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WELCOME

WELCOME ROOM REPRESENTATIVES!

Thank you for volunteering for this important role. In the coming year, you will get to know your teacher, all the children in your classroom, and their families.

As a Room Representative, your goal is to create an inclusive and welcoming school climate at Alki Elementary by strengthening family to family partnerships within your classroom. You and your teacher will coordinate efforts to extend opportunities to each family to engage in their child's education in meaningful ways.

We offer this guidebook to illustrate what the coming year may look like, and to introduce various templates and tools you can use to manage the tasks that support your classroom. Alki Elementary appreciates your time and commitment, and will support you during the school year as needed.



Melissa Spiker
Room Representative Coordinator (2019)

Every child's family deserves an opportunity to engage in their child's education.





THE PROGRAM

PROGRAM VISION STATEMENT

The goal of this program is to support Alki's family/school partnerships. Stakeholders include teachers, students, and families. Each class will have a unique process that is outlined by the teacher at the beginning of the year. However, all Room Representatives will support family to family relationships within your classrooms and grade bands in similar ways.

SETTING THE STAGE FOR SUCCESS

At the start of the school year, teachers and students are getting acquainted and preparing for a successful year. Similarly, Room Representatives will create a welcoming environment for families in their classrooms, a peer-to-peer approach. Soon after Curriculum Night, October 17, 2019, an introductory letter to the program and yourself will be sent to all families. We have provided an editable sample letter for your use in the Templates section of the guidebook.



MANY HANDS MAKE LIGHT WORK

Room Representatives enlist the help of families and are able to delegate responsibilities. You are not expected to shoulder the brunt of work. In fact, doing so undermines the program's intent of being inclusive and far-reaching to all families.



ROOM REPRESENTATIVE ORIENTATION

Please plan on coming to the orientation in our new Family Resource Center, located in P2, on September 27, 2019 at 8. Hosted by this year's Program Coordinator, Mel Spiker, the orientation will layout a suggested timeline for performing specific tasks and explain how building a strong network of families within your class can lead to school improvements and improve our school climate.

VOLUNTEERING WITH SEATTLE PUBLIC SCHOOLS



Seattle Public Schools requires background checks and certain personal information to safeguard our children. Please watch the [Adult Sexual Misconduct Prevention](#) online training video. This 17-minute online training provides volunteers and community partners with information about sexual misconduct, as well as guidance on appropriate adult/student intervention.

At the end of the course, you will be asked to enter the following information:

- ☆ Your name
- ☆ Your school's name
- ☆ Organizational affiliation (if any)

You will receive an email confirmation titled "Automated Email Response" from webmaster@seattleschools.org when completed. If you do not receive this email, please check your bulk mail or junk mail folders.



After completion of the course, you can fill out the following forms in the following order to be vested as a volunteer with SPS. First, complete the [2019/2020 SPS Volunteer Application](#). Parents wishing to chaperone K-12 day and overnight field trips need to submit the [Safety & Student Supervision Guidelines Application](#). And finally, if you will be providing transportation to field trips or events, fill out the [Driver Checklist for Volunteers](#).





THE TEACHER

MUTUAL PURPOSE AND RESPECT



Room Representatives and teachers meet with a mutual purpose and respect. Benefitting the children should be at the center of all efforts. Laying this foundation creates a safe space to do the work.

This program is teacher driven. Every teacher has different needs and philosophies to consider during the school year partnership. Setting up a time to meet and talk to your teacher about their plans and ideas for the coming year is an important step in the process.

MEET AND GREET WITH TEACHER

When you meet with your teacher, bring this guidebook for reference. Spend a few minutes sharing something about yourself or family and ask about the teacher's experience and goals for the year. Specifically, ask about their preferred approach to working with a Room Representative and what their preferred method of communication will be for the year. We have provided an outline of questions to help you stay on topic, and a Teacher's Favorites form so class gifts are meaningful and based on personal preferences.



CURRICULUM NIGHT PRESENTATION

You'll have an opportunity to introduce yourself to families on Curriculum night with a 2-3 minute presentation. Ask your teacher's preferences for placing the roster, signups, and handouts. You can refer to the Curriculum Night Checklist and Agenda to prepare for your presentation.

VOLUNTEERING IN THE CLASSROOM

Talk with your teacher about the volunteering options that will be available in the classroom for families. These may include, but are not limited to:

- Helping students pick out books in the library.
- Making a bulletin board.
- Helping with photocopies.
- Assisting with classroom presentations.
- Sorting classroom supplies.
- Reading stories related to curriculum.
- One-on-one tutoring.
- Coordinating class parties.
- Organizing class library.
- Supporting a lesson plan as a guest speaker.
- Assisting with a book fair.

CLASS ROSTER

Ask if your teacher has started a class roster. If they have one, ask for a copy of it so families that are listed won't have to sign up twice at Curriculum night.



