

# Room Parent Handbook

2018-2019 School Year

**WALK.**  
**FOLLOW.**  
**BE LOVED.**  
Ephesians 5:1-2a



**Zion Lutheran School**  
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**Bethalto, Illinois**

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# Room Parents at Zion

Zion Lutheran School has a rich history of academic excellence within the framework of Biblical, Lutheran Christian teaching, equipping students to reflect God's love in life-long service to Him and to others. Our mission statement emphasizes that,

*“Zion Lutheran School is a place where God's love is at work in and through His people. Children grow in their love of learning and in their love for Jesus.”*

As we look at your role as a Room Parent, you too are involved in the instruction of every student enrolled at Zion Lutheran School. By your words and actions you reflect God's love and by your example you equip students for life-long service to Christ and to others. Room Parents at Zion Lutheran School assist their child's teacher with varying tasks throughout the school year, including class parties, field trips, auction projects & graduations.

One parent is designated as the **Lead Room Parent**. This parent will communicate directly with the teacher and coordinate the other room parents for classroom events.

## **Lead Room Parent Responsibilities**

- communicate with the teacher prior to parties
- coordinate the class auction project and basket donation
- purchase a class gift for the teacher and assistant at Christmas (\$2 of the \$5 room parent fee should be spent on this)
- coordinate, arrange, & organize activities with the other room parents--get everyone involved!
- keep track of funds spent and receipts turned in

- communicate with classroom parents regarding parties, graduations, and auction projects

## **Room Parent Responsibilities**

- assist in planning parties
- attend parties to help them run smoothly
- assist with the class auction project and basket donation

Some classes in the past have had success with the room parents each taking charge of one party or the auction projects. Meet together with your fellow room parents to make a plan early in the year! If you are asking for donations, please be sure to ask all classroom parents to make them feel like they are part of the celebration even if they can't attend. Utilize email communication and sign up websites such as Sign Up Genius so that everyone may contribute.

## **Using Your Funds**

Every year at financial registration, \$5.00 is collected from every student for the Room Parent Fund. This money is to be used for class parties and a Christmas gift for the teacher (and assistant if applicable). Three dollars from each student can be used for the parties. Whatever money is not used each year will be rolled over to the next year, but **NO ADDITIONAL** money for parties or gifts should be collected. Any money left at the end of 8th grade can be used to purchase the class gift.

For Kindergarten and Eighth Grade graduations, money has been collected at financial registration to cover the cost of flowers, cake, paper products, and decorations.

For reimbursement, please turn in any receipts to the school office with the reimbursement form completed.

## **Working Together**

Clear, accurate and timely communication between teachers, room parents, and the principal is vital. Everyone needs to know exactly what is expected of them in order for plans to be carried out effectively. The person chiefly responsible for this is the LEAD-ROOM PARENT. All room parents should be as involved as possible in the decisions made for the various activities. It is not intended for the LEAD-ROOM PARENT to do all the work, provide all the ideas, or dictate what should be done. Each parent who volunteers to be a room parent is responsible for living up to that commitment. Other parents are depending on them for their participation.

Room Parents should resist the temptation to outdo the room parents in other classes in their planning and other activities. It is not the expensive or elaborate extras, but the active participation of the parents and the teachers, which make these festive occasions special and fun for the students. We must consider how our actions affect not only the students in the class we are serving but the spirit of the whole school as well.

**On the following pages, please find the page dedicated to your grade for responsibilities regarding parties, the school dinner auction, and graduations.**

# Kindergarten

**Class Parties:** each party should consist of a snack, a game and a craft. Everything that is done during the party needs to reflect our Christian values and reflect the love of Jesus with the students. Remember to pray before eating, and integrate Christ's love in your games and activities. Parties are held from 1:30-3:00 on the day of the party.

## Christmas--December 21, 2018

- Classes often choose to do a ministry project instead of a student gift exchange. This could include purchasing gifts for a child in need, sending cards to shut-ins, or sending a care package to a member of the military.
- The Lead Room Parent should coordinate a class gift for the teacher and assistant. \$2.00 of the \$5.00 room parent fee should be used for these gifts. The total gift money needs to be divided between the teacher and the assistant.
- A keepsake ornament makes a great craft for the Christmas party.

## Valentine's Day--February 14, 2019

- Students should address a Valentine card to every member of the class. The teacher will distribute a list of students' names.

## Easter--April 23, 2019

- Remember to celebrate the resurrection of our Lord at your party

## **PTL Dinner Auction Projects:**

- The room parents are responsible for creating a class project to be sold on the live auction the night of the PTL Dinner Auction. This should be a keepsake item that every student contributes to, for example by painting, fingerprints, handprints, etc.
- Each class is also asked to contribute a basket for the silent auction. Room Parents can ask the class for donations of items or money.

