

When parents get involved everyone benefits

Getting involved in your child's classroom is one of the best ways you can ensure that your child is getting the most out of his/her education.

Your involvement doesn't just benefit your child. Getting active in your classroom community will have a significant impact on other parents, the teachers and our community.

Our Vision

We envision Classroom Communities where:

- Parents know each other and the students in the classroom.
- Parents support each other and feel encouraged to connect with one another.
- Parents feel some ownership of the broader school community.
- Parents and teachers work hand in hand with one another to create the best possible learning environment for the students.
- A culture of respect, acceptance, inclusivity and involvement is fostered.

As each classroom community consists of many different families, there is no 'one size fits all approach' to building each individual classroom community. Every classroom community will look different.

Enjoy creating yours!

Parkwood Elementary PTA Classroom Communities

Contact and Information

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A Guide for Classroom Parent Involvement at Parkwood Elementary

The Special Role of a Classroom Parent

Parkwood Classroom Parents build strong communication systems, create a positive culture and friendly environment within Parkwood Classrooms and collaborate with the classroom teachers.

General responsibilities include:

- ◆ Keep classroom contact list up to date
- ◆ Join the Parkwood PTA facebook page
- ◆ Introduce yourself to Classroom Teacher
- ◆ Introduce yourself at Curriculum Night
- ◆ Buddy up with other Classroom Parents in your child's grade level
- ◆ Welcome new families (teacher will provide new families' contact information)
- ◆ Coordinate (or find a coordinator) for classroom parties, teacher gifts, classroom food drive, basket raffle, auction and potlucks
- ◆ Coordinate (or find a coordinator) for snacks for the year. Get four to six families to sign up for each week of the month. Pay special attention to MSP dates (Grades 3-6).
- ◆ Collaborate with teacher to determine other needs as necessary.

Note: It is strongly recommended that the Classroom Parent finds different families to coordinate various activities (best done during Curriculum Night). One person can't do all the work, but a community of families easily could!

It takes a village.

A School Year At Parkwood

August	Information about Classroom Communities distributed at Back-to-School BBQ Interested families connected with Sarah Glasser Receive classroom email/phone list
September	Introduction to classroom teacher Speak (10 minutes) at Curriculum Night: Brainstorm ideas for what Classroom Communities could do over the course of the year, spread word about PTA and FAN groups, etc.; update classroom contact list
October	Coordinate/find a coordinator for Halloween party in classroom
November	Organize family potluck or other community building activity within classroom or grade level (flexible times, coordinated with school)
December	Assist with classroom goal of district wide food drive
January	No specific duties (Help coordinate Kindergarten Potluck)
February	Coordinate/find a coordinator for Valentine's Day party within classroom
March	No specific duties
April	Organize family potluck or other community building activity within classroom or grade level (flexible times, coordinated with school) Coordinate basket for basket raffle
May	Organize MSP snacks (3 rd – 6 th only) Spread the word about the school wide Teacher Appreciation Week
June	Teacher gift from class (such as an art project)
Ongoing	Communicate School & PTA Happenings to the families in your classroom Regularly check in with the classroom teacher

Many families are willing to help once they understand what's expected of them. Hopefully the following will help you find parents taking the lead on some of these projects.

How To's!

How to organize a classroom potluck

Coordinate with Office Staff & sign up for an available space. Para-educators can also be coordinated with the Office Staff for childcare if necessary. Send a Potluck Flyer or Evite to everyone on the class list. Collect funds at the Potluck to pay for childcare and give funds to PTA to cut a check. It helps to have a bit of an agenda e.g. introductions; a round about what families would like to get involved in; possibly an activity (e.g. volleyball match between kids and parents in the gym....)

How to organize a classroom party

The two parties that are generally held in the classroom are the Halloween and Valentine's Day parties. Speak with the teacher about 2-3 weeks before the date to determine whether he/she wants a party. Discuss: the best time to hold a party; whether they would like snacks or treats for the party; whether they want an activity and what type; whether parents and siblings were invited.

Send an Evite and flyer (not everyone has email) about 2 weeks prior to the date to all of the parents letting them know of the party and what items are needed. Coordinate parents who can come the day of the party to help set up and clean up.

How to organize a basket raffle

Each year the Parkwood PTA is sponsoring a Silent Auction and Basket Raffle before and during our annual Talent Show. The Basket Raffle and Auction are ways to raise money for our school (field trips, after school programs, teacher grants....)

For the **Basket Raffle**, each grade level is assigned a basket theme and parents of children in that grade are asked to donate an item or two that matches the theme and send it to school. There are donation collection boxes outside of each classroom. Baskets are put together by the PTA (although classroom communities could also do that if they wanted to). Raffle tickets go on sale one week prior to the Talent Show. The night of the Talent Show raffle winners are drawn.

For the **Silent Auction** everyone in the school is also encouraged to donate their skills, expertise and connections to make our Silent Auction a success. The Auction is organized by the PTA.

Classroom community parents help spread the word about the Basket Raffle and the Silent Auction and encourage parents to participate/donate.

How to organize a teacher gift

Parents in your child's classroom may decide to give the teacher a gift at the end of the year as a thank you. It can be something simple like handmade cards or if parents want to chip in together a gift card or other gift. The gift can be given on the last day of school if there is a graduation ceremony.

How to coordinate MSP snacks

The Measurement of Student Progress (MSP) is a series of statewide, mandatory tests administered to all students in 3rd – 6th grade. Each class at these grade levels test for two or three days. Small bottles of water, sliced fruits and vegetables, crackers and cheese and other healthy items help keep students' brains "on" during the tests. Coordinating this task may be as simple as posting a sign up sheet outside the classroom and sending an email encouraging people to participate.