

# Odyssey Charter School

www.OdysseyCharterSchool.org

## **Room Parent Handbook**

The Room Parents at OCS help connect Teachers and Parents in each class. This is a great way to be involved in your child's class and get to know other parents. Room Parents communicate about OCS information, OPPG information and classroom information. We also coordinate classroom volunteers, classroom gifts, wish lists, Scholastic Book orders, Thursday Packet stuffing, and much more. The following is a detailed guide to assist you in your year as an OCS Room Parent!

### **• SUPPORT YOUR TEACHER**

- Stuff Thursday Packet for your class every Thursday morning
- Attend monthly Room Parent meeting held on Thursdays at 8:30 a.m.
- Assist in ILP sign-ups
- Lead the Meet & Greet for your classroom
- Coordinate classroom volunteers for school wide events such as Stone Soup, Dr. Seuss Day, etc.
- Assist in organizing classroom events
- Make copies, laminate, cut, staple, etc
- Organize 1 Staff Appreciation Lunch from your class
- Organize Holiday & end of the year gifts for your classroom teacher and T.A.

### **• GET TO KNOW OTHER PARENTS**

- Send emails with information
- Attend field trips when possible
- Provide information related to school issues
- Organize outside classroom activities such as park play-dates after school or weekend pot lucks
- Create phone/email list

### **• GET INVOLVED IN YOUR SCHOOL**

- Know the news! Stay informed! Ask when you don't know! We are always here to help you
- Assist with Staff Appreciation Week
- Help out with school events

If you are interested please contact Room Parent Coordinator at [roomparents@ocsmail.org](mailto:roomparents@ocsmail.org)

## **COMMUNICATING WITH YOUR TEACHER**

At the start of the year, please introduce yourself to your classroom teacher in person. Ask her/him their preferred method of communication with you. Some teachers like face to face meetings while others prefer e-mail.

## **COORDINATING & CONNECTING TO YOUR CLASSROOM COMMUNITY**

Each Room Parent should write a letter introducing themselves to the class. This letter can be passed out in the Thursday Packet or by e-mail. It should include your contact information, most importantly an e-mail address, your connection to the school, etc.

Your classroom e-mail master list can be collected in a number of ways:

- In your welcome letter ask that parents send you an e-mail
- Attach an information sheet with your welcome letter for parents to fill out
- Ask your classroom teacher to send you a copy of his/her list
- Have a sign-up sheet outside of the classroom during the first few weeks of school.

Throughout the year, the easiest way for you to stay in contact with your classroom community is through e-mail. Parents love to know what is happening in their child's classroom and you can help your teacher spread the "news". Many room parents write a monthly letter to their classroom highlighting up and coming classroom and school wide events. These e-mails can include reminders to check the school web page for OPPG Yahoo! Group Announcements, information on classroom activities, needs of the teacher, Annual Campaign contribution encouragement, and volunteer requests.

Please contact us if you would like samples of letters or e-mails.

## **SIGN-UP GENIUS**

One of the most direct ways to get volunteers and or supplies for class needs and school wide events is by using Sign-Up Genius at [www.signupgenius.com](http://www.signupgenius.com). It's easy, clear and prevents parents from having to deal with endless e-mail chains. Sign-Up Genius can be used for:

- Staff Lunches
- Stone Soup
- Class Projects
- ILP Meetings
- Time slots for volunteers

There is no SPAM associated with this website and parents do not need to become a Sign-Up Genius member to access your form.

You can choose to enter each parent's e-mail address for an event, or e-mail the link to your class once you have created your form.

## **THURSDAY PACKETS**

Every Thursday, the office staff, OPPG, teachers and parents send school information via Thursday packets. It is our job as Room Parents to fill each student's packet in our classrooms with the weekly information.

Thursday Packets are located in your child's classroom usually in a box that your teacher has set aside. The school news and information can be found in your teacher's box in the Resource Room, but most of the time your teacher will already have it waiting for you in the classroom along with any other items that need to be placed in the packets. Once the packets are filled, they are returned to the classroom for students to pick up at the end of the day.

\*Much of the school news and classroom news is now posted on the website and sent via e-mail to the parent community, but some families still need hard copies making the Thursday packets a very important component of our school wide communication.

Please help your teacher by laminating their Thursday Packets and labeling the student's packets that need paper copies of everything with a sticker. Your teacher will tell you which students will need that done.

## **ILP SIGN-UPS**

ILP sign-ups, otherwise known as Independent Learning Plans , are the meetings held 2-3 times a year by the teachers to inform parents of their child's academic and social goals. Teachers create time slots for each family to sign-up. This year, many of the teachers will be using Sign-Up Genius for their ILP meeting times. The link to the form will be on each teacher's individual web page.

As Room Parent it is our job to communicate the importance of signing up for an ILP meeting and to point parents in the direction of the teacher's website in order to sign-up.

