

HOMEROOM PARENTS

2023-2024

HOMEROOM PARENT INFORMATION

****Please keep in mind that information and events covered below may change this year. Always check with your teacher to discuss how you can best support them and the class.***

Thank you for volunteering to be a homeroom parent this year. Homeroom parents serve as a facilitator and a communicator between teachers, parents, administration, and the PTA. If your child has a team of two (or three) teachers, we ask that parents also work as a team to make sure there is a level of consistency between the classes.

Support: Please don't feel alone. The PTA officers and chairs are here to support and guide you. If you are worried about the job ahead we can connect you with someone who has done it before. Please feel free to ask questions with a phone call or email. The PTA officers are listed under the "Volunteer" tab on the Hill Website: www.hillelementary.com.

Money Matters: As in past years, **NO MONEY IS TO BE SOLICITED OR COLLECTED FROM THE PARENTS FOR ANY REASON.** When it is time to plan a class event, you may solicit donations of goods and services from your classroom's parents. For more info, contact Hill's PTA Treasurer Brent McNguyen at treasurer@hillelementary.com.

NOTE: If your class wants to do something for a teacher that will affect the landscaping of the school grounds, like planting a tree, adding a memorial plaque etc. you need to discuss this with the Grounds committee first, and this needs to be approved. This is to ensure that we are capable of ensuring the long term health of any live projects and that we are in alignment with future projects that the Grounds committee are working on.

Privacy: Please keep the families' privacy in mind at all times, especially with respect to information you may overhear about individual children while volunteering in the classroom, email and photographs. For a variety of reasons, and sometimes a matter of safety, parents may want to receive email communication, but not want their email address to be published to the rest of the class. Blind copy is the best thing to use in these instances. Also, some parents may not want pictures of their children emailed to the entire class or posted on Facebook or elsewhere on the internet. Please ask this question in the beginning of the year to your parents so that everyone is clear from the start. Ask that they please contact you if for any reason they do not want their email address shared and/or pictures taken of their children during the year.

GUIDELINES

Following is a list of general room parent duties. Of course, these may change depending on teacher needs or when new situations come up.

1. **When there is more than one homeroom parent volunteer, please designate one person to forward emails to the class.** All communication from the PTA and Volunteer Coordinator will be sent to all homeroom parents, but need only be forwarded by one.
2. **Organize a class contact list, generally email.** Please be certain to send a hard copy of correspondence to families without email. This can be done most efficiently by placing in Wednesday folders. Also, please be aware that some parents will not want their email addresses shared, so when sending an email out to all parents, they may prefer to be blind-copied. This is something good to ask when you send your introduction email at the beginning of the year.
3. **Send an introduction email to your teacher and to the other parents.** In this email, introduce yourself and any other room parents and ask about email preferences and photo preferences. Also gather teacher preferences information.
4. **Coordinate with your teacher, and organize volunteers or supplies for class events,** such as testing snacks, Winter and Valentine's parties etc.
5. **Coordinate your class "booth" for Carnival October 28th.** This involves booth assignments, getting supplies, signing up volunteers to work shifts (including set up and clean up). You will get information from the Carnival Chair with details.

6. **During Teacher Appreciation Week in May 6-10, help share information** about events, activities etc., with class parents. Information will come to you from the volunteer coordinators.
7. **Coordinate class recognition of the teacher.** This can be a class project, gift basket or other recognition. The timing of the recognition will be at the discretion of the homeroom parent(s) (Appreciation week, birthday, winter break, etc).

FAQs:

Does anyone need to review a handout I want to send home?

No. Communication from homeroom parents to the classroom families does not need to be reviewed by anyone. Any written material going home in students' backpacks **must** be given to the teacher. Parents may not put items in students' backpacks.

I just got asked to forward an email...Communication from homeroom parents to the classroom families will usually be for one of three reasons. 1. Volunteer Coordinator, PTA President or School Administration asks you to forward information to your classroom parents, 2. Your teacher asks you to send an email to the classroom families regarding an upcoming event, party or other event, and/or 3. You, as homeroom parent, send an email to the class to organize a teacher recognition event or gift. If anyone asks you to forward an email to your classroom families and it is not for one of the three reasons listed above, even if it is another Hill parent, please check with the Volunteer Coordinator or PTA President before doing so. All correspondence from the Volunteer Coordinators that needs to be passed on to your classes will come with the subject line "PLEASE SHARE". Please send these messages on to your classes within a day or two. Many are time sensitive.

Are there any restrictions to classroom parties? Yes. AISD sanctions only two classroom parties – the Winter and Valentine's parties. Additionally, please be sure to check about any allergies or food restrictions in your classroom prior to events involving food. Additionally, new guidelines regarding what food is deemed appropriate were issued from the district. Please check with your teacher to be clear about the rules. Also, there is a “no balloons” policy at Hill. No latex or mylar balloons, helium or not can be used for parties or sent to school for any reason.

Why is it referred to as a “Winter” party? In recognition of the varied beliefs of our Hill community, the Winter party should have no religious theme. Please keep this in mind when choosing decorations.

Where can I find party decorations? You can solicit decorations from your classroom parents. You are encouraged to use reusable party decorations, which can be stored in the outdoor shed for future use. Also, there are many decorations already in the outdoor shed and/or on the stage. Feel free to use those. When your party is over, please return them to the location/bin where you found them. Your efforts to reduce waste are greatly appreciated.

I'm not very creative. Where can I find ideas for class projects? Do not tackle this question on your own! Reach out to fellow parents in your class or take a look at Pinterest.

How can I find my teacher's birthday and preferences? Teacher favorite lists are available on the website. Go to hillelementary.com and click “school” then “teachers” and the link to the favorites will be there. Please make class parents aware of how they can find this information.

What else do I need to do as homeroom parent? All volunteers need to fill out the required paperwork. Visit hillelementary.com, click volunteer and then volunteer registration.