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## Homeroom Parent Handbook 2024- 2025

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

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# SHE HOME ROOM PARENT DUTIES

## Homeroom Parent Responsibilities

- Communicate with the Teacher
- Communicate with the class parents through **Konstella**
- Communicate with the PTO Volunteer Coordinator – passing on SHE Administration and PTO information to parents through Konstella.
  - **Any email that is sent from the PTO Volunteer Coordinator needs to be sent to classroom parents within 48 hours. We do know this is a volunteer job and we appreciate so much that you are donating your time but if you cannot for any reason send out the important communication for any reason we need to know ahead of time.**
    - **Failure to send out email within 48 hours will result in the following:**
      - **1<sup>st</sup> offense: written warning of violation**
      - **2<sup>nd</sup> offense: termination of role as Home Room parent**
- Organization of Classroom Parties and other School Events such as Carnival, Classroom signups & Teacher Appreciation Week
- Organize class gifts for Teachers and Adopted Staff Members (Birthday, Holiday, and End of Year)
- Take, upload, and submit photos from classroom events/parties for the yearbook (or designate a classroom photographer to help)
- Be a Positive Role Model by keeping things upbeat and positive at all times (this includes on any Social Media platform)
- Decorate the Classroom Door (4 times throughout the year, Fall, Winter, Spring & End of Year)
  - Only Decorate the door after school or during specials. Please do not disturb the class while you are decorating the door. **Keep it quick.**
  - Pinterest and Google have many ideas if you are not the crafty type. You can also ask for help from other parents from your classroom.
  - Decorations must be attached to walls/doors. Decorations can't hang from the ceiling in the hallway or in front of the doors. No lighting/plug in decorations are allowed.
  - You can use décor with “Happy Holidays,” “Seasons Greetings,” etc. You cannot use décor that includes denominational phrases such as “Merry Christmas,” “Happy Hanukkah,” etc.
  - If you would like to delegate this to other parents in the class to sign up for you may do this as long as it gets done as it is ultimately the Room Parents responsibility to make sure it gets decorated.

## 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. **Very Important\*** Confirm with your teacher that 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 emails at most does not solve the situation, turn situation over to Volunteer Coordinator to be handled with the assistance of Principal Luedecke.
8. When collecting class funds send an accounting of ALL class funds collected to the classroom parents as well as the PTO Volunteer Coordinator.
9. When spending class funds for teacher and adopted staff member gifts, take a picture of items purchased and have a breakdown of all monies spent. Send picture and breakdown of monies spent to classroom parents as well as the PTO Volunteer Coordinator.

## **SHE Party Information & Supply List**

**(Winter Holiday 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. **DO NOT USE CLASSROOM FUNDS FOR THESE DONATIONS!**

- 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 signup 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.

### **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 May 22<sup>nd</sup> 2025. 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 31st**  
**Holiday party, December 20th**  
**100th day of school, January 29th<sup>t</sup>**  
**Valentine’s Day Exchange, February 12<sup>th</sup> (no parties)**  
**STEM Day March 13th**  
**End of School Year Celebration May 21<sup>st</sup>**  
**5<sup>th</sup> Grade Award Ceremony – May 22nd**

# HRP Quick Reference Calendar

Mother Son Kickball	October 24, 2024
Parent Gala	November 16th
Winter Holiday Party	December 20 <sup>th</sup>
Father Daughter Dance	February 7, 2025
Family Movie Night	March 13, 2025
Carnival	April 25, 2025
Teacher Appreciation Week	May 5 <sup>th</sup> – 9 <sup>th</sup> , 2025
End of Year Party	May 21st (schedule to come)
5 <sup>th</sup> Grade Promotion	May 22nd
Last Day of School (early release)	May 22nd

We will no longer have Valentine's Day Parties, just Valentine's Day Exchanges. Teacher's will do this in the classroom, but there will not be a big party to go with it. The exception to this will be the 5<sup>th</sup> Grade Sock Hop which we will still have, time TBD.

These are the current party times, sometimes grade levels will make slight time changes to the parties, but if that happens, new times will be communicated ASAP.

## 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 keep a reference of who sent money and how much.

Venmo 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 Yearbooks	\$2
Teacher Birthday Gift	\$10
Adopted Staff Member Gift	\$10
Holiday Gift	\$10
End of Year Gift	\$10
Teacher Appreciation	\$10
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Total	\$52

## Teacher Appreciation Week May 5<sup>th</sup> – May 9<sup>th</sup>

### Monday

“Thank you” cards from the students (store bought or homemade)

### Tuesday

Flowers - each student 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)

### Wednesday

Favorite Supplies (think of supplies all teachers need!)