## **HOSTING A STAFF LUNCH**

During the year, each class hosts a staff lunch in the staff lounge. At the first Room Parent meeting, you will be assigned a day in a specific month for your class to host. As the Room Parent, you need to send out a Sign-up Genius form requesting food from your parents at least 2 weeks ahead of time. You should also remind parents 2 days before the event.

An easy way of organizing the list is by categories: main meals, desserts, appetizers/sides, drinks, plates, napkins, etc. That way parents can choose which category works best for them and their schedule and you don't end up with a table full of cookies!

As Room Parent, you are responsible for set-up and clean-up in the Staff Lounge and Kitchen. Please make sure your parents pick up their dishes otherwise they will be donated to the school kitchen.

## **HOLIDAY & END OF THE YEAR GIFTS**

TBD

## **2011/2012 EVENTS OF THE YEAR**

*During the monthly Room Parent Meeting, we will go over the details of what our specific responsibilities/needs are for each event as Room Parents, but here is an overview.*

- **MEET & GREET - Room Parents** & Students will host a Meet & Greet for the families of Odyssey. Students will have the opportunity to take their parents on a tour of their school and classroom; where they eat, where they play, where their favorite things in the classroom are, etc. Teachers will open their doors for families to see what their child has been working on in the first month of school. We as **Room Parents** will have the opportunity to introduce ourselves, connect with the other parents in our classrooms, remind parents to sign-up for ILP's, request any supplies the teacher may need and answer any questions parents may have. At 7:00 p.m. the classroom doors will close. \*Please remind your parents that this is not the time to approach their teacher about their child's academic progress.
- **READ-A-THON** - New to Odyssey this year, this OPPG led fundraiser is just like Run-4-Fun, but with books. Students collect pledges for minutes read, and after 2 weeks of logging their reading minutes, they total up their times and collect their money. **Room Parents** help spread the word and help the OPPG and teachers with their needs.
- **STONE SOUP** - This OCS Staff led event is based on Marcia Brown's book "Stone Soup", and has become a treasured community tradition at Odyssey. Weeks before the actual event, teachers read and discuss the book with their class. Students are then handed a slip with a specific ingredient that they are to bring to school. Canned items or spices are brought in before the day of the event, fresh items are brought in the morning of. Each class combines their ingredients and cook a large pot of soup to bring into the Community Hall for lunch. Many members of the Altadena community such as the Fire Department, Sherrifs Department, Town Council Members, Odyssey Board Members, and family members come to celebrate Stone Soup. This is the largest on site community event. It is a great day and parent help is essential. **As Room Parents**, it is our job to organize additional needs of the teacher, get volunteers to help in the classroom and in the kitchen with cooking and clean-up, and assist the students with any of their needs.
- **FAMILY MATH NIGHT** - This OCS Staff Led event creates an opportunity to bring our community together for a night of math activities and dinner. **Room Parents** assist their teacher by coordinating volunteers for each math activity and help with set-up and clean-up on the night of the event.
- **FALL FUNDRAISER** - Every year OPPG holds a fall fundraiser to raise money for our school. As active parents in our children's education it is our obligation to support the school in several different ways. Events of the fall fundraiser vary year to year as do needs. **Room**

**Parents** support OPPG in whatever fashion needed as we are often a part of both groups. Volunteers are needed in preparation of the event and on the day of.

- **ROCKFEST** - Odyssey's big annual talent show! Individual students, small groups, or entire classes select, rehearse and present to our community during a morning filled with excitement and lots of undiscovered talent! Come and enjoy the fun and watch your kids shine on stage. Details go out to the community a little more than a month ahead of time.
- **100TH DAY** - Grades k-2 show off their counting skills by celebrating the 100th day of school with an ice cream party! This is an OCS Staff led event, but as **Room Parents** it is our job to support our teacher with his or her needs. Your teacher will let you know the details ahead of time.
- **STAFF APPRECIATION WEEK (S.A.W.)** - This event is HUGE for **Room Parents!** For an entire week we celebrate our staff by spoiling them each day. S.A.W. in the past has included lunch, special cards, flower delivery, spa days, volunteer days and much more. Each year we change it up to keep it fun and fresh for the staff. Ideas are always welcome. It is essential to get the information out to the parents early regarding the details of the week and what is needed for each day. It is equally important to stay in communication with them throughout the week as parents often forget the details of each day as the week begins. Please communicate the importance of celebrating our staff to your classroom community.
- **DR. SEUSS DAY** - A traditional Odyssey Event led by the OCS Staff celebrating the birthday of Dr. Seuss. Children come dressed in costume (if they wish), parade around the school, read Dr. Seuss books on the big field, make Green Eggs & Ham, & so much more. As **Room Parents**, we support our teacher with his or her needs by organizing and collecting supplies, requesting volunteers for the day of the event, and help on the day of if possible. The kids love this day as it is a ton of fun.
- **FAMILY LITERACY NIGHT** - This OCS Staff led event creates an opportunity to bring our community together for a night of reading activities and dinner. **Room Parents** coordinate volunteers and supplies needed for each event at the request of the lead staff member.
- **CASINO NIGHT** - OPPG Fundraising Committee leads us through the schools largest fundraiser. Parents and staff enjoy an evening out with gambling tables, food, drinks, and great items to bid on and win! **Room Parents** assist in requesting and collecting items to go up for auction, assist in selling tickets to the event, and spread the word to the community about the fun night.
- **EARTH DAY** - An amazing event ran by the OCS Staff and middle school. Over the years students have planted gardens, fruit orchards, led demonstrations on sheet mulching, recycling, rain water collection systems, and grey water collection systems. It is a great day for parents, students and staff to learn about their planet as well as cutting edge sustainable principles that people are practicing all over the world. Each year this event evolves to support the growing excitement and projects that are making our very own school more green. **Room Parents**

