

Homeroom Coordinator Handbook 2023-2024

Distributed by the

**FR Elementary
Campus PTO**

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WELCOME!

Thank you for volunteering to be a Homeroom Coordinator for your student's classroom! You have a unique opportunity to meet your student's classmates and work with other FR Elementary families to create fun experiences for your student and their classmates.

Included are some general expectations and guidelines for success as a Homeroom Coordinator. If you have specific questions or issues, please feel free to contact one of the PTO vice presidents who oversee Homeroom Coordinators.

Primary Building (Kindergarten, 1st, 2nd grades)

Alexis Green and Jennifer Roney - frprimaryptovp@gmail.com

Intermediate Building (3rd, 4th, 5th grades)

Connie Shirey and Celeste Burroughs - frintermediateptovp@gmail.com

CLEARANCES

Per district policy, as volunteers, Homeroom Coordinators and Party Volunteers are required to have the following clearances:

- 1) Child Abuse Clearance from the Pennsylvania Department of Child Welfare
- 2) PA State Criminal History (PATCH) Clearance
- 3) FBI Fingerprint Criminal Background Clearance (or, **only when applicable**, Volunteer Residency Affidavit can be submitted as an alternative. The use of an Affidavit will be at the discretion of the school's Administrative Team.)

Once a volunteer has obtained these clearances, they should be submitted electronically online through the FRSD Volunteer Application. When choosing the area to volunteer on the FRSD website, applicants must be sure to select the correct school, or select both elementary schools. Clearances must be submitted and approved before entering the school for classroom parties or other classroom events. Clearances must be dated within 60 months of issue to be accepted. For more details on obtaining needed clearances, visit FRSDk12.org and select "[Volunteer Information](#)" from the "Community" tab.

In addition, the Homeroom Coordinator helps to ensure that all parents attending classroom parties also have the clearances listed above. You must submit your list of party volunteers at least three weeks in advance so that members of the school office staff can confirm that volunteers' clearances are valid and up to date. This is required by the Pennsylvania Department of Education under Pennsylvania's Child Protective Services Law.

If you have questions concerning clearances please contact the school office or email frvolunteer@frsdk12.org.

COMMUNICATE

Please communicate with your classroom teacher to let them know your new role and to give them your contact information. You will need to be in touch with the teacher about plans for events throughout the year. The classroom teacher will also be able to tell you about any students with food allergies in your classroom.

Communication with the classroom families is also important. They will want to know when they can come to the classroom, how they can help if their schedules do not permit them to help during the day, and how to contribute money when you collect a group gift. Plan to send an email or a note home:

1. At the beginning of the year
2. Before each party
3. Each time you collect money
4. To share results of money use
5. At the end of the year

Samples are included in this booklet and will also be available to you in electronic format.

In your first communication, introduce yourself and inform families of the different opportunities to help with classroom parties and party dates. Be sure to inform parents and guardians that clearances are required to volunteer at school in person. Also, let parents and guardians know that there are ways to be involved in the parties even if they cannot be present at the event. Every party needs paper products or food donations or craft supplies, and this is a great way to involve more families.

Ask your classroom teacher to send your first communication to their class email list. In that communication, ask families if they will share their email address with you so you are able to communicate independently from the teacher when possible. When sending emails to the families in your student's classroom, be sure to BCC the email addresses to ensure privacy. Email addresses you obtain for class use should not be used outside of school purposes.

DELEGATE

By agreeing to be Homeroom Coordinator, you are not volunteering for every event and every task. You are the organizing person - the liaison for families to the classroom. FR families typically love to help. Spelling out tasks clearly will help things go more smoothly. Sign-ups with specific tasks or needs along with required dates give parents the necessary information to plan and volunteer. For Example: "Fall party: supply bingo stampers for bingo by October XX." We ask that as a Homeroom Coordinator, you only attend one party/event during the school year if you have enough volunteers to cover the other parties. This is to ensure that as many volunteers as possible have an opportunity to help.