### Thursday

Favorite Treat (coffee, other drink, sweet treat, etc.)

### Friday

End of the Year Gift from class

**CLASSROOM FUNDS THAT ARE COLLECTED ARE **NOT** TO BE USED TO PURCHASE CLASSROOM PARTY SUPPLIES. A sign up should be created Via Konstella for the items.**

- **Once funds are collected from classroom parents, a budget should be created and communicated via Konstella to all classroom parents and the PTO Volunteer Coordinator.**
- **When a purchase is made with classroom funds, parents should be informed of said purchase along with a picture of what was purchased via Konstella. (CC the PTO Volunteer Coordinator.**
- **Failure to do such actions, will be cause for immediate termination of your role as a Homeroom Parent.**

Each class will “adopt” 1-2 staff members at our school. We want to make sure that all Staff and Teachers are equally appreciated and recognized. Be on the lookout to see who your class gets to “adopt” this year!

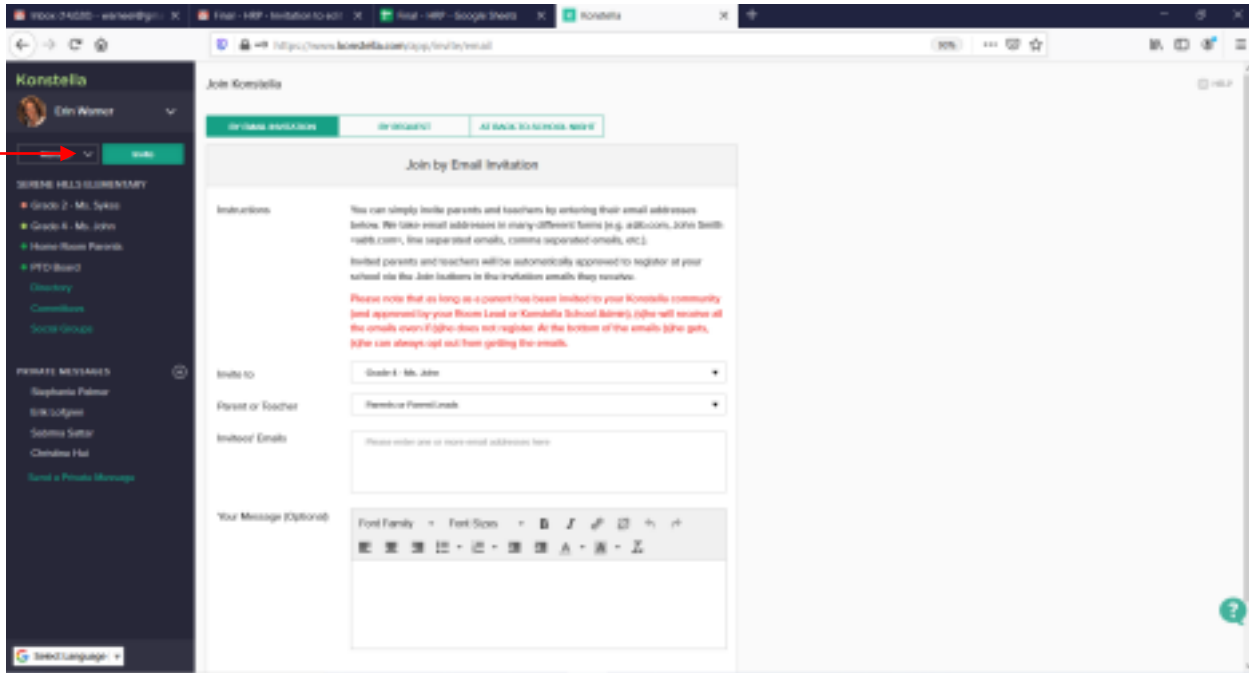
## Rough List of Items Needed for Donation Throughout the Year

