



## **PYP HOMEROOM PARENT GUIDELINES AND CODE OF CONDUCT**

Please note that a Volunteer Application is required by HCPS to be filled out for all volunteer opportunities at Roland Park. The form is available online and through a link on the PTSA website. You will be required to fill out and submit the form each year.

*The PYP Grade Level Lead and Homeroom Parent positions are roles that need to be filled by dedicated parents of Roland Park. Your time and efforts are invaluable to the teachers, children and our school community. The PYP Grade Level Lead and Homeroom Parent positions are supportive roles. Please take the time to read through these guidelines to fully understand the responsibilities and commitment of being a PYP Grade Level Lead and Homeroom Parent at Roland Park. If you have any questions, please contact Sarah Keith PTSA VP of PYP, at [vppyp@rolandparkptsa.org](mailto:vppyp@rolandparkptsa.org) or Christine Casey PTSA VP Elect of PYP Christine Casey at [cncasey77@gmail.com](mailto:cncasey77@gmail.com)*

**All PYP Grade Level Lead and Homeroom Parent positions are a yearly commitment.**

Two Homeroom Parent's (HRPs) will be assigned per classroom in grades K-2. One HRP will be assigned per classroom in grades 3-5. One HRP per grade level will also be the Grade Level Lead (GLL) who will act as the grade level contact for the Grade Level Lead Teacher and the VP of PYP and VP Elect.

### **PYP GLL and HRP General Role Descriptions –**

#### ***PYP Grade Level Lead (GLL)–***

The PYP GLL HRP will be the main point of contact for the PYP Lead Teacher and the other teachers in their grade. The PYP GLL will work with the grade level HRPs in each classroom collaboratively to coordinate and accomplish each teacher's wishes and goals. The GLL will also be the main point of contact for their grade and for the PTSA VP of PYP and VP Elect. The GLL will commit to attending once a month meetings with the VP of PYP and VP Elect. Please refer to other GLL responsibilities outlined in this document.

#### ***PYP Homeroom Parent (HRP)-***

The focus of each HRP will be to support her/his teacher's needs and make sure they are met every month. This may be, but not limited to, an administrative role, a communications role and an organizational role. Please refer to other PYP HRP responsibilities outlined in this document.

## **PYP GLL's and HRP's Guidelines, Responsibilities and Commitments**

**HRP Kickoff** – All PYP GLLs and HRPs will be asked to attend the *PYP HRP Kickoff* get together. Date, time and location to be determined. The purpose of the kickoff is to meet the PTSA Board members, get to know one another and build a sense of community among the homeroom parent network.

Additional optional socials and team building community service opportunities will be planned by the VP of PYP and the VP Elect of PYP during the school year.

### **PTSA and School Fundraisers and Events**

PTSA Membership Drive

Fall Fun Run

Spirit Gear

Box Tops

Fall & Spring Picnics

Family Reading Experience

Great American Teach In

Grace Our Space

Dragons in Service

Season of Giving

PTSA Dragon Fireball – a grade level silent auction piece will be requested

Teacher/Staff Appreciation Week

**PTSA Membership Drive** – The PYP GLL and the HRP's will be responsible for

1. Being knowledgeable about the PTSA Membership Drive.
2. Providing PTSA Membership forms to the parents of their class and directing them to the PTSA website for electronic submission.
3. Recruiting class parents to be members of the PTSA.

**Fall Fun Run-** The PYP GLL and HRPs will be responsible for

1. Communicating any information from the school to grade levels as the school and organization feel necessary.
2. Possibly organizing volunteers to run the water tables. A new organization is running this fundraiser, so as information becomes available, it will be passed on to you.

**Spirit Gear** – The PYP GLL and HRP's will be responsible for

1. Being knowledgeable about the Spirit Gear items, prices and deadlines.
2. Directing parents to the PTSA website for electronic ordering or the Spirit Store for purchase.

**Box Tops** – The PYP GLL and HRP's will be responsible for

1. (HRP) Collecting and cutting to size the Box Tops for their classroom and providing a bag or box for the teacher to use for collection
2. (GLL) Collecting and submitting the completed Box Tops to the PTSA Box Top Chair.

## **Fall and Spring Picnics, Great American Teach In, Dragon Fire Ball PTSA Fundraiser, Teacher/Staff Appreciation –**

### ***Donation Item and Volunteer Request List for Each Fundraiser and Event***

The PYP GLL and HRP's in each grade level will be responsible for

1. Distributing a donation item request list via Sign Up Genius to their class or grade.
2. Filling the requested donation items. Please reach out to the VP PYP for help if donation requests are not being filled.

The donation item and/or volunteer slot request list will be provided by the Event Chair to the VP of PYP who will then divide up the requests per grade level and communicate all grade level donation requests to the GLL's. The GLL will be responsible for distributing a list of requested donation items through a Sign Up Genius (SUG) to the parents in their grade level or to the HRP's who will create a Sign Up Genius for the class.

