

ACADEMIE LAFAYETTE ROOM PARENT **RESPONSIBILITIES**

Académie Lafayette room parents facilitate communication between parents and the teacher, school administration and/or parent teacher student organization (PTSO) and support the teacher in needs that may arise. This facilitation may vary in different classrooms, based on teacher/ classroom needs.

These are *the general* expectations of a room parent:

- Meet with the teacher to discuss the responsibilities.
- Send home a letter with children in order to collect the names and contact information of all the parents in the class, if complete information is not provided by the teacher.
- Recruit other parents to help in the duty of room parents, i.e., start a telephone chain or maintain an email database.
- Meet with other room parents occasionally.
- Attend or send a class representative to all Parent Teacher Student Organization (PTSO) meetings.
- Distribute information provided in PTSO meetings to classroom families.
- Organize class parties and events. This may include planning, shopping for and hosting the event.
- Call or email parents to obtain donations of supplies for the classroom parties and events.
- Call or email parents to restock classroom supplies, if needed. (i.e. tissues, pencils, etc.)
- Collect donations for and purchase gifts for the teacher for special occasions. These might include holidays, teacher birthday and/or Teacher Appreciation Day, end of the school year, etc. (This should be done at the discretion of the classroom parents.)
- Call or email parents to line up chaperones for field trips, if requested by teacher.
- Find volunteers to help in the classroom, if requested by teacher.
- Send out reminders, via email, phone or notes that go home with the kids, about upcoming events, meetings, field trips and needs for donations or volunteers.
- Act as a resource by answering questions for parents new to the school or class.
- Solicit donations for the classroom Evening in Paris basket and organize a class project.