



Our Lady Star of the Sea School
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OLSS School Room Parent Guidelines, 2024 - 2025

Room parents serve as the classroom liaison between the teachers and parents. This position helps the teachers facilitate classroom activities throughout the school, provide additional communication with families for volunteer opportunities, coordinate teacher/staff birthday celebrations, and more.

In order to ensure all classrooms have equal support and school/ADW policies are followed, these guidelines have been established and are required to be followed.

Criteria:

- All room parents must have completed required steps of the ADW Virtus Child Protection Program.
- ALL communications (emails, flyers, etc) must be approved by Mrs. Thompson before being sent.
- Homeroom teacher must be CC'd on ALL communication with parents (not including teachers/aids birthday, please CC school office)
- Room Parent Coordinator must be CC'd on all emails:
olsssroomparentcoordinator@gmail.com
- Approved email templates will be provided for common events and MUST be used without modification.
- There will be 1 room parent per class/grade. If additional help is needed the room parent can request help from the other parents of the class.

Responsibilities:

- Maintain regular communication with respective teacher. If communication is not regular/received from teacher the room parent may be relieved from position.
- Provide/coordinate teacher assistance as needed in and outside the classroom.
- Plan and prepare all classroom celebrations in coordination with the respective teacher.
- Confirm with the office that all volunteers have completed VIRTUS before they can volunteer in the classroom.
- Arrange birthday gifts/celebrations for respective teachers, aid, and assigned staff member.
- Have regular communication with ALL class parents about scheduled class events, gifts, etc.
- Coordinate donations (preferably using sign-up) from class families if teachers require certain materials for class project/activity

Holiday/Celebrations:

- All Saints Day
- Christmas/Advent
- Valentines Day
- 100th Day of School
- End of the Year

Teachers have the authority to choose to not celebrate certain holidays or may host other celebrations throughout the year as they wish to share with their class.

Reminders:

Please respect the privacy of all classroom families. When sending out mass emails, blind copy (BCC) all email addresses.

When requesting donations, materials, etc. you can NOT request monetary donations. If a parents asks if they may send in money to assist with donations that is acceptable, but no specific amount is allowed to be requested.

Please consider timeliness of requests for donations. If all required materials/money is not received via donations for a class event, please do not feel obligated to offset with your own donation. Reach out to the Room Parent Coordinator and respective teacher as soon as possible. The HSA will try to help offset the remaining items needed.

Do not accept ANY sort of harassment from any parent/guardian or feel obligated to deal with any complaints about school events or procedures. In the case of either or any other uncomfortable situations, contact the office/Mrs. Thompson as soon as possible.

A "Favorite Things" sheet will be provided to you for your teacher, aid and assigned staff member.

If you have any questions or concerns with these guidelines, please reach out to the Room Parent Coordinator at olsssroomparentcoordinator@gmail.com and the School Office.