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

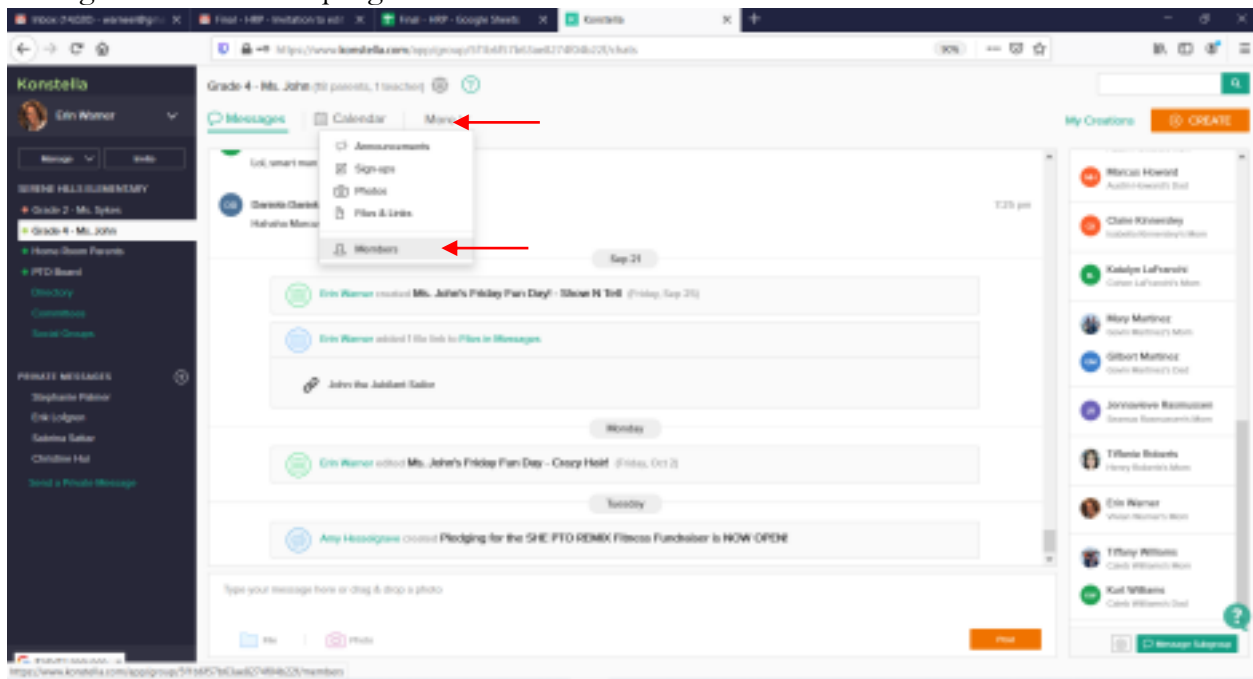
**Inviting Parents to Konstella**

As HRP's we will be assigning you as the Parent Lead role in Konstella for your classrooms. Since we will be using Konstella for all PTO and HRP, 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)

## Home Room Parent Agreement

As a Home Room Parent for Serene Hills Elementary School, I agree to the following guidelines to ensure a positive and productive experience for all students, parents, and teachers involved:

**1. Communication:**

- I will maintain clear and open communication with the teacher, other parents, the PTO Volunteer Coordinator and the school administration and ensure I forward any communication from the Volunteer Coordinator to my classroom parents within 48 hours.
- I will promptly relay all important information and updates to the parents of the students in our class from my teacher and Volunteer Coordinator.

**2. Confidentiality:**

- I will respect the privacy of all students and their families by keeping classroom sensitive information confidential.
- I will not share personal information or discuss student matters outside the classroom community.

**3. Support:**

- I will assist the teacher in organizing and executing classroom activities, parties, door decorating and teacher gifts.
- I will only use class funds for the above-mentioned items in the handbook and not use the class funds for anything else.
- I will coordinate with other parents in my class to ensure the success of class projects, field trips, and other special events.

**4. Involvement:**

- I will encourage and facilitate parental involvement in classroom activities, ensuring that all parents feel included and valued.
- I will be a positive representative of the parent community, fostering a collaborative and inclusive environment which includes keeping things positive on all social media platforms and in communicating with other members of our school community. Our purpose is to help and support our teachers and school so anything to the contrary goes against the purpose and duties of being a room parent.

**5. Responsibility:**

- I will fulfill my responsibilities in a timely and organized manner, ensuring that all tasks are completed efficiently.
- I will be proactive in addressing any challenges or issues that arise, seeking solutions that benefit the entire class and if I run into anything I cannot resolve I will communicate with the PTO Volunteer Coordinator.

By signing below, I acknowledge that I have read and understood the guidelines outlined above. I agree to abide by these guidelines to the best of my ability throughout the school year.

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**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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