## **Kindergarten Graduation**

\$18.00 has been collected at financial registration to cover flowers, decorations, cake, and paper products. Turn in receipts to the school office for reimbursement.

### **Room parent responsibilities:**

- Order flowers for graduates, principal, teacher, teacher assistant, pastor and guest speaker.
- Arrange for photographer (order one extra group picture for school office/the photographer has provided this free of charge in past years).
- Caps will be ordered through the office.
- Fit gowns and send home one gown with each student, with instructions on care. Gowns are stored in the kindergarten room.
- Decorate for the reception--this includes decorating the tables and the bulletin board at the north end of the fellowship hall.
- Order cake
- Ask kindergarten parents for donations of cookies and punch.
- First grade parents will serve the refreshments at the reception and clean up.

The school will pay for the flowers for the principal, teacher, teacher assistant, pastor and speaker and the diplomas and caps. When you purchase the flowers, please indicate on the form for reimbursement the total amount for graduates paid from the kindergarten graduation fund and the total amount that should be paid by the school.

# First Grade

**Class Parties:** each party should consist of a snack, a game and a craft. Everything that is done during the party needs to reflect our Christian values and reflect the love of Jesus with the students. Remember to pray before eating, and integrate Christ's love in your games and activities. Parties are held from 1:30-3:00 on the day of the party.

## Christmas--December 21, 2018

- Classes often choose to do a ministry project instead of a student gift exchange. This could include purchasing gifts for a child in need, sending cards to shut-ins, or sending a care package to a member of the military.
- The Lead Room Parent should coordinate a class gift for the teacher and assistant. \$2.00 of the \$5.00 room parent fee should be used for these gifts. The total gift money needs to be divided between the teacher and the assistant.
- A keepsake ornament makes a great craft for the Christmas party.

## Valentine's Day--February 14, 2019

- Students should address a Valentine card to every member of the class. The teacher will distribute a list of students' names.

## Easter--April 23, 2019

- Remember to celebrate the resurrection of our Lord at your party

## **PTL Dinner Auction Projects:**

- The room parents are responsible for creating a class project to be sold on the live auction the night of the PTL Dinner Auction. This should be a keepsake item that every student contributes to, for example by painting, fingerprints, handprints, etc.
- Each class is also asked to contribute a basket for the silent auction. Room Parents can ask the class for donations of items or money.

## **Kindergarten Graduation**

The Lead Room Parent should coordinate First Grade parents to serve refreshments at the graduation reception and clean up.

# Second Grade

**Class Parties:** each party should consist of a snack, a game and a craft. Everything that is done during the party needs to reflect our Christian values and reflect the love of Jesus with the students. Remember to pray before eating, and integrate Christ's love in your games and activities. Parties are held from 1:30-3:00 on the day of the party.

## Christmas--December 21, 2018

- Classes often choose to do a ministry project instead of a student gift exchange. This could include purchasing gifts for a child in need, sending cards to shut-ins, or sending a care package to a member of the military.
- The Lead Room Parent should coordinate a class gift for the teacher.. \$2.00 of the \$5.00 room parent fee should be used for the gift.
- A keepsake ornament makes a great craft for the Christmas party.

## Valentine's Day--February 14, 2019

- Students should address a Valentine card to every member of the class. The teacher will distribute a list of students' names.

## Easter--April 23, 2019

- Remember to celebrate the resurrection of our Lord at your party

## **PTL Dinner Auction Projects:**

- The room parents are responsible for creating a class project to be sold on the live auction the night of the PTL Dinner Auction. This should be a keepsake item that every student contributes to, for example by painting, fingerprints, handprints, etc.
- Each class is also asked to contribute a basket for the silent auction. Room Parents can ask the class for donations of items or money.



# Third Grade

**Class Parties:** each party should consist of a snack, a game and a craft. Everything that is done during the party needs to reflect our Christian values and reflect the love of Jesus with the students. Remember to pray before eating, and integrate Christ's love in your games and activities. Parties are held from 1:30-3:00 on the day of the party.

## Christmas--December 21, 2018

- Classes often choose to do a ministry project instead of a student gift exchange. This could include purchasing gifts for a child in need, sending cards to shut-ins, or sending a care package to a member of the military.
- The Lead Room Parent should coordinate a class gift for the teacher. \$2.00 of the \$5.00 room parent fee should be used for the gift.
- A keepsake ornament makes a great craft for the Christmas party.

## Valentine's Day--February 14, 2019 (This party is optional at the teacher's discretion. Check with your teacher prior to planning.)

- Students should address a Valentine card to every member of the class. The teacher will distribute a list of students' names.

## Easter--April 23, 2019

- Remember to celebrate the resurrection of our Lord at your party

## PTL Dinner Auction Projects:

- The room parents are responsible for creating a class project to be sold on the live auction the night of the PTL Dinner Auction. This should be a keepsake item that every student contributes to, for example by painting, fingerprints, handprints, etc.
- Each class is also asked to contribute a basket for the silent auction. Room Parents can ask the class for donations of items or money.

