

Grade Level Coordinator and Head Room Parent Responsibilities

Grade Level Coordinators:

1. Communicate with Grade Level Chair

**Everything sent out to your grade level must be approved by your Grade Level Chair and then Mrs. Mattingly. Please prepare all parent correspondence several days before you need it to go out to families and do not make copies until Mrs. Mattingly has approved the document.*

2. Contact person for Grade Level Chair

3. Distribute information to Room Parents

4. Coordinate and plan “Copy Help Schedule” for grade level

5. Assist in planning classroom parties and special grade level events with teachers and room parents

6. Coordinate with teachers and room parents in planning End-of-the-Year Play Day or Special Events

*Each grade is given \$2 per child from the PTA to use for a party or special event expense. You will need a tax-exempt form to take with you shopping and must supply the receipt to get expenses reimbursed. It is up to you and the room parents to decide when and how you want to use this money.

*Copy Help Schedule Guidelines:

1. Grade level copy help must be scheduled during the grade level’s planning time or specials

2. Ask Grade Level Chair to choose which day(s) they would like copy help

3. Request a list of volunteers from Room Parents or request Room Parents to fill certain dates with volunteers from their classroom

4. Give a copy of the “Copy Help Schedule” to the Grade Level Chair each semester or six weeks

5. Notify Copy Help Volunteers where the items to be copied will be located and where to return copied items

Head Room Parent Responsibilities

1. Work with Grade Level Coordinator to plan approved class parties and special grade level events. Assist in planning classroom parties and special grade level events with teachers, Grade Level Coordinator, and assistant Room Parent(s).

2. Classroom contact person for classroom teacher

**Work with your teacher in scheduling parent volunteers for the classroom, parties, and other special events. Each teacher’s wants and needs may vary. Please meet with your teacher within the first week of school or as soon as possible.*

3. After you have met with your teacher, within the first week of school or as soon as possible...Send out a letter to all parents in the class introducing yourself, asking what areas they would like to help or donate, and request their permission to place their contact information on a class list.
4. Make sure every person who would like to volunteer has completed a LISD Background Check! BEFORE sending out the volunteer schedule, check with K. Kaye in the office to double check that everyone has completed the background check. (This includes: parents, spouses, grandparents, aunts, uncles, friends... EVERYONE! No exceptions!) Use every parent who wishes to volunteer and try to rotate volunteers to give everyone equal time.
5. Schedule classroom volunteers and send out the schedule Coordinate classroom volunteers and distribute information to parents via hard copy in McAuliffe folders and email. Please give your assistant room parents some of the responsibilities.

**Make a monthly calendar listing all the helpers for that month and any important events of information the teacher might want to include.*

**Free online calendars: www.calendarsthatwork.com See example.*

6. Create “Class Contact List” for classroom families
7. Send home “Class Contact List,” party themes and dates, teacher’s wish list, and teacher’s favorites list as soon as possible to parents
8. Notify parents of teacher’s birthday <Birthday guidelines following>
9. Assist Grade Level Coordinator with “Copy Help Schedule”
10. ALL PARENT CORRESPONDENCE must be approved by Mrs. Mattingly. Pre-approved letters have been provided, but ALL other forms of correspondence MUST be approved by Mrs. Mattingly before copies are made and before distribution to parents. Please, no exceptions!

Honoring Teacher / Staff

Birthday Guidelines:

The PTA provides a “birthday gift” to the teachers and staff. They are t-shirts that are given at the beginning of the year so they can wear them all year long. If you would like to do something extra please give the opportunity to all families to participate. You can always ask the teachers at the beginning of the year how they feel about gifts at birthdays, holidays or the end of the year.

McAuliffe is promoting the “Birthday Book Club”. Parents can buy a book in honor of the staff member for our McAuliffe Library!! More information to follow.

If you ask for monetary donations for a group gift for your teacher’s birthday The gift must be presented as a gift from all the students no matter who participated.

Winter Holiday and End-of-the-Year Guidelines:

Please choose *either* the Winter Holiday or End-of-the-Year to ask parents for a monetary donation towards a group gift for your teacher. The Head Room Parent or parent requesting the donation should communicate with the parents via email to let them know how much money was collected and what gift was purchased with their donations.

Head room parents MAY send out a letter requesting donations,

THE DONATION MUST NOT BE REQUIRED AND NO SPECIFIC AMOUNT MAY BE REQUESTED! PLEASE NO EXCEPTIONS!

The request for monetary donations should read:

“If you would like to contribute a monetary donation to go towards our craft project, a Gift Certificate for Mrs. Applebee, etc... please send your contribution to school in an envelope labeled: “Collector’s name”-Party Donation. Your contribution and participation is completely optional and confidential.”

Teachers/Staff out to Lunch: This is one of the teacher’s most favorite things!

Grade Level Coordinators and Room Parents may organize “Teachers out to Lunch” once in the fall and once in the spring. This gives teachers a one-hour lunch twice during the school year. You will need to coordinate this with the Grade Level Chair. They may all go together or in two groups on different days. Two or three parents volunteers are needed to cover lunch and recess duty for that day. If all the teachers go together, one of the volunteers must be listed as a substitute teacher. If you don’t have any parents who are substitutes or can not find a staff member to help out, then the teachers will need to split up so there is a teacher present on campus.