

HBE Room Parent Code of Conduct

As a room parent, you play a key role in fostering a positive, respectful, and supportive classroom community. The following guidelines help ensure clear communication, mutual respect, and a safe environment for all families, students, and staff.

General Responsibilities

- Serve as a liaison between the teacher and classroom families.
- Serve as a liaison between the PTA and classroom families.
- Support the teacher with classroom needs (e.g., events, supplies, communication).

Class Chat Etiquette

To maintain a respectful and inclusive environment in group chats (e.g., WhatsApp)

☒ Do:

- Mother and/or father or the legal guardian (if applicable) can be added to the class chat. It is up to the parent(s) above to then share the information with other family members, such as stepmother, stepfather, grandparents, etc.
- Keep messages **relevant to class activities, events, or reminders**.
- Use a **positive and respectful tone** at all times.
- **Only share information approved by the school or teacher.**
- **Pause before messaging late at night or early in the morning** — consider others' time.
- **Encourage inclusivity** — be mindful of all family backgrounds and circumstances.

☒ Don't:

- **Discuss personal grievances** in the group chat — instead, bring concerns to the teacher or school privately.
- **Overwhelm the chat with non-essential messages**, especially during busy times.
- **Promote personal businesses, political, or religious content.**

Respecting Boundaries

- Honor the **teacher's time and communication preferences**.
- Allow teachers to lead the curriculum and discipline — your role is support, not instruction or discipline of students.
- **Refrain from speaking on behalf of the school** without explicit permission.
- Always act in a way that reflects positively on the school and classroom.

Above All...

- Remember that your role helps **build community**, not control it.
- Approach every task with **empathy, teamwork, and appreciation**.

- You are a **bridge between families and the school** — thank you for making a difference!