**Please use Sign Up Genius for fundraiser and event donations and always state that although donations are appreciated they are voluntary.**

### **Teacher/Staff Appreciation Week**

In addition to assisting with filling grade level donations and volunteer opportunities for the week, the PYP GLL and HRP's will be requested to support the Teacher/Staff Appreciation Week Committee with their vision within each grade level or classroom. Their outline for the week will be communicated to the VP of PYP who will then communicate the expectations to the GLL's. Please be aware that this changes from year to year, but has always been an amazing week of gratitude for the RP staff.

### **Annual Classroom Celebrations –**

International Day of Peace – a classroom/student t-shirt will also be requested  
Halloween/Fall Celebration  
Winter Celebration  
Valentine's Day Celebration  
End of School Year Celebration

**Each grade level HRPs** will meet with the grade level teachers prior to each celebration or at the beginning of the school year or term,

1. The teachers will discuss with the GLL or HRP team their needs and wishes for the celebration.
2. After the meeting, the GLL and HRP team will devise a distribution of duties to each classroom based on the teacher's requests.
3. **Roland Park's goal is for each child to have the same classroom celebration experience.**
4. To provide this, the party supply responsibilities will be divided as follows: Each classroom in that grade level will be responsible to provide the whole grade a supply such as a craft, food, drinks etc. for the celebration.

The division of activities and supplies will be decided by the teachers, PYP GLL and HRP's in each grade level.

For example: One classroom will be responsible for providing the whole grade level drinks for the Halloween party. Another classroom will be responsible for providing the whole grade level a craft for the Halloween party.

Some grade level teachers like to rotate to each classroom during the celebration. For example: Ms. Smith's classroom will be the snack and drink classroom, Ms. Jones classroom will be the craft classroom, Ms. Johnson's classroom will be the game classroom. Other grade levels will offer all aspects of the celebration in each individual class. Please ask their preference. The goal is for each child to have the same classroom celebration experience within the grade level.

**Please use Sign Up Genius for classroom celebration donations and always state that although donations are appreciated they are voluntary.**

**Dragons In Service and Grace Our Space (service based programs), Family Reading Experience (literacy based): These are all new programs for the 2017-18 school year. We are excited to begin implementing them soon and information will be passed along as it becomes available.**

## **PYP GLL and HRP General**

### **Communication -**

PYP GLL's will attend one meeting a month with the VP of PYP for updates and planning. The meeting date, day and time will be displayed on the PTSA calendar.

PYP GLL's and HRP's will keep in contact with the PTSA organization through the PTSA VP of PYP or VP elect of PYP, the PTSA website, Dragon eNews, and the Facebook and Twitter accounts to make sure they and the parents of their class are knowledgeable about school happenings and events. The PYP GLL and HRP's will keep in contact with the school events and dates through the Roland Park school website and the PTSA Calendar.

The VP of PYP is always available to answer any questions or to help in any way.

The PYP GLL will also be responsible for submitting semi-monthly grade level accomplishments, happenings and student success information to Dragon eNews. Their name and email will be added to the distribution list for eNews submissions.

The PYP GLL and HR's will also be responsible for relaying parental concerns and suggestions to the PTSA VP of PYP.

The PYP GLL and HRPs will communicate to the VP of PYP any issues that a parent brings to you about the teacher's classroom management, student behavior or anything unrelated to HRP responsibilities. The information will be passed on to the administration to handle. As an HRP, please do not attempt to resolve these types of concerns, complaints or questions.

### **Fellowship -**

The PYP GLL and HRPs may coordinate other social activities outside of school for parents and/or families. Examples would be: potluck meals and grade level socials for the purpose of building a strong school community. This can be done monthly or a few times per school year. This arrangement has been successful in the past and enjoyed by many families.

**PYP GLL's and HRP's Code of Conduct**  
**Please Initial Each Item**

1. I will sign in at the main office immediately and wear the volunteer identification while I am in the building. I will also sign out at the office when I am leaving the school building.
2. I will inform and support that all parents must always sign in and out at the front office.
3. I will remind parent volunteers to complete a volunteer form online.
4. I will always practice confidentiality with personal information for students and their families both inside and outside of the school.
5. I will share with teachers and school administration any concerns that I may have related to student welfare and/or safety.
6. I understand my role is a supportive one. The teacher and principal are completely in charge.
7. I will always help to maintain a positive attitude among the parents and students.
8. I will not take discipline matters into my own hands. I will ask the teacher or staff for assistance with problematic student behavior.
9. I will immediately alert school staff if any student has an accident while working with me.
10. I will guide class parents to the school and PTSA websites, Dragon eNews and social media pages for ways to stay informed.
11. I will respond to all parent emails, even if it is a simple "ok" so the sender knows the email was delivered and read.
12. I will always remain professional when sending emails.
13. I will keep a paper or electronic folder of all communications with parents and the teachers.
14. I will give adequate notification of events, donation requests and volunteer opportunities to the classroom parents.
15. When asking for donations, I will always state that "although donations are appreciated, they are voluntary".
16. I will contact the Grade Level Lead if the classroom parents are not able to help with donations. The GLL will contact the VP of PYP.
17. I will copy the VP of PYP on email correspondence.