

Thomas Jefferson Classroom Parent Guidelines

To ensure consistency across all classrooms, the following guidelines outline the role and responsibilities of classroom parents throughout the school year.

1. Selection of Classroom Parent

- Classroom parents will be **selected on a first come, first serve basis** at the start of the school year.
- The target is for each class to have 2 classroom parents.
- Parents can be a classroom parent for 1 class each year, unless there are no other volunteers and there's interest in leading a 2nd classroom.

2. Classroom Parties

Classroom parents should make every effort to coordinate **2 parties per school year**:

- **Holiday/Winter Celebration**
- **End of Year**
- Classroom parents coordinate with the teacher on timing, number of additional parent volunteers, activities, and needs for each party.
- Parties should remain simple, inclusive, and fun, with the focus on students celebrating together.
- The PTO will provide room parents with a stipend to cover the cost of supplies for parties up to \$100.

3. Teacher Appreciation & Gifts

- **Teacher Appreciation Week** is organized and funded by the PTO. Classroom parents should not request additional donations for this.
- **Non-monetary tokens of appreciation** (e.g., handmade notes, class card, photo collage, etc.) may be coordinated by classroom parents if there is interest.
- **Small monetary collections are allowed only twice per year** for:
 - **Holiday gift**
 - **End of Year gift**
- Gift contributions are optional and participation is voluntary, however gifts should be presented from the whole class.

4. Donations & Supply Requests

- Classroom parents **should not request classroom supply donations** (e.g., tissues, wipes, pencils). Teachers should direct any supply needs to the school office or PTO.

5. Communication

- Classroom parents serve as a **liaison between the teacher, families, and PTO**.
- Responsibilities include:
 - Sharing PTO announcements and event reminders.
 - Supporting clear, timely communication about classroom celebrations and activities.
 - Keeping all messaging inclusive, respectful, and welcoming of diverse family circumstances.
 - Have your information and profile up-to-date in the TJ PTO **Directory** on tjpto.org so parents in the class can find your contact info.

6. General Responsibilities

- Help coordinate volunteers for classroom events (if requested by the teacher).
- Support classroom activities in ways that align with teacher direction and school policies.
- Respect the privacy of class families and use contact information only for school-related communication.