

# MIDDLE SCHOOL ROOM PARENT INFORMATION PACKET

## Room Parent Guidelines

Thank you for volunteering to serve as a Room Parent! Your contribution is very much appreciated by everyone at Milton Elementary/ Middle School. In general, Room Parents have these responsibilities:

1. Facilitate communication between parents, teachers, administration, and the PTO.
2. Coordinate classroom activities as scheduled.
3. Organize gifts for homeroom teachers.
4. Help with classroom and grade level printing weekly/ biweekly.

## COMMUNICATION

- Sample approved letters for communicating with other class parents have already been approved are included in this packet.
- Compile and maintain class contact lists including email (with permission from each parent).
- Save paper by using email and/or text for communication, if possible.
- Be considerate of busy parents by not sending an excessive number of emails. Try to group your communications together in a clear, concise manner.
- Inform parents about upcoming school events.

## SOCIAL ACTIVITIES

- There will be several activities this year:
  1. Winter dance for 7<sup>th</sup> and 8<sup>th</sup> graders – TBD.
  2. Spring dance for 6-8<sup>th</sup> - TBD.
  3. Renaissance Celebration –TBD.
  4. Graduation Banquet for 8<sup>th</sup> grade- TBD.
- Meet with your teacher to discuss upcoming activities. Ask for her/his guidance with planning. Inform parents of dates and invite them to donate items or time.
- Please remind parents to check in at the front desk with a current driver's license. Please advise parents to park in the grass lot to the right of the school and do not block the bus lanes.

## TEACHER GIFTS

- Teacher gifts are optional. Some classrooms give a teacher gift before the Winter break, at the end of the year, and/or for the teacher's birthday. Decide if you want to coordinate a group gift by requesting donations of money or items such as gift cards. Always allow children and their families to make their own gift-giving decisions. A sample teacher gift request form is included in this packet.
- Any gift that is presented from the class to the teacher must be presented by the class in its entirety, regardless of whether or not contributions were made by all families.

## PRINTING

- Communicate with your teacher to help with classroom and grade level printing.
- There will be a grade level folder for individual teachers and grade level printing to be done. This folder and instructions to the copy machines will be in the copy room on the designated shelf.
- Check the folders weekly and communicate with other volunteers with what needs to be completed.

## ***HOW DO I GET STARTED?***

1. Meet with your teacher to discuss her/his expectations and to plan a schedule of activities for the year.
2. Send out an introductory email (see sample in this packet) to the parents in your class.
3. Compile list of student/parent contact information including email (with each parent's permission).
4. Distribute contact list to parents via email. Ask parents to reply to your email so you know who checks their email regularly. Send home a paper copy of the contact list to parents who do not respond within a few days. Be sure to ask them to let you know what method they wish you to use for communicating with them (email, letter, phone).

Thank you again for volunteering to serve as a Room Parent/ Representative! Your contribution will be greatly appreciated by everyone at Milton Elementary/Middle School. Be sure to utilize the help of other parents in your class! Please contact me at any time if I can be of help to you.

We are looking forward to a great year of working together! Have a wonderful time☺

Together We Swarm,

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# Sample Introductory Email/Letter

Dear Families:

Mrs./Mr. \_\_\_\_\_ class is off to a wonderful start! The Room Parent(s) for Mrs./Mr. \_\_\_\_\_ class are: \_\_\_\_\_

Our job as Room Parents is to facilitate communication between parents and teachers, coordinate classroom celebrations. We invite you to participate in our classroom celebrations. Please let us know if you are interested in joining us for parties, volunteering some time, or making donations. We welcome all of your ideas and contributions!

We're looking forward to a great year! Thank you,

YOUR NAME(S): STUDENT NAME: YOUR EMAIL(S): YOUR PHONE(S):

## **SAMPLE PARENT CONTACT INFORMATION**

*Mrs. X's X Grade Class*

**A request from Mrs. X's room representative(s):**

Please provide the following information to make communication easier & to help coordinate volunteers for school & class related activities throughout the school year.

Child's name: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

\*This request is voluntary. The information you provide will be used for class specific communication, grade level communication & school-wide communication.

**THANK YOU!**

## SAMPLE PARTY EMAIL/LETTER

Hello Families,

We are planning a party for \_\_DATE/TIME in MRS./MR. \_\_\_\_\_room. We are in need of donations such as \_\_\_\_\_for the party. If you would like to help out please contact me.

Thank you,

ROOM REP NAME  
ROOM REP EMAIL  
ROOM REP PHONE NUMBER

## SAMPLE TEACHER GIFT REQUEST

Dear Parents,

This letter is to let you know that we are collecting money for a gift for Mrs. \_\_\_\_\_. We will present the gift to Mrs. \_\_\_\_\_ just before \_\_\_\_\_.

If you are interested in making a donation:

- • Send a cash amount in an envelope to class
- • Address the envelope to "Room Parents"
- • Please send by this date: \_\_\_\_\_

