

# CHICKERING SCHOOL

## ROOM PARENTS

GUIDE  
TO  
RESPONSIBLE  
CLASSROOM  
VOLUNTEERING



## Room Parent Responsibility Checklist

- ✓ Set up a meeting with the teacher and discuss volunteer needs no later than late September or early October.
- ✓ Distribute written information summarizing the year's events and volunteer needs.
- ✓ Host a coffee for classroom parents to encourage sign-ups and make introductions.
- ✓ Create an **emergency contact list**. Please establish procedures for contacting all classroom parents (phone and email) and give a copy to the front office. The best way to obtain this information is during your coffee via a volunteer form.
- ✓ Coordinate a project or party to acknowledge your teacher during Teacher Appreciation Week.
- ✓ Inform all volunteers of the need of a CORI check on file with the School District. The CORI check is good for 3 years.
- ✓ Share the following mandatory expectations with your parents to ensure appropriate behavior.

## Room Parent & Volunteer Expectations

1. **All you see and hear about children is confidential information. Teachers may not share information with you about children's learning problems, family issues, etc. Please don't ask, and if you overhear or observe child-specific information, please do not repeat it to others. *Note: Violation of this expectation will result in the revocation of volunteer privileges.***
2. Include all parents (moms/dads, working parents, etc.) who want to help and schedule their involvement as fairly as possible.
3. Every teacher uses volunteers differently and to different extents. Should a parent want additional involvement, suggest other volunteer services such as library assistant or playground helper.
4. Classroom volunteers should be limited to parents and primary caregivers of the children.
5. It is important to solicit the input of the classroom parents regarding gift giving. Gifts for the classroom are always appreciated. However, you must adhere to the School Committee's policy on gift giving: "Students and their parents will be discouraged from the routine presentation of gifts to district employees on occasions such as Christmas. Where a student feels a spontaneous desire to present a gift to a staff member, the gift will not be elaborate or unduly expensive. The school committees shall consider, as always welcome and in most circumstances more appropriate, the writing of letters to staff members expressing gratitude or appreciation." **Make sure parents understand that gift giving is optional and that any amount listed is clearly a suggestion!**
6. Please encourage parents to offer healthy snack alternatives on special occasions such as birthdays and classroom parties.
7. Teachers are usually very respectful of volunteers. However, if you feel that you are being asked to perform duties outside the scope of room parent responsibilities, contact the PTO Volunteer Chair.
8. If for any reason you cannot fulfill your position as room parent, please contact the PTO Room Parent Coordinator.