



Guidelines for Room Parent Responsibilities

To support the teacher in their efforts to make the school year a positive one for all students.

1. **Communication:** Keep parents informed about what's going on at Dublin El and in their child's classroom. Many times the PFC is receiving information from the District/Main Office that is time sensitive, and unfortunately requires a 24 hour turn-around time. We understand the timing is a hardship and thank you for your understanding and support to push information out to the classroom as quickly as possible.
2. **Internal Coordination:** classroom special events such as
 - a. Halloween Party
 - b. Winter Celebrations
 - c. Valentine's Day
 - d. Thanksgiving Feast
 - e. Read-in day
 - f. Field Day
 - g. Spirit days (Friday)
 - h. Walk to school day
 - i. Jaws-a-thon
 - j. Read-a-thon
3. **Field Trips:**
 - a. Ask your teacher for specifics
4. **Teacher Appreciation Week/Birthday/Holiday:**
 - a. Coordinate with PFC regarding gifting vision
5. **Enlisting volunteers:** School wide events such as
 - a. PFC Scoop Night
 - b. PFC Back to School Bash/ Movie Night
 - c. PFC Trunk or Treat Night
 - d. PFC Red Ribbon Week
 - e. ASB Jaws-a-thon
 - f. PFC Beautification Day
 - g. ASB Read-a-thon
 - h. PFC STEAM Night
 - i. PFC Gala
 - j. PFC Carnival
 - k. PFC Family Dance Night
 - l. PFC Online Auction
 - m. PFC Read to Me Day
 - n. PFC Pastries for Parents Day
 - o. PFC Field Day
 - p. PFC Summer Send Off Night
6. **Communication Options within your classroom:** such as
 - a. Shutterfly
 - b. Sign-up Genius
 - c. Newsletters
 - d. Print flyer
 - e. Email
 - f. Social media sites
 - g. Chat group

7. **Student Privacy:** To maintain privacy and security parents are requested to not post photos' of other people's children on-line, in marketing material, or any other avenue that would risk exposure. This is mandated by the District office.
8. **Office Sign-In:** Sign-in to the office every time you arrive on campus. This is a safety issue for the District, and is non-negotiable. In case of emergency, they must be able to identify who is on campus. Be sure to remind all classroom parents of the District sign-in rule.

Guidelines for Classroom Parties

1. Many teachers have traditions, ideas, and plans of how they would like to see each party planned. Your responsibility as the room parent is to assist the teacher with what they would like to see happen for the students (even if it's not what you might have in mind).
2. The class parties are for the students enrolled in the class. District policy does not allow other siblings into the classroom during school hours.

Guidelines For Collecting Money

1. You may give parents the option to voluntarily donate money or goods. The state of California does not allow mandatory donations and all donations are "opt in" status. ***If party money is collected, you will be required to track the amount collected and how it is spent.*** These are public funds and receipts need to be saved and attached to your spreadsheet to use as reference or to answer any questions if they arise.
2. Reassure the parents that you are the only person who sees the specific contributions.
3. It may be easier to ask for one lump sum at the beginning of the year. An intro letter that includes a proposed list of activities and events could help elicit donations and maintains transparency.
4. If you do group gifts for the teacher, make sure everyone knows all student names will be on the card, regardless of financial contribution.
5. Make sure to communicate with the parents what the gift will be and when you will be presenting it to the teacher.
6. Suggested legally approved verbiage from the Dublin Unified School District PFC Guidelines are:
 - a. "Donations/Contributions are voluntary and all students will be allowed to participate regardless of whether a donation is made"
 - b. "We appreciate any donations/contributions made to the classroom fund"
 - c. "You are not required to donate/contribute towards the classroom fund"
 - d. "A voluntary donation/contribution of any amount is appreciated"
7. Verbiage that is **NOT LEGALLY APPROVED** by the Dublin Unified School District PFC Guidelines are:
 - a. "Your fair share donation is..."
 - b. "Classroom fee"
 - c. "Pay-to-Play"
 - d. "Participation fee"
 - e. "Why aren't you donating?"

- f. Generally avoid statements that exert explicit or implicit pressure to donate.

Room Parent Tips & Suggestions

1. Involve the parents in making decisions.
 - a. If the teacher gives you a lot of creative freedom when planning a party or an event, get input from the other parents in the class. A quick google form/survey or email can gain some great results.
 - b. Try to include as many parents as possible when deciding on any type of group gift for the teacher. People are more likely to contribute when they have a say in what their money is being spent on. Some people won't have time or an opinion, but will be more likely to contribute to a group gift because they were given options.
2. Send out an introduction of yourself and mention some of the plans for the year that you'll be coordinating. Establish yourself as the Point of Contact so that parents approach you first, before asking the teacher.
3. Consider having an "in box" with your name on it in the classroom (list it in the introduction). That way, all paperwork (sign-up sheets, notes for the room parent, contributions, etc.) can bypass the teacher and go straight to you.
4. We recommend hosting a monthly 1:1 with the teacher to make sure all expectations are being met and new ones are established as needed.

Thank-you for taking on the role of (co-) room parent for your child(ren's) classroom. Know that you are making a lasting contribution to the Dublin EI community. Your time and effort are greatly appreciated by all. (Even if your children don't always show it, they really do remember).

Last reminder, all information regarding room parent responsibilities are just suggestions and no more. We strongly recommend building an open line of communication with the teacher so that the focus of all events and activities remains on creating the best memories for the teacher and students, and the lowest workload on parent volunteers.

We wish you and your classroom the best of luck and fun in this coming school year of 2018-2019.

Best Regards,

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