

# **Serene Hills Elementary**

**Homeroom Parent**

**Handbook**

**2021-2022**



**Parents and Teachers  
Working Together for the  
Best Year Possible**

Thank you so much for volunteering to be a Homeroom Parent in your child's classroom this year! This packet has been put together for you to reference throughout the year. The information in this packet can be found on our PTO Website.

<https://www.serenehillspto.org/shevolunteer>

We are so excited about your participation and want you to know that you play a vital role in our school. We appreciate you giving your time and talents to this very important job. We hope this handbook helps clarify your role as a Homeroom Parent. We also encourage you to attend one General PTO meeting this year. It's a great opportunity to see what is going on at the school and give much needed parent feedback.

## **SHE HOME ROOM PARENT DUTIES**

### **Homeroom Parent Responsibilities**

- Communicate with the Teacher
- Communicate with the class parents – done through Konstella
- Communicate with the PTO Volunteer Coordinator – passing on SHE Administration and PTO information to parents through Konstella (less this year)
- Organization of any Classroom Parties and other School Events such as Carnival and Track and Field Day if they occur
- Organize class gifts for Teachers (Birthday, Holiday, and EOY)
- Organize efforts for Teacher Appreciation Week
- Be a Positive Role Model by keeping things upbeat and positive at all times
- Responsible for decorating classroom door throughout the year (4 times minimum)

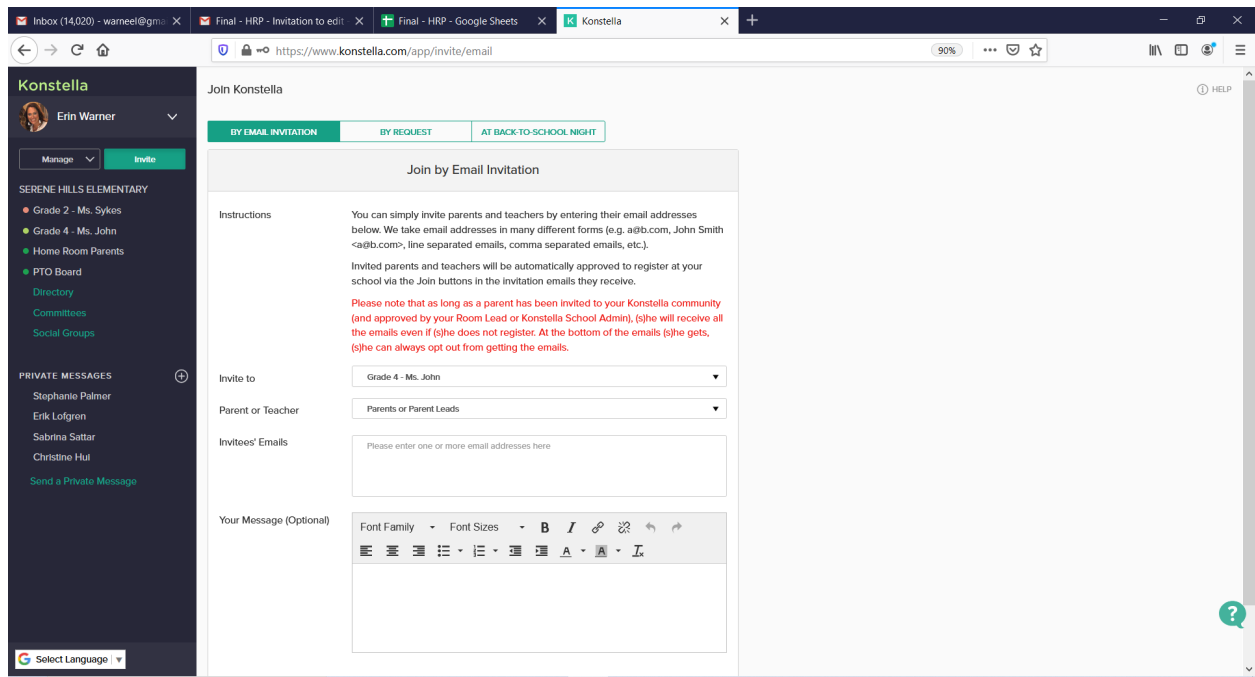
## Homeroom Parent Guidelines

1. Meet with your teacher as early as possible to get an understanding of what is expected of you and the classroom assistance that will be needed. You may be meeting with the whole Grade level HRP's if teachers set it up that way.
2. Get a contact list from your teacher with parent information such as email address and ensure all parents have been invited to Konstella. Parents will have the opportunity to register and add phone numbers, etc so that other parents can reach out. This replaces a class contact list.
3. If parents have not registered on Konstella, follow the instructions below on how to add parents into the classroom.
4. Make Parent contact through Konstella by sending an introduction letter provided to you by the PTO (which can be tailored to your specific classroom). This letter will lay out the school year for parents and will also help in the explanation of donations throughout the year.
5. Home Room Parents are asked to make an effort to include all parents who wish to volunteer for the homeroom in all phases of planning for classroom events.
6. Follow all regulated policies, guidelines and procedures such as Texas Rules and Guidelines, LTISD Rules and Policies, SHE Rules and Policies, SHE PTO Rules, By-laws, Policies and Guidelines, especially at party times. Please make a note to all parents about any classroom allergies.
7. Be a positive role model and be calm at all times. Should a situation arise and one or two contacts does not solve the situation, please turn the situation over to the Volunteer Coordinator to be handled with the assistance of Principal Leudecke.