CLASSROOM PARTIES

There will be three classroom parties each year. The 2023-2024 dates are as follows:

October 27 - Fall (harvest theme; please stay away from any Halloween themes)

December 22 - Winter (no specific religious holiday represented, please)

March 27 - Spring (no specific religious holiday representation please)

Field Day:

Intermediate-May 21

Primary-May 22

Each class party will be 45 minutes long. Start times will be staggered by grade level and are listed below:

Primary

Kindergarten -11:00 am-11:45 am

Grade 1: 2:15 pm-3:00 pm

Grade 2- 1:00 pm-1:45 pm

Intermediate

Grade 3 - 2:00pm-2:45pm

Grade 4 - 12:00pm-12:45pm

Grade 5 - 1:00pm-1:45pm

Volunteers at the Primary School should park in the lot beside the Primary Building and enter by the office to get checked in and receive their visitor badge. Volunteers at the Intermediate School may park in the lower or upper lot of that building, and will need to enter at the main entrance by the office to get checked in and receive their visitor badge. Volunteers will need to have a valid ID with them. Volunteers should arrive at least 15 minutes before the start of the party in order to be checked in and be ready to go for the start of the party. After the party is over, volunteers need to go directly to the lobby to check out. **They may not make any other stops within the building before exiting (i.e. please do not stop at another classroom).** Badge stickers will be collected by the PTO as part of the checkout process.

All volunteers will need to have up to date clearances. Volunteer lists must be emailed to the appropriate PTO vice president no less than three weeks prior to the party -

Fall Party (10/5), Winter party (11/30), Spring Party (3/5).

(Primary - frprimaryptovp@gmail.com, Intermediate - frintermediateptovp@gmail.com)

A maximum of **4** volunteers per classroom per party are permitted. We ask that as a homeroom parent, you only attend one party during the school year if you have enough volunteers to cover the other parties. This is to ensure that as many volunteers as possible have an opportunity to help with a party. Finding out volunteers' preferences and availability for each party at the beginning of the year is helpful for your scheduling as well as theirs. Your PTO VP will send you a list of volunteers that have identified themselves for your classroom parties/events. However, in your introduction letter to the families, encourage all parents and guardians to reach out to you. This will ensure you have accurate information and possibly you can obtain additional volunteers.

You will communicate with volunteers for each party to outline the plan for games, crafts, pre packaged, store bought snacks, and any other activities. You will need to communicate "Party Plan" to the teacher for their approval. As a reminder snacks are still to be taken home and not consumed in the classroom.

Treat Bags - Families will be able to send in an additional treat "to/from my friend" on party day. All treats must be store bought, prepackaged and NUT* free. Again this is not the main classroom "official Party" snack. Please share this information with your classrooms.

***Do make sure you are aware of all food allergies in your classroom and include that in your correspondence.**

Bringing empty bags with handles for each student, marked with their name, helps make things run smoothly. Bags are useful to carry home take-home goodies, crafts, and treats from the party.

When planning the food for your classroom parties, please adhere to the Franklin Regional Nutritional Standards for Classroom Parties. Classroom parties will offer a minimal amount of foods (maximum 2-3 items) that contain sugar as the first ingredient. Snack providers should also take student food allergies into consideration.

TEACHER GIFTS

The Homeroom Coordinator has the unique opportunity to organize gifts from the class. The Homeroom Coordinator should plan to put together a class gift for the teacher before winter break and at the end of the school year. In order to choose things that the teacher will like, sending the teacher a questionnaire is helpful. It is suggested that you do this early in the year. A sample is attached at the end of the packet that you can use.

Winter break gifts should be given to the teacher at the Winter Party. We are still in the process of selecting the best date and time for teachers to receive their End of the Year Gift and will update everyone closer to that time. **DUE DATE:Friday, May 17, 2024**

VOLUNTEER RECRUITMENT

Occasionally, the PTO may call on Homeroom Coordinators to assist in recruiting parents to help with other PTO events. As the liaison to the classroom, you have a unique perspective on how families are comfortable participating, and may be able to identify those who can fill other needs.

In addition to party volunteers, HRCs should also identify a volunteer for:

- Field Day (Intermediate 5/21 and Primary 5/22, Rain date 5/23). This volunteer will assist in getting the students in their classrooms to appropriate stations on Field Day.
- Teacher and Staff Appreciation Week (Week of May 6-10, 2024). This volunteer may be asked to craft a poster or sign for the classroom teacher, or support in other decorating efforts.

DIVERSITY, INCLUSION AND BELONGING (DIB)

In an effort to ensure an inclusive environment, the PTO board encourages communication and team alignment between the Homeroom Coordinators and the Diversity, Inclusion and Belonging Co-Chairs. The goal is to ensure that all cultures, ethnicities, and inclusivity are being considered when planning classroom parties, crafts and activities, and the DIB chairs will act as consultants in this area. You should expect to hear from the DIB Co-Chairs shortly after training and prior to the first classroom party.