CLASS CALENDAR

Make sure to mark important dates on a calendar, including opportunities for families to get involved with classroom activities, including:

- Class parties
- Testing dates
- Field trips
- Volunteering needs
- Chaperoning needs
- Family engagement opportunities





THE CLASS

INTRODUCTION TO FAMILIES

Your introductory letter should include a form for families to join the class roster and school directory, if they haven't already. **In your letter, mention that the class roster is confidential and published for use within the classroom only.** If they would like their names included in the school directory, ask that they check the box on the contact sheet. This will keep them informed about school events and information. After adding them to your roster, drop the form into the PTA drop box next to the copier so they can be added to the school directory. You can use the form provided in the guidebook.

The Program Coordinator, Mel Spiker, will let you know if your class has English Second Language (ESL) or English Language Learners (ELL) families this year. If so, it is the program's goal to greet all families in their home language. Please forward your communications to the Program Coordinator for translation services.

CLASS FUNDS

Class funds are used to purchase class gifts (holiday season and at end of the year), and may be used to purchase class party supplies. ***Please be sure to communicate that the donation is not mandatory, and that any gift or supplies purchased for the teacher or students will be from or for the entire class.*** The class funds should not be substantial, and requested donation for the year should be around \$10 - \$20 per family. A budget template is included in the Template and Forms section.



FAMILY RESOURCE CENTER CLASS BINDER

All families do not consider email as their preferred communication method. A family's chosen form of communication should be respected and readily made available to them. For families that prefer to communicate via handwritten notes or hardcopy signup sheets the family resource center will serve as their communication hub. Each class will have a binder with their class calendar, budget for class funds and expenditures, signups for volunteer opportunities and a Q&A form to facilitate 2-way communications. Please check your class binder on a rotating basis.

PHOTOS FOR YEARBOOK

Remember to arrange for someone to snap photos of classroom events, outings, pot lucks, and playdates for the Yearbook Committee to include in the Yearbook.

Mel Spiker will touch base on these subjects and others during the Orientation on September 27, 2019.



THE PTA

PTA's ROLE IN THE PROGRAM

This program is not geared for PTA's use to bridge gaps in fundraising or volunteering efforts. It is geared to assist classrooms with creating an inclusive and welcoming environment, where all families are encouraged to participate in their child's education in meaningful ways.

Mel Spiker is this year's Program Coordinator, and a member of the Executive Board of the PTA. As needed, she will coordinate with Rena, Davina Dilley (Teacher Representative) and the Board to answer questions that come up during the school year. The coordinator may collaborate with board members if a class needs assistance with meeting volunteering needs or closing any funding gaps.

Since stakeholders are teachers, families and students, the coordinator may share success stories with the community via Currents articles or status reports at PTA meetings.

FOR THE BENEFIT OF ALL CHILDREN

At times, Room Representatives will be asked to contact parents regarding important events that benefit all children at Alki. Please be sure to share links to the [Alki PTA website](#) and [Facebook](#) page so families can stay current on important topics and school events.





TEMPLATES

INTRODUCTION LETTER

Feel free to edit this sample letter to send to families to introduce yourself and the plan for the coming year.

CONTACT SHEET

Send this form with your introduction letter for families to provide their contact information for the class roster and/or school directory.

TEACHER'S FAVORITES

Give this form to your teacher to learn their favorite things to help with selecting an appropriate gift to show your class' appreciation.

PARTY PLANNER

All families aren't online; to reach all families use this Party Planner sheet to post in the Family Resource Center so families can add their availability and contributions.

The form is titled "Party" and includes fields for "Teacher's Name" and "Room/Period". It features several sections:

- FOOD ITEMS:** A table with columns for "Food Item", "Quantity", and "Notes". Rows are labeled "Pie (2)", "Vegetable (1 or 2)", "Finger Food (1 or 2)", and "Cups, Plates & Napkins".
- DESCRIPTION OF CRAFT:** A text area for describing the craft project.
- CRAFT SUPPLY LIST:** A table for listing materials.
- PARTY VOLUNTEERS:** A table for recording volunteer names and times.

At the bottom, there are checkboxes for "Upstate Class Budget" and "Parent to experience@k12up.edu", and a thank-you note: "Thanks for your support! If you have any questions, please call OR email: _____ @ _____".



THANK YOU CARDS

Feel free to use this template to show your appreciation to your volunteers.

BUDGET FOR CLASS FUNDS

Use this simple form to share with parents how class funds are spent.

CURRICULUM NIGHT CHECKLIST & AGENDA

Use this checklist of items to be sure you have everything you need on hand at Curriculum Night.

REQUESTS FOR REIMBURSEMENT

Form required for getting reimbursed by Alki PTA for expenses you've made out of pocket.