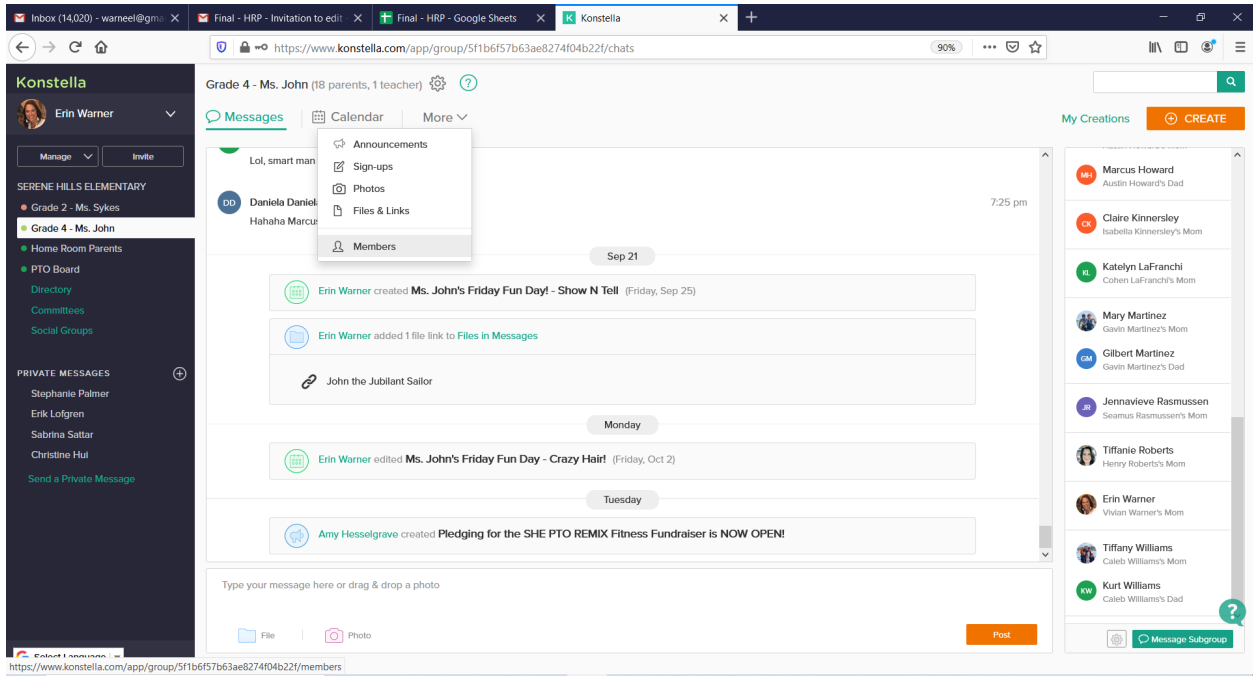
Inviting Parents to Konstella:

As HRPs, we will be assigning you the Parent Lead role in Konstella for your classrooms. Since we will be using Konstella for all PTO and HRP emails this year, please request the parent email list from your teacher and add your parents who aren't already registered in your class into the classroom as follows.

Click the Invite Link from the left hand menu. Invite by Email into your classroom as a Parent. Parents have the ability to create an account to manage preferences or to opt out but will receive emails even if they don't create a parent account.



You can check to see which parents are already registered by selecting your classroom from the left hand menu and then selecting More / Members. You can also manage members from this page using the Manage Members orange button in the top right hand side corner.



For assistance with Konstella, please email [shepto.comm@gmail.com](mailto:shepto.comm@gmail.com) or [shepto.pres@gmail.com](mailto:shepto.pres@gmail.com).

## **SHE Party Information & Supply List** (Winter Holiday Party, Valentine's Party, & End of Year Party)

Homeroom Parents will assist teachers by sending home requests for parent donations for party items only. Most of the parties will require donations in the form of food items, craft items, and/or paper goods. Please use Konstella to create class sign ups.

The following dates have been set by the school administration for parties this school year...

- Winter Holiday Party – December 15th**
- Valentine's Day Party – February 14th**
- End of Year Party – May 26th**

- Communicate with your teacher about party plans about 1 month before the party date and verify the party supplies needed. Also, please confirm the date and time with your teacher as

sometimes this will get adjusted as the year goes on. Some parties will be coordinated as a team, so be prepared to work with parents from other classrooms if necessary. Typical parties include children moving throughout the room to various stations on their own, playing games and having light refreshments.

