

CARROLLWOOD K-8 SCHOOL

# Homeroom Parent Handbook

2026-2027 SCHOOL YEAR



PTSA PRESIDENT &  
HOMEROOM PARENT CHAIR:

KELLY BOEHME  
[carrollwoodk8ptsa@gmail.com](mailto:carrollwoodk8ptsa@gmail.com)

# Welcome

Homeroom Parent,

Thank you for volunteering as a Carrollwood K-8 PTSA Homeroom Parent. Your involvement is an important part of what makes our PTSA and school community so strong. The success of our programs—and our ability to support students and staff—relies on the dedication of volunteers like you.

Your role as a Homeroom Parent is vital to help the PTSA communicate with our Owl families on a more personal level while supporting the efforts of our teachers and staff. Some teachers will want lots of help, others will want minimal help; let your teachers take the lead! This handbook is designed to provide you with information, guidelines, and resources to help you along the way.

If you have any questions, concerns or need assistance, please don't hesitate to reach out to any of our PTSA Executive Committee Members.

Sincerely,

Kelly Boehme  
Carrollwood K-8 PTSA President  
carrollwoodk8ptsa@gmail.com

# Roles & Responsibilities

As a Homeroom Parent, your primary role is to serve as a liaison between the teacher, parents, and the PTSA. Your responsibilities include:

- 1. Communication:** Forward (mainly via group chats) communication from the PTSA to the families in your class, keeping them informed about school activities, events, and volunteer opportunities.
- 2. Assistance:** Assist teachers with classroom needs, such as organizing volunteers and supplies for classroom parties held in December and May.
- 3. Appreciation:** Our teachers work hard to make Carrollwood K-8 an amazing place to learn! Homeroom parents are encouraged, but not required, to facilitate ways to show appreciation to our teachers through a class holiday gift in December and an end of the year gift in May.
- 4. Support PTSA:** Encourage parent participation in PTSA fundraisers and events, such as Hootie Fest.
- 5. Collaboration:** Maintain an open communication with parents and act as a resource for families to learn more about the school.

## Hillsborough County Schools Volunteer Requirement



### Scan the QR Code to Check your Status

*Please make sure you have a valid volunteer form on file through the Hillsborough County site.*

# Communication

## Classroom Communication

Please use the **Parent Communication Form** in your folder to create a group chat for your classroom. This chat will be used to share important updates and information with families.

- You may use **the communication platform** you are most comfortable with. Examples include, group message, GroupMe, Remind, or Bloomz.
- Please let your teachers know which platform you are using to communicate and any messages you plan to send.
- Please **only include parents who indicated on the form** that they would like to be part of the group chat.

## PTSA Communication

This year, the PTSA will communicate with Homeroom Parents through **GroupMe**.

- Please confirm that you received the **GroupMe invitation by 8/20**.
- If you did not receive an invitation, please email [carrollwoodk8ptsa@gmail.com](mailto:carrollwoodk8ptsa@gmail.com)
- The PTSA will share flyers, updates, and important information via GroupMe. We kindly ask that you **forward this information to your classroom parents** using your own group chat.
- Feel free to **ask questions in the PTSA GroupMe**—we're happy to support you and help however we can!

### **Homeroom Parent PTSA GroupMe Information:**

Download the GroupMe App. Look for an invitation to join the Homeroom Parent CK8 PTSA 26-27 GroupMe chat.

# Assistance

## Class Parties & Teacher Support

Homeroom Parents should plan to **meet with their classroom teacher early in the year** to establish expectations, preferences, and communication guidelines. Just remember, helping teachers looks different in each grade level and in each classroom.

### **Classroom Events/Celebrations**

During this meeting, discuss the **two classroom celebrations** typically held in **December** and **May**, including how the teacher would like support.

### **Based on the teacher's guidance, Homeroom Parents may:**

- Create and send out sign-up sheets to families
- Help coordinate approved classroom needs or activities
- Help with bulletin boards or classroom displays
- Make copies or prepare materials at home
- Assist with general classroom needs, as requested by the teacher

Your role is to support the teacher in ways that are helpful and aligned with their classroom preferences.

# Appreciation

## Class Gifts

To show appreciation to our teachers, PTSA recommends doing class gifts twice a year – once in **December** for the holidays and once in **May** to celebrate the end of the school year. Teacher gifts are completely optional.

Participation is completely voluntary and the goal is to keep these efforts simple and inclusive. When requesting donations, please be mindful and respectful and do not suggest or require a specific contribution amount.

During Teacher Appreciation Week, individual or class gifts are not expected. Instead, families are encouraged to participate in the special events and activities organized by the PTSA throughout the week. These shared efforts help create a meaningful and memorable celebration for our teachers and staff without adding pressure on families.

Teachers' "Favorite Things" lists are available in the folder and may be shared with families for reference if they choose to participate.

### Teacher's Favorite Things Lists



**Scan the QR Code to  
Check your Teacher's Favorite Things**

*Note: Please send these lists out to all families*

# Support PTSA

## Events

In addition to sharing information throughout the year via classroom group chats, we also rely on Homeroom Parents to help **support PTSA events**. This includes encouraging families to **sign up to volunteer or participate**, helping ensure each event runs smoothly and successfully.