assist by sending out lists of items needed, request volunteers and help in their classroom or around campus on the day of the event.

- **RUN 4 FUN** - An active fundraiser put together by OPPG. Students run laps around the main field to raise money for the school. **Room Parents** help by getting the word out early to their classroom parents so that kids can start getting pledges from family members and community members well before the event. Pledges are given on a per lap basis or a flat donation. The more pledges the kids get, the more money they raise. On the day of the event parents can volunteer to help in their classrooms, at the snack stand, or on the field as a lap counter. Parents are also welcome to run with their kids!! **Room Parents** then must help remind their classroom communities to collect the money from those that pledged and turn it into the school.
- **TESTING SNACKS** - During the 2 weeks of State Testing, OPPG provides snacks for all testing students in their classrooms. Details and needs are worked out before testing begins.
- **CHARITY MARKETPLACE** - Started after September 11 by the Odyssey Staff and students in an effort to raise money for the victims of 9/11, Charity Marketplace now serves as an event to raise money for people and/or animals in need in our surrounding communities. With their teacher, students create a business, make a product, price the product based on the cost of materials and then sell the product at our annual Charity Marketplace. Proceeds have gone to such charities as the Pasadena Humane Society, Union Station, and Danny's Farm to name a few. **Room Parents** assist the teacher with any material and volunteer needs. It is the goal however, that the students make their products to the best of their abilities and it is our job to go to the event and buy them!
- **SPIRIT WEEK** - A fun week for the students organized by the OCS Student Government. The week includes something special for each day: Crazy hair day, pajama day, color day, sports day, etc. **Room Parents** spread the news to their classroom community.
- **MIDDLE SCHOOL PLAY** - For the last two years, Mr. Bilandzija has directed the middle school students in a school play. The first was *Romeo & Juliet* and the second was *MacBeth*. It has been a wonderful experience for the entire Odyssey Community and we look forward to seeing what they will do this year. **Room Parents** are needed to spread the news and direct any volunteers to the Arts Committee and/or Mr. Bilandzija. Come and enjoy the show!
- **GRADUATION** - As the year comes to a close, it is time to say goodbye to our 8th grade class. All are welcome to attend and celebrate this milestone. The staff lead will communicate what is needed for the graduation. It is expected that **The 7th Grade Parents** organize, set-up and clean-up based on those needs.

## **EVENTS CALENDAR FOR 2011/2012 SCHOOL YEAR**

**Wednesday, October 5, 2011 6:00 p.m. - 7:00 p.m.**

Grades k - 2  
Meet & Greet

**Thursday, October 6, 2011 6:00 p.m. - 7:00 p.m.**

Grades 3-8  
Meet & Greet

**October 17, 2011 - Oct 28, 2011**

Odyssey Read-A-Thon Fundraiser

**Thursday, October 20, 2011**

Family Math Night

**Tuesday, November 22, 2011**

Stone Soup

**Saturday, December 3, 2011**

Fall Fundraiser

**Friday, February 17, 2012**

Rockfest

**Friday, February 24, 2012**

100TH DAY

**Monday February 27, 2012 - Friday March 2, 2012**

S.A.W. (Staff Appreciation Week)

**Friday March 2, 2012**

Dr. Seuss Day

**March 24, 2012**

CASINO NIGHT

**Friday, April 20, 2012**

Earth Day

**Friday, Aril 27, 2012**

Run 4 Fun

**May 1 - May 10, 2012**

TESTING

**Saturday, June 2, 2012**

Charity Marketplace

**June 4 - June 8, 2012**

Spirit Week

**Friday June 8 & Saturday June 9, 2012**

Middle School Play

**Tuesday, June 12, 2012**

8th Grade Graduation

**Wednesday, June 13, 2012**

LAST DAY OF SCHOOL!

**ROOM PARENT MEETING**  
**CALENDAR 2011/2012**

*All meetings are on Thursdays @ 8:30 a.m. in the Community Hall unless otherwise stated.*

**9/22/11 - Community Hall**

**10/27/11 - Community Hall**

**11/17/11 - Community Hall**

**12/1/11 - Community Hall**

**1/12/12 - Community Hall**

**2/2/12 - Community Hall**

**3/8/12 - Community Hall**

**4/12/12 - Community Hall**

**5/17/11 - Community Hall**

**6/7/12 - Community Hall**