- Coordinate each party for your class by contacting parents and requesting volunteers to assist in various ways – assisting with the party, providing requested supplies, snacks, etc., and/or helping children with hands-on activities. Use the sign-up feature in Konstella to create a digital list of items to be donated.
- Please give all parents an opportunity to participate and contribute. Also, please remember to offer various options for parents to choose what they want to donate or how they want to assist.

\*\*\*Please be advised of the new District guidelines for food brought to school for classroom parties.

“Food brought into the classroom must be store-bought or purchased from LTISD Food & Nutrition Services. Other than fruits and vegetables, food must be delivered to the classroom in the original packaging.”

### **General Supply List (24 Count/item)**

**Napkins**  
**Paper Plates**  
**Forks / Spoons**

**Plastic Tablecloths**  
**Mini Waters**

## Awards

Award ceremonies are held at the end of each year in individual classrooms. The fifth grade award ceremony will be held in the gym. Ceremony date is (TBD). Students will be recognized for achievement in a variety of areas, which include, but are not limited to the following:

- Kindergarten students are awarded a “Certificate of Completion” at the end of their kindergarten year.
- Perfect Attendance is given to all K-5th grade students who have been in attendance every designated student school day.
- Presidential Excellence and Achievement Awards are presented to fifth grade students.

## Food Exemption Days

Due to the Texas Public School Nutrition policy, we are able to serve one healthy snack no sooner than 30 minutes after breakfast, 30 minutes before lunch, or 30 minutes after lunch. We have six exemption days for this rule. The dates selected are as follows:

**Halloween, October 29**

**Holiday party, December 15**

**100th day of school, February 4**

**Valentine’s Day, February 14**

**STEM Day March 11**

**End of school celebration May 26**

## **Teacher Gifts / Donations**

We realize that many classrooms have collected for and given group gifts to teachers in the past for occasions such as birthdays, holidays and end of year. When collecting money, please kindly inform parents that they are welcome to send individual gifts for these occasions if they desire to do so, and that participation as a class is VOLUNTARY...If money is being sent to the school from parents to you please be sure all money is sent in a closed envelope marked “To the Attention of (Your name)...”. Please talk to your teacher on how you would like for her to get the envelopes to you. Please just keep a reference of who sent money and how much. Or consider setting up a specific Paypal account to manage the funds for the classroom.

Venmo or paypal is a preferred method of SHE PTO.

*Venmo offers a Credit Card that can be used on your account.*

In years past it has been proven that asking for money for the year at the beginning of school is best. As the year goes on it is harder to collect money when needed. The following gift cost distribution chart can be used to assist in collecting donations.

Teacher Birthday Gift	\$10
Holiday Gift	\$10
End of Year Gift	\$10
Teacher Appreciation	\$10
Adopted Staff Member (s)	\$10
<u>Carnival Class Sponsorship Donation (Goal \$250)</u>	<u>\$10</u>
Total	\$60

For the Carnival donation, cash or check would be preferred. Please deliver it to the front office. PayPal is also accepted, please make payments to [she.pto.treasurer@gmail.com](mailto:she.pto.treasurer@gmail.com)

## Rough List of Items Needed for Donation Throughout the Year

Door Decorating Supplies  
 Snacks and water for events/parties  
 General Party List items (next page)  
 Lg Vase for Teacher Appreciation Flowers  
 School Supplies for Teacher Appreciation  
 Auction items, Candy, and Prizes in April for Carnival

## Teacher Appreciation Week

May 2-6

Below are ideas for the week. (Themes are subject to change)

Monday

Teachers favorite snack and drink

Tuesday

Teacher's favorite color - Ideas: Lotions, candles, picture frames, drawings, drink cups etc.

Wednesday

Bring in your Teacher's favorite lunch

Thursday

Flowers - each kid brings in one flower or a small bouquet so that each teacher has a large bouquet to take home (please make sure your teacher has a vase to put flowers in for the day)



Friday

End of the Year Gift from class and “Thank you” cards from the kids (store bought or homemade)

### **Contact Information**

Serene Hills Elementary  
3301 Serene Hills Dr.  
Austin, Tx 78734

Telephone: 512-533-7400

<https://www.ltisdschools.org/SHE>

**Principal:** Keegan Luedecke  
[she\\_principal@ltisdschools.org](mailto:she_principal@ltisdschools.org)

**Assistant Principal:** ShaCrista Rideaux-Glasper  
[rideauxglaspers@ltisdschools.org](mailto:rideauxglaspers@ltisdschools.org)

**Counselor:** Ariana Barrera  
[barreraa@ltisdschools.org](mailto:barreraa@ltisdschools.org)

**PTO Volunteer Coordinator:** Loni Castaldini  
[volunteercoor.shepto@gmail.com](mailto:volunteercoor.shepto@gmail.com)

**Thanks again for all you will be doing this year to make it the best for the Administration, Staff and especially the children of Serene Hills Elementary!**