Below are the key events where classroom support is helpful:

- **Grandparents Day Dinner - *September***
  - Owls buy tickets to attend a dinner with their Grandparents at Chamberlain High school. Volunteers are needed to help serve food. This event is run by the Grandparents Day Committee Chairs
- **Mother Son Kickball – *September***
  - Mother Son Kickball is K-5 event planned by PTSA for mothers and sons to attend. The event includes snacks, kickball events, and fun.
- **Hootie Fest - *November***
  - Hootiefest is the PTSA's primary fundraiser and a fun, carnival-style event for our school community. This event is run by the PTSA board.
- **Holiday Shop - *December***
  - Holiday Shop is a chance for Owls to shop for their families' holiday gifts. Volunteers are needed to help Owls shop and stay within their budget. The shop is run by the Holiday Shop Committee Chairs.
- **Read-A-Thon – *January***
  - Our Read-A-Thon is a new fundraiser that encourages students to build a love of reading while supporting our school during Literacy Week. Students will spend designated time reading at school and work toward individual or classroom reading goals. Families and friends can support students through donations. This event is run by the PTSA Board.

# Support PTSA

## Events

- **Father Daughter Dance – *February***
  - Father Daughter Dance is K-5 event planned by PTSA for fathers and daughters to attend. The event includes picture opportunities, dancing and activities.
- **Multicultural Night - *March***
  - Multicultural Night is an evening school-wide event that celebrates the diverse cultures within our community. The event features food, performances, and grade-level country booths set up around campus. Each booth highlights a different country and offers students the opportunity to learn about traditions, customs, and cultures as they visit throughout the evening. This event is run by the Multicultural Night Committee Chair.
- **PTSA Feathers and Fortune Gala- *March (tentative)***
  - Feathers & Fortune Gala is the PTSA's signature adults-only fundraiser, designed as an elegant *Great Gatsby*-themed evening for parents and supporters to enjoy a night out while giving back to the school community. All proceeds from the gala will directly support a specific school need, jointly identified in advance by the PTSA and school administration.
- **Olympic Day - *April***
  - Owls participate in grade-level events and activities outdoors. This event is run by our PE coaches but PTSA helps to support with parent volunteers.
- **Picnic Under the Pavilion – *April***
  - *Parents have the opportunity to each lunch with their Owls on their assigned day. Families eat lunch under the PE Pavilion. Volunteers are needed to help sign parents in. This event is run by the PTSA Board.*

# Support PTSA

## Events

- Teacher Appreciation Week – *April*
  - This is a week-long celebration organized by the PTSA to show appreciation for our teachers and staff through special treats, meals, and small gifts. Students will also participate by sharing signs of appreciation throughout the week. Volunteers are needed to help support and run the daily activities.

### *On-Going Events:*

- Kindergarten Lunch Helper– *weekly*
  - Volunteers are needed to help assist in the cafeteria opening food items, managing behaviors and enjoying the sweet kindergarten smiles.
- Media Center Volunteer– *weekly*
  - Mrs. Irvin has a sign up for parents to assist with book check out throughout the year and to help with various events.
- Staff Hospitality– *monthly*
  - One Tuesday after school each month, PTSA supplies a snack for the staff meetings. Snacks can be grab-and-go or more elaborate. Volunteers are needed to help distribute snack during the meetings. a month.
- Popcorn Fridays - *monthly*
  - One Friday each month, PTSA will host a popcorn Friday to raise money towards specific events, groups, or an area of need. Parent volunteers are needed to help bag the popcorn, pass out the popcorn, and collect money.
- Middle School Dances – *two per year*
  - Two dances will be held for Middle School students. Parent volunteers are needed to help monitor the event. This is run by the Middle School Committee Chairs.

**\*Note:** SignUpGenius links will be sent via our GroupMe for each event. We ask that you please share these with your classroom families and encourage participation—parent support and volunteer time are vital to the success of our programs and events.

# Support PTSA

## Events: Hootiefest

Hootiefest is the PTSA's primary fundraiser and a fun, carnival-style event for our school community. The event features student performances, bounce houses and slides, raffle baskets, food options, and a variety of game booths.

- **Wristbands** are available for children ages **3 and up** and cost **\$20**. Wristbands provide access to all games, booths, and activities.
- **Food tickets** will also be available for purchase.

### **Homeroom Parent Support**

Homeroom Parents play an important role in making Hootiefest successful by:

- Sharing Hootiefest information with classroom families
- Encouraging raffle basket donations
- Sending out the SignUpGenius created by PTSA for gamebooth\* volunteers

### **Game Booths\***

- The PTSA will provide all game booth activities, prizes and supplies.
- Parents will be responsible for volunteering at the two grade level game booths.

# Volunteer Incentive

Our Volunteer Incentive Program is designed to recognize and celebrate the time and dedication our families generously give throughout the school year.

Volunteer hours are recorded for parents and guardians who sign up and participate in school-sponsored events and activities.

Incentive Requirements:

- **PTSA Member for the current school year**
- **10 documented volunteer hours**

Once a family member meets the requirements, they will be entered into the “**Look Whoo’s Helping**” Raffle. The raffle winner will have the opportunity to choose one of the following prizes:

- (2) Fun Passes to Busch Gardens *or*
- (1) Zoo Tampa Family Pass (Trio)

## Recording Hours: Homeroom Parent

Homeroom Parents are automatically credited with **1 volunteer hour per month**, with the exception of **December and May**. During these two months, Homeroom Parents receive **2 volunteer hours per month** due to their responsibility for organizing and coordinating class parties.

If you provide extra support beyond the monthly responsibilities, you may receive additional volunteer hours. Please send an email with a description of your services and hours spent to:

[carrollwoodk8ptsa@gmail.com](mailto:carrollwoodk8ptsa@gmail.com)

Subject: Attn. Alisha Murray Parent Outreach VP– volunteer hours