ADDITIONAL REMINDERS

Siblings - Please make other arrangements for younger children when you are volunteering. Siblings are not allowed to accompany a volunteer at any school event during the day or after school unless otherwise noted (i.e. for classroom parties, Field Day, etc). Volunteering is a special time for your school child who will appreciate this focus time on him/her.

Health and Safety - All health and safety rules for PTO events are determined by the Franklin Regional School District. Please remind your volunteers that they should stay home if they are not feeling well on party day. If last minute volunteer changes occur, please contact us as soon as possible so we can help you adjust.

Building Safety - Please make sure to check in with the office upon arrival. You will need to bring your Photo ID in order for the office to provide you with your visitor badge to be able to enter the school. You must wear your badge at all times while volunteering. When the event is over you must check out with the office and return your visitor badge to them. Volunteers are to go straight to their classroom and afterwards return directly to the lobby. Visiting other students or exploring the building is not permitted. Also, volunteers should not walk from the Intermediate Building to the Primary Building to pick up younger siblings. This disrupts the

dismissal process at the Primary Building. Volunteers should pick up their students following normal pick up procedures at the Primary school from their car. At any time, a fire drill could occur. Please inform volunteers of the plan if a fire drill should happen during their time at school.

Early Dismissals - Volunteers who want to take their child home with them following the party must email FRIAbsenceReporting@franklinregional.k12.pa.us (Intermediate) or FRPAbsenceReporting@franklinregional.k12.pa.us (Primary) prior to party day. This will be considered an early dismissal. Please remember at the end of the day the Office Staff will be busy with normal dismissal procedures, so SCHEDULED early dismissals will ease the process of you checking your student out and will ensure that the Office Staff can be sure your student is accounted for. Also please let your student's teacher know you will be taking your child home early. This needs to be done by 8am on the party/event day.

REMEMBER WE ARE GUESTS

Please remember, all of these guidelines have been provided to us by the school Principals, Office Staff, and Teachers. Having the opportunity to have classroom parties and volunteer in our schools is a privilege, so please be sure you and your volunteers are following these rules. Our goal is to continue to have fun parties while being respectful and responsible.

HAVE FUN

Above all else, enjoy this role. Embrace the opportunity to interact with your children and their classmates! Relax and enjoy the journey with your child.

RESOURCES

Sample letters/emails :

Introduction Letter to Families

Information from Teacher

Winter Party/Holiday Gift Planning

Winter Party/Holiday Gift Follow-up

End of Year Planning

End of Year Follow-up

Introduction Letter to Families

Hello Everyone, my name is _____ I am the Homeroom Coordinator for _____ (teacher's name) class. I'll be coordinating classroom parties, organizing Winter Break and End of Year gifts, finding volunteers for Teacher and Staff Appreciation Week, Field Day, and coordinating any other help our teacher or the PTO requires throughout the year. That being said, I would greatly appreciate your help! Please contact me at _____(email) so I can create a classroom email list.

While many of you completed the Homeroom Volunteer Form, some of you possibly didn't complete the form and would like to attend classroom parties and be a Homeroom Volunteer. If that is the case please indicate that in your email to me so I can add you to the Volunteer List. (Please remember all Homeroom Volunteers must have up to date clearances which will be validated by administration prior to the party date/event and per district policy).

Even if you are unable to attend parties/events, please still reach out so I can include you in any other classroom correspondence.

Listed below are some important dates to note. We will be playing games and crafting at each party. Students will also be taking home a pre-packaged snack and students are welcome to bring in pre-packaged treats. Non-food based treats are preferred, please be mindful of potential food allergies.

October 27 - Fall Party

December 22 - Winter Party

March 27 - Spring Party

Field Day - Intermediate 5/21 and Primary 5/22

I am looking forward to a great year of working together!

XX Signature XX

Information from Teacher

Dear Teachers:

We want to **THANK YOU** for all that you do for our children! We try to tell you as often as we can through our comments throughout the year, but there are times we'd like to go that extra step and get you a little something special. This is where we need your help. Please fill out this form and return it to your Homeroom Coordinator so we can surprise you with things you like.