# Fourth Grade

**Class Parties:** each party should consist of a snack, a game and a craft. Everything that is done during the party needs to reflect our Christian values and reflect the love of Jesus with the students. Remember to pray before eating, and integrate Christ's love in your games and activities. Parties are held from 1:30-3:00 on the day of the party.

## Christmas--December 21, 2018

- Classes often choose to do a ministry project instead of a student gift exchange. This could include purchasing gifts for a child in need, sending cards to shut-ins, or sending a care package to a member of the military.
- The Lead Room Parent should coordinate a class gift for the teacher. \$2.00 of the \$5.00 room parent fee should be used for the gift.
- A keepsake ornament makes a great craft for the Christmas party.

## Valentine's Day--February 14, 2019 (This party is optional at the teacher's discretion. Check with your teacher prior to planning.)

- Students should address a Valentine card to every member of the class. The teacher will distribute a list of students' names.

## Easter--April 23, 2019

- Remember to celebrate the resurrection of our Lord at your party

## **PTL Dinner Auction Projects:**

- The room parents are responsible for creating a class project to be sold on the live auction the night of the PTL Dinner Auction. This should be a keepsake item that every student contributes to, for example by painting, fingerprints, handprints, etc.
- Each class is also asked to contribute a basket for the silent auction. Room Parents can ask the class for donations of items or money.

# Fifth Grade

**Class Parties:** each party should consist of a snack, a game and a craft. Everything that is done during the party needs to reflect our Christian values and reflect the love of Jesus with the students. Remember to pray before eating, and integrate Christ's love in your games and activities. Parties are held from 1:30-3:00 on the day of the party.

## Christmas--December 21, 2018

- Classes often choose to do a ministry project instead of a student gift exchange. This could include purchasing gifts for a child in need, sending cards to shut-ins, or sending a care package to a member of the military.
- The Lead Room Parent should coordinate a class gift for the teacher. \$2.00 of the \$5.00 room parent fee should be used for the gift.
- A keepsake ornament makes a great craft for the Christmas party.

## Valentine's Day--February 14, 2019 (This party is optional at the teacher's discretion. Check with your teacher prior to planning.)

- Students should address a Valentine card to every member of the class. The teacher will distribute a list of students' names.

## Easter--April 23, 2019

- Remember to celebrate the resurrection of our Lord at your party

## **PTL Dinner Auction Projects:**

- The room parents are responsible for creating a class project to be sold on the live auction the night of the PTL Dinner Auction. This should be a keepsake item that every student contributes to, for example by painting, fingerprints, handprints, etc.
- Each class is also asked to contribute a basket for the silent auction. Room Parents can ask the class for donations of items or money.

# Sixth Grade

**Class Parties:** each party should consist of a snack and an activity. Everything that is done during the party needs to reflect our Christian values and reflect the love of Jesus with the students. Remember to pray before eating, and integrate Christ's love in your games and activities. Parties are held from 1:30-3:00 on the day of the party.

## Christmas--December 21, 2018

- Classes often choose to do a ministry project instead of a student gift exchange. This could include purchasing gifts for a child in need, sending cards to shut-ins, or sending a care package to a member of the military.
- The Lead Room Parent should coordinate a class gift for the teacher. \$2.00 of the \$5.00 room parent fee should be used for the gift.
- A keepsake ornament makes a great craft for the Christmas party.

## Easter--April 23, 2019

- Remember to celebrate the resurrection of our Lord at your party

## PTL Dinner Auction Projects:

- The room parents are responsible for creating a class project to be sold on the live auction the night of the PTL Dinner Auction. This should be a keepsake item that every student contributes to, for example by painting, fingerprints, handprints, etc.
- Each class is also asked to contribute a basket for the silent auction. Room Parents can ask the class for donations of items or money.

## Eighth Grade Graduation:

- Order cake and purchase paper products
- Ask 6th grade parents for donations of cookies and punch
- Help 7th grade parents with decorations
- Set up and clean up
- Coordinate money spent with 7th & 8th Grade Lead Room Parents. \$30 was collected at financial registration for graduation expenses.

# Seventh Grade

**Class Parties:** each party should consist of a snack and an activity. Everything that is done during the party needs to reflect our Christian values and reflect the love of Jesus with the students. Remember to pray before eating, and integrate Christ's love in your games and activities. Parties are held from 1:30-3:00 on the day of the party.

## Christmas--December 21, 2018

- Classes often choose to do a ministry project instead of a student gift exchange. This could include purchasing gifts for a child in need, sending cards to shut-ins, or sending a care package to a member of the military.
- The Lead Room Parent should coordinate a class gift for the teacher. \$2.00 of the \$5.00 room parent fee should be used for the gift.
- A keepsake ornament makes a great craft for the Christmas party.

