



CATHEDRAL SCHOOL

Room Parent Information and Guidelines 2019-2020

A Room Parent is a parent volunteer whose role is to support the teacher and act as a liaison between the Parents' Association and the parents for their designated class. Teachers may call upon Room Parents to help with tasks that may arise through the year.

Volunteers are assigned to specific events by class, and parents are encouraged to sign up for their class event(s). The Volunteer Coordinator will be responsible for working with the room parents to coordinate volunteers for staff events during the school year. The Room Parent is also expected provide support to the volunteer coordinator and event chair by encouraging parents to sign up for as well as participate in Cathedral School events. Our goal for the school is 100% participation from each family.

Events

September 6, 2019	Back to School Family Celebration (3 rd & 6 th Grade)
September 27, 2019	Run for Cathedral Jog-A-Thon
October 26, 2019	Celebrate Cathedral
October 28-November 8, 2019	Wreath Sale
January 29, 2020	Special Friends' Breakfast and Mass (1 st and 5 th Grade)
March 9-13, 2020	Scholastic Book Fair (2 nd and 7 th Grade)
March 13, 2020	Pastries with Parents
April 20-23, 2020	Art Show Set Up (Pre-K and 4 th Grade)
April 12, 2020	April in Paris(h)
April 12, 2020	April in Paris(h) Volunteers (K and 8 th Grade)
May 5, 2020	First Communion Reception (3 rd Grade)
May 6-10, 2020	Staff Appreciation Week
June 9, 2020	8 th Grade Graduation
June 9, 2020	8 th Grade Graduation Servers (7 th Grade)

1. **Teacher/Room Parent Meeting** - A meeting is scheduled on the last Thursday in August with the classroom teacher to go over the needs for the year. Discuss the teacher's expectations for Room Parents and the most efficient means of communication and division of labor among the Room Parents.
2. **Class Parties** - This is an important topic to discuss with the teacher. Some teachers prefer to direct the party. Others like to open party planning up to the volunteers and be copied on the plans for the event.

Each class has **three** designated parties per school year:

- Halloween, Christmas, and Valentine's Day, which are to be held the last hour of the school day.

- Plan your communication well in advance of the parties. Make sure to direct volunteers to Volgistics to sign up for the parties. Volgistics is setup with ten slots per party. Please add specifics such as: crafts, drinks, snacks, etc... for parents to volunteer. Contact Volunteer Coordinator (not Mrs. Hatley) to add your specifics.
3. **Communication For Events** - Communicate well in advance with parents in your class for each event as well as your specific even and encourage them to sign up to volunteer.
- Cathedral uses Volgistics for all volunteer opportunities. All volunteer spots will be entered into the system. Once someone is signed up for an event, h/she can setup reminders to be sent via email/text or both.
 - It is our goal each fall to have all volunteer opportunities in the Volgistics system early! Class parties have already been entered, and, provided they've met their *Called to Protect* and background check requirements, volunteers can sign up now... no need to wait.
 - Mrs. Hatley will send an email with all the login information but as a reminder here is how to sign into Volgistics for the first time: *Click on this link: VicNet This will take you to VicNet, the Volgistics volunteer portal. Click on Need a Password? (If you are on your smartphone you may not see this option. In this case first click on the Full-site button.) This will take you to a page where you will enter your email address. Volgistics will send a password link to you via email.*
4. **General Email Guidelines** - Good communication with parents begins with accurate contact information. The best way for us to work together is through a single system and so we're asking you to follow these guidelines as much as possible:
- Send communications **through your classroom teacher**. Our teachers check for accuracy in both information and contacts.
 - There are times when Room Parents will need to send emails to specific parents in the class from home. Use the email addresses published in the school directory.
5. **Teacher/Staff birthdays** are planned for either right after drop-off, 8:10AM or the last 10 minutes of the school day. Please discuss this time with your teacher to see what works best for their schedule. (Please do not interrupt daily instruction for surprise teacher birthday's.)

Each year the parents and students remember the teacher in a variety of ways during special events and on special occasions. We are asking that the parents and students also remember additional staff members that tend to be overlooked or forgotten. The following list designates Faculty and Staff members to remember throughout the year. Students are encouraged to make cards, sign a card, or bring in flowers for staff birthdays. Thank you very much in helping us support our outstanding staff at Cathedral School.

6. **Specific** Parent Association Event Assignments

Back to School Family Celebration	3 rd and 6 th grade
Special Friends' Breakfast	1 st and 5 th grade
Art Show setup	Pre-K and 4 th grade
April in Paris(h)- volunteers	K and 8 th grade
Book Fair	2 nd and 7 th grade
First Communion Reception	3 rd grade
Graduation Reception- servers	7 th grade

Faculty and Staff Birthdays:

Pre-K –	Ms. Cavill, Pre-K Teacher, Dec. 29 th Mrs. Cardoza, Instructional Assistant, Oct. 1 st
Kindergarten –	Mrs. Gobel, Kindergarten Teacher, Dec. 7 th Ms. Murphy, Instructional Assistant, June 1 st Ms. De Clercq, Receptionist, Nov. 29 th
1 st Grade –	Mrs. Kilkenny, 1 st grade Teacher, May 13 th Miss Rinier, Instructional Assistant, June 2 nd Mrs. English, Music Teacher, Oct. 5 th
2 nd Grade –	Miss McCool, 2 nd grade Teacher, April 21 st Mrs. Campbell, Instructional Assistant, April 2 nd Mrs. Marrs, Art Teacher, July 22 nd
3 rd Grade –	Mrs. Trachtenberg, 3 rd grade Teacher, Feb. 6 th Ms. Larson, 3 rd grade Instructional Assistant, July 9 th Mr. Russell, Maintenance, Oct. 20 th
4 th Grade –	Mrs. Niedermeyer, Instructional Assistant, Sept. 29 th Miss Anneberg, 4 th grade Teacher, June 28 th Mrs. Hatley, Admin Assistant, Aug. 7 th
5 th Grade –	Miss Harrington, 5 th grade Teacher, Nov. 16 th Miss Mecham, Librarian, April 2 nd Mrs. Odenthal, Instructional Assistant, Aug. 26 th
6 th Grade –	Mrs. Aguon, 6 th grade Teacher, July 19 th Mr. Nadalsky, PE/Health Teacher, Feb. 6 th Miss Muth, 6 th grade Teacher, Sept. 15 th
7 th Grade –	Mr. Overley, 7 th grade Teacher, Aug. 23 rd Mrs. Walker, Spanish Teacher, May 1 st Mrs. Overbay, Business Manager, Feb. 15 th
8 th Grade –	Mr. Burns, 8 th grade Teacher, May 14 th Mrs. Ficklin, 8 th grade Teacher, April 9 th Msgr. Brennan, Pastor, June 6 th