Teacher name _____

Birthday _____ Anniversary _____

Color(s) you like to wear _____ Shirt Size _____

Do you collect anything? _____

Hobbies _____

Favorite restaurants _____

Favorite stores _____

Musical Group/Artist _____

Do you like to go to movies? _____ Favorite Theatre _____

Favorite Activities _____

Please list your following favorites:

Beverage _____ Fast Food _____

Candy _____ Snack Food _____

Cookie _____ Other "treat" _____

Coffee or tea/Starbucks or other _____

Favorite flavor _____

Favorite Scent for candle, bath and body _____

Please don't give me _____

Winter Party/Holiday Gift Planning

(Date)

Dear Families,

It's hard to believe, but the holidays will soon be upon us! I am beginning to think about a class gift for **TEACHER NAME**. Depending on the amount of participation this may include a small gift with the remainder of the contributions going towards gift cards. Participation is completely voluntary. Please send back this page in a sealed envelope with my name on it by **December XX**. Please remember that even if you cannot or do not want to participate, your child's name will still be included in any class gift.

Name: _____

Enclosed is \$_____ for a class gift for **TEACHER NAME**.

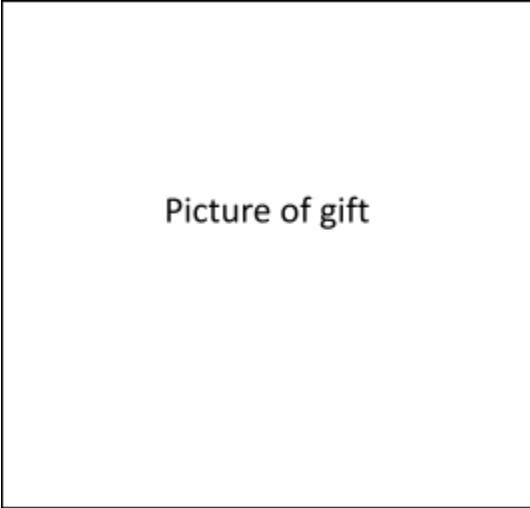
Winter Party/Holiday Gift Follow-up

(Date)

Dear Families,

Thanks to your generosity, I was able to buy **TEACHER NAME** _____ and a gift card to _____ in the amount of _____. The gift will be given at the class party, so please keep it a secret until then!

Thanks again.



Picture of gift

End of Year Gift Planning

(Date)

Dear Families,

It's hard to believe, but the end of the school year is almost here! I am beginning to think about a class gift to thank **TEACHER NAME** for their work this year. Depending on the amount of participation, this may include a small gift with the remainder of the contributions going towards gift cards. Participation is completely voluntary. Please send back this page in a sealed envelope with my name on it by **May xx**. Please remember that even if you cannot or do not want to participate, your child's name will still be included in any class gift.

Name: _____

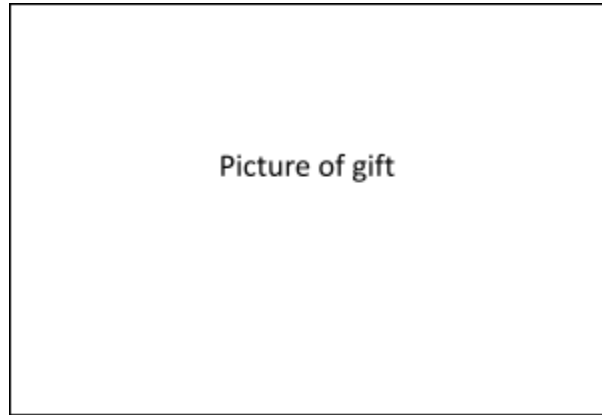
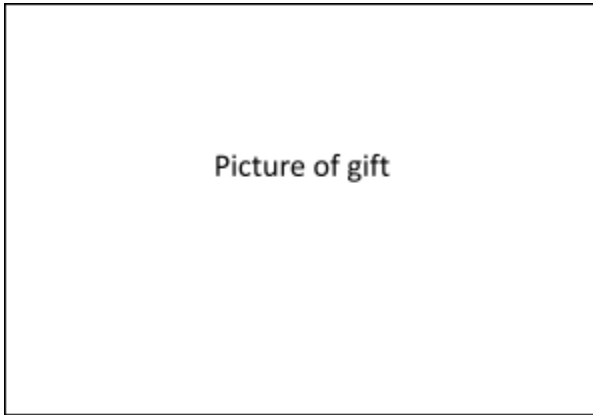
Enclosed is \$_____ for a class gift for **TEACHER NAME**.

End of Year Gift Planning

(Date)

Dear Families,

I wanted to update you on the gift our class will give to **TEACHER NAME**. You were generous in your donations, and we were able to purchase a **GIFT OR GIFT CARD** shown below.



- 1) description of gift
- 2) description of gift

Thanks for your help in making this school year a wonderful one! Enjoy your summer!