents assigned to it. Room Parents will receive communications and directions from the Room Parent Coordinator. In addition, at each grade level, one Lead Room Parent will be designated as the Grade Level Coordinator.

**CONFIDENTIALITY:** Confidentiality is one of the most serious responsibilities undertaken as a Room Parent. It is an important obligation to protect each student's right to privacy. Information or observations about individual children are to be kept confidential. If you observe or perceive a problem with any student, please notify the teacher only. Information that you will learn regarding MBEF and PTA donations are to be kept strictly confidential.

**COMMUNICATION:** Communication is key to being an effective Room Parent. You should be communicating throughout the school year with both your teacher and the families in your class. Communication with the teacher will allow you to understand her needs, and communication with the parents in your class will allow them to be informed. Please keep in mind that when you are present in the classroom, you are a parent representative for the families in your class.

**CONSISTENCY:** While each teacher may have their specific preferences or requirements for class activities that may involve Room Parents, it is highly recommended that as much consistency as possible is planned into each grade level's activities and/or parties. The reasons for this are:

- (1) Children compare notes...children have same-grade friends or siblings in other classrooms. No class should feel like they got fewer or inferior parties. Consistency reduces the possibility of negative reactions, and thus reduces distractions in our children's learning environment.
- (2) Room Parents can share ideas and the workload. Consistency reduces the burden of all Room Parents for each grade level, and perhaps you can also reduce the costs of parties by buying supplies in bulk.

The actual day-to-day responsibilities of a Room Parent include the following:

- Having a positive attitude
- Assisting your teacher with whatever they need handled
- Checking your e-mail daily to monitor e-mail communication (receive and send)
- Executing a budget and be financially responsible
- Planning and coordinating the classroom events and parties
- Recruiting parent volunteers for classroom and school-wide activities
- Assisting with fundraising projects
- Being the classroom point person for MBEF and PTA membership
- Joining the PTA
- Attending at least (2) two PTA meetings during the year
- Creating a class contact list
- Organizing teacher gifts (birthday, holiday, Teacher Appreciation, end of year)