



HOMEROOM PARENT GUIDELINES

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Homeroom Parent Responsibilities

Thank you for volunteering your time to serve and support as a homeroom parent for your child's class!

First and foremost, **all Homeroom Parents must have current fingerprint clearance.** Contact Great Hearts' Phoenix Home Office for more information at (602) 438-7045.

The main role of a Homeroom Parent is to **support the classroom needs of the teacher.** This may vary depending on the grade level of the classroom. Here are some types of assistance the homeroom parent may be asked to provide:

- Facilitate communication between the classroom families and the teacher.
- Provide classroom support in the form of copying, filing, and helping to create project materials (such as lap books, flash cards and other classroom lesson needs).
- Coordinate and participate in reading groups.
- Assist in planning classroom celebrations and other grade level activities.
- Create and distribute Sign-Up Genius lists for various classroom needs (such as parent volunteers or supplies for an upcoming classroom celebration).
- Assist in securing other parent volunteers, when needed.
- Chaperone field trips.
- Provide school and ANPPSO related information that would be of benefit to the classroom families.
- Encourage parent involvement in grade level Teacher Appreciation luncheons, coordinated by the ANPPSO.
- Overall, ensure families feel connected to the school and understand the needs of the classroom, as communicated by the teacher.

Getting Started Checklist

You + Your Teacher

Task	Done
Meet with your teacher ASAP	
Discuss expectations and ideas for the school year	
Find out class celebration dates and ideas of what may be needed	
Determine the preferred method of communication for your teacher and let them know the best way to reach you	
Find out if there are any allergies in the classroom and any photo restrictions . It may helpful to note our school's photography policy, as some parents might opt out of photos for their child.	
Obtain the class roster and update it as needed. Please remember this information is to be considered confidential among other parents, unless they give permission for you to share their information with other parents.	
Check the shareable "opt-in" roster for any families who didn't opt-in or complete the ANPPSO form during Meet The Teacher and would like to be added. They can choose whether or not to share their information for activity invitations, such as grade-level play dates.	

All About Communication

You + Classroom Parents

Write an email to introduce yourself to the class. Let parents know how and when they should expect communications from you. If you do not have a co-room parent and would like one, this would be a great time to ask!

Emails from Homeroom Parents to classroom families should be sent using these guidelines:

- **TO:** Yourself
- **CC:** Teacher (unless it concerns teacher birthdays, Teacher Appreciation lunches or the Great-ful Hearts campaign)
- **BCC:** Classroom families

Additionally, the **classroom roster may NOT be shared** with anyone who requests contact information for birthday parties, play dates, et cetera, due to restrictions for privacy concerns. An ANP family directory will be available later in the school year for this purpose. The official class roster is solely for the Homeroom Parent to communicate with classroom families regarding the needs of the teacher or involvement opportunities with the PSO.

In an effort to help foster community within classrooms, the PSO has created **shareable opt-in rosters** for those who have chosen to participate. This is different from the official classroom rosters the teachers are given. Forms were completed at Meet the Teacher for parents to “opt in” and share their contact information with other families. The shareable opt-in roster will be emailed to Homeroom Parents. Please share this document with all families and ask if anyone else would like to be included as some families may have not yet had the opportunity. Once any edits are made, please share the final shareable opt-in roster with your class.

The PSO will provide you with your teacher’s and assistant teacher’s birthday dates and a list of favorite things. Emails requesting monetary donations towards a large gift from the class are strongly discouraged for teacher birthdays, holidays, and Teacher Appreciation Week. Instead, families are encouraged to show appreciation for their teachers in an individual manner.

NEW Birthday Policy:

Birthday treats, toys, goodies, or “thank you” notes may NOT be distributed at school by parents, students, or teachers. **Invitations may be distributed at school as long as the entire class is invited or if all the boys or all the girls of a class are invited. If invitations are not inclusive as indicated, then**

invitations will not be distributed. Students may choose to purchase a book from the school's "wish list" to donate to the school library in honor of their birthday:

archwaynorthphoenix.greatheartsacademies.org

Click on the Academics tab – Literature Reading Lists – then the appropriate grade level.

A parent may arrange to read the book with the birthday student in front of the class. We know that birthdays are special, so will we do our best to make your child feel special on his/her special day.

Celebrations

Each grade level may have a couple of different classroom celebrations throughout the school year. These celebrations revolve around a completed subject unit. Teachers will rely heavily on Homeroom Parents to help organize these events and create Sign-Up Genius lists for celebration supplies and parent volunteers. Please see the "Sign-Up Genius Guidelines" for information on creating easy sign-ups.

General Supplies Ask

At the beginning of the school year, there may be some supplies asked of the parents, such as tissues and wipes. If you find that there are additional supplies requested by your teacher, please check with the Homeroom Parent Coordinator (homeroom@anppso.org) to ensure the office doesn't already provide those materials prior to asking parents. The Homeroom Parent Coordinator will work with the ANP Office Manager regarding any supplies that the school already provides to avoid asking parents, when it's unnecessary. This does not apply to supplies needed for classroom celebrations.

On-campus Volunteer Protocol

When volunteering on campus, please ensure that proper check-in protocol is followed. Upon arrival to campus, please check in at the front desk, sign in and check your badge out from the front desk prior to heading to your volunteer location. All badges are to be checked back in to the office upon sign-out. If you are chaperoning a field trip and will meet your group at an off-campus location, please contact the front office to make arrangements to pick-up your badge early or have your badge delivered to the classroom teacher for your use during the field trip.

Communication is key, so please let your class know how they can volunteer and get involved. Please keep them informed of PSO meeting dates and classroom events and activities. Encourage them to regularly visit the ANPPSO's site (www.anppso.org) for opportunities to build campus community.

**** Get parents involved! Ask for feedback! ****

You + Us (PSO)

Information regarding PSO-sponsored events, including the Great-ful Hearts campaign (formerly Snowstorm), monthly Teacher Appreciation luncheons, Teacher Appreciation Week, family dine-outs, and any other campus-wide activities or events will be shared through us →to you →your classroom families.

Teacher Appreciation Committee

Teacher Appreciation Luncheons: Be on the lookout for sign-ups to contribute to monthly grade-level sponsored faculty luncheons.

Great-ful Hearts Campaign (formerly Snowstorm): In lieu of holiday gifts for faculty and staff, we encourage families to participate in a long-standing tradition newly renamed the Great-ful Hearts Campaign. Show your heartfelt appreciation by contributing a monetary gift to be distributed equally among faculty and staff at the December luncheon. Our campaign will kick-off Monday, November 5!

Teacher Appreciation Week (May 6-10): The PSO will announce various ways that families can show their appreciation to teachers throughout the week. We especially ask that you consider sending faculty and staff heartfelt notes of appreciation through handwritten cards, letters or student art.

Questions? appreciation@anppso.org

Contact Information

Thank you again for volunteering your time! I'm here to help, so please don't hesitate to contact me with your questions or comments.