## Easter--April 23, 2019

- Remember to celebrate the resurrection of our Lord at your party

## **PTL Dinner Auction Projects:**

- The room parents are responsible for creating a class project to be sold on the live auction the night of the PTL Dinner Auction. This should be a keepsake item that every student contributes to, for example by painting, fingerprints, handprints, etc.
- Each class is also asked to contribute a basket for the silent auction. Room Parents can ask the class for donations of items or money.

## **Eighth Grade Graduation:**

- Buy decorations and decorate the fellowship hall on the afternoon of graduation; this includes the bulletin board at the north end of the fellowship hall.
- Purchase or make a gift for each graduate
- Set up and clean up
- Coordinate money spent with 6th & 8th Grade Lead Room Parent. \$30 was collected at financial registration for graduation expenses.
- Plan for 175 people; each graduate should have a table.

# Eighth Grade

**Class Parties:** each party should consist of a snack and an activity. Everything that is done during the party needs to reflect our Christian values and reflect the love of Jesus with the students. Remember to pray before eating, and integrate Christ's love in your games and activities. Parties are held from 1:30-3:00 on the day of the party.

## Christmas--December 21, 2018

- Classes often choose to do a ministry project instead of a student gift exchange. This could include purchasing gifts for a child in need, sending cards to shut-ins, or sending a care package to a member of the military.
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## Easter--April 23, 2019

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## **PTL Dinner Auction Projects:**

- The room parents are responsible for creating a class project to be sold on the live auction the night of the PTL Dinner Auction. This should be a keepsake item that every student contributes to, for example by painting, fingerprints, handprints, etc.
- Each class is also asked to contribute a basket for the silent auction. Room Parents can ask the class for donations of items or money.

## **Eighth Grade Graduation:**

- Order flowers for graduates, principal, teachers, pastors, and guest speaker. The school will pay for the flowers for the Zion faculty. Indicate the amount on your reimbursement form.
- Arrange for a photographer, order an extra group picture for the school. (Photographer may provide this for free.)
- Coordinate the Class Gift. This is a gift to the school from the graduating class. Work with the 8th grade teacher on this and use any leftover money from the Room Parent fund first.

## **Field Trips at Zion Lutheran School**

At Zion we try to intentionally create opportunities for the children to learn both inside and outside the classroom. Class Field Trips are a great way for the students to grow in their understanding of their world. Teachers are encouraged to plan Field Trips throughout the school year. Each teacher will organize and prepare for the field trip by completing the proper paperwork from the school office.

Although the preparation for Field Trips is the responsibility of the teacher, the Lead-Room Parent may be asked to assist the teacher with some of the arrangements.

School Board Policy mandates that,

- The Principal shall approve all Field Trips.
- All Field Trips must be and show an academic, social, emotional, and psychological benefit to the student.
- All students must ride a school bus or cars with approved and designated drivers to and from a field trip.
- Only students who have a signed permission slip will be allowed to participate on the designated field trip.
- If only a bus is taken, all approved and designated parents/guardians going on a field trip with their child's class are required to ride on the arranged bus transportation with the students. No private vehicles are allowed to follow.
- Parents who attend any field trip MAY NOT bring their student's younger siblings and are asked not to use their cell phones except in an emergency.

**\*\*From time to time an exception is made and parents are permitted to drive on field trips. In Fall of each school year, Metro East Lutheran High School sponsors a 3rd and 4th Grade Field Day. This Field Day is an example of an exception for which parents are permitted to drive to Metro East Lutheran High School and be a part of this special day with their son or daughter. This exception allows more parents to participate and observe activities within their schedule, plus see MELHS Christian campus. All students must ride the bus to and from this field trip to Metro East Lutheran High School.**

## **Chaperone Responsibilities**

- Watching and staying with the total assigned group of children at all times( on the bus, at the destination, during lunch, and so on). As a chaperone you are an extension of the teacher.
- Helping their group participate in any activities that might be involved on the field trip.
- Totally support the teacher's instruction and make sure that all of the instructions are carried out. If there is a conflict, wait and talk to the teacher privately after the Field Trip is over.
- Please do not purchase items for your child or for the children in your group. This may put the other chaperones on the trip in an uncomfortable position.
- Require that the students in your care display and show proper conduct as guests in any facility.
  - Every student and chaperone is representing Jesus Christ
  - Every student and chaperone is also representing Zion Lutheran School
- If a particular student finds it difficult to maintain a respectful attitude after being instructed several times by the chaperone, it is necessary for the chaperone to let the teacher know.
- It is the teacher's responsibility to, if necessary, discipline a child. Under no circumstance should a chaperone ever physically discipline a child on a field trip.