

*Kiva Elementary School
Homeroom Parent Manual*

2009 -2010

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INTRODUCTION

INTRODUCTION

THANK YOU for volunteering to be a homeroom parent. The teachers, school staff, parents and the PTO know how valuable you and your time are. We appreciate your efforts!

Your role as a homeroom parent is to be a resource for the teacher and the parents. In this role you will act as a:

- Communication link between the teacher, the parents and the PTO
- Recruiter of volunteers for the class and school-wide activities including but not limited to:

Class parties	Field Trips
Computer Lab	Kiva Carnival
Reading Enrichment	Masterpiece Art
Discovery Center	Picture Day
Science and Math Lab	Health Screening
Class Projects	Silent Auction
Class Fund	Hospitality
Used Book Sale/ A+ Reading Book Sale	Sight words

Please consult with your teacher to find out if there are any other individual areas of service in which you may help. Remember: All class activities are teacher driven and are determined by class needs.

Parents:

This handbook has been prepared to be informative to students, parents, and patrons of the community concerning the policies, practices, and procedures of Kiva Elementary School Homeroom Parent.

The student as an individual is our most important concern. Therefore, the goal of everything we do is to further the educational and total development of each child.

We strongly encourage you to familiarize yourself with the information contained in this document along with the Code of Conduct. We hope this information will serve to aid in the continuance of the excellent cooperation that has existed between the home, school, and community. The emphasis given to school and learning by parents and family is a major factor in the success of our students.

Parental Involvement:

Our school staff encourages parent involvement. Parents are the first teachers a child has and your role continues even after your child enters school. We at Kiva encourage you to take an active part in your child's education and all events at Kiva Elementary School.

There are many ways for parents to become involved in school activities. Working as a volunteer in the classroom or school is just one of many possibilities. Parents are encouraged to become active PTO members and serve on various committees. We also have many committee members who work outside the home full-time.

Develop a positive working relationship with your child's teacher. Share any concerns with the teacher about your child's progress. Learn about the curriculum and school activities. Attend all school programs if possible. Supporting your child at home by providing assistance with homework is another positive way to be involved.

Beliefs:

- Children are our first priority.
- All children and parents will be included in every activity no matter their financial ability. Kiva is a family and all members are equal.
- Learning methods should be positive and meaningful.
- All children should develop good character.
- The Kiva PTO always encourages involvement by Kiva School parents and community. Teachers, parents, and the community share the responsibility of keeping Kiva number ONE!

HOMEROOM PARENTS

KIVA ELEMENTARY SCHOOL 2009-2010

Homeroom Parent Coordinators:

Rachel Crawford rcrawford5@cox.net 602-317-6228
Tracy Sitek tsitek@cox.net 602-228-1971

KIDS ARE THE WINNERS WHEN PARENTS ARE INVOLVED!!

Volunteers in Public Schools are VIP'S

Kiva Elementary Parents all belong to the Kiva PTO and all have voice in the Kiva PTO. All Parents are encouraged to attend the KIVA GENERAL PTO meetings. Homeroom Parents should attend the meetings in order to keep their parents informed. The first meeting is **Friday, August 14, 2009**. The meetings are in the Kiva Elementary School café; please check the Kiva Caller to confirm place and time.

Volunteer opportunities include but are not limited to: Committee volunteers, Family Fun Night, Homeroom Parent, art room aid, Kiva Carnival, picture days, Book Fair, and Silent Auction. Your child's teacher will also let you know how you can be involved in the classroom.

Although Kiva PTO Officers have the primary responsibility for planning events and determining needs, the Kiva PTO relies on all parents to help make the events a success as well as provide for the school's additional needs. Kiva PTO welcomes ideas and encourages involvement from all Kiva Elementary parents.

CALENDAR

PTO CALENDAR 2009 – 2010

(Calendar subject to change throughout the school year, please check www.kivapto.org for the most updated calendar.)

August 9, 2009	Back to School Sunday (2-4pm)
August 10, 2009	1 st Day of School
August 10, 2009	Welcome New Families Breakfast
August 14, 2009	Homeroom Parent Meeting (8:30am)
August 17, 2009	Parent Orientation for 4-6
August 18, 2009	Parent Orientation for K-3
August 21, 2009	Executive Board Meeting (8:30am)
August 21 - September 4, 2009	Entertainment Book
August 28, 2009	Kiva Dad's Club Meeting
September 4, 2009	Executive Board Meeting (8:30am)
September 9, 2009	Health Screening
September 15, 2009	Class & Individual School Pictures
September 17, 2009	General PTO Meeting (6pm)
September 25 – October 16, 2009	Sally Foster Fundraiser
October 2, 2009	Executive Board Meeting (8:30am)
October 2, 2009	Family Fun Night
October 12 -16, 2009	Fall Break
October 22, 2009	Homeroom Parent Meeting (8:30am)
October 26-30, 2009	Fall Book Fair
October 27, 2009	Fall Picture Retakes
November 6, 2009	Executive Board Meeting (8:30am)
November 7, 2009	Kiva Carnival
November 17, 2009	Sally Foster Delivery
December 4, 2009	Executive Board Meeting (8:30am)
December 21 - Jan 1, 2010	Winter Break

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The distribution or display of this material is provided as a community service.*

PTO CALENDAR 2009 – 2010

(Calendar subject to change throughout the school year, please check www.kivapto.org for the most updated calendar.)

January 8, 2010	Executive Board Meeting (8:30am)
January 14, 2010	General PTO Meeting (6pm)
January 23, 2010	Pancake Breakfast/Kiva Pride Day
February 5, 2010	Executive Board Meeting (8:30am)
March 5, 2010	Executive Board Meeting (8:30am)
March 8 – 12, 2010	Spring Break
March 19, 2010	Field Day
March 24, 2010	Spring Photos
March 27, 2010	Silent Auction
April 1, 2010	Executive Board Meeting (8:30am)
April 5 - 16, 2010	AIMS Testing
April 19-23, 2010	Spring Book Fair
April 22, 2010	Arts Festival/Open House
April 28, 2010	Kiva Talent Show
May 7, 2010	Executive Board Meeting (8:30am)
May 13, 2010	General Board Election Meeting (6pm)
May 14, 2010	Community Recognition
May 19, 2010	Executive Board Meeting (8:30am)
May 26, 2010	Last Day of School

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RESPONSIBILITIES

RESPONSIBILITIES:

The Homeroom Co-Coordinators and Homeroom Parents are asked to attend all **General PTO Meetings:**

September 17, 2009 / January 14, 2010 / May 13, 2010

The first meeting on **September 17th** will be held at 6pm in the Kiva Café. Childcare for school-aged children will be provided. Please check the Kiva Caller for any changes.

Each class must have a Lead Homeroom Parent, Treasurer Homeroom Parent and Activity Planner Homeroom Parent (plans parties, field trips etc.)

The Homeroom Parents will coordinate parent volunteers to assist him/her with all activities. The Homeroom Parents also assist in fundraising activities to include:

- Getting all students in the classroom to participate
- Counting of collected monies
- Distribution of fundraising items
- Selecting a theme for a basket for the annual silent auction, collection of those items, arranging for the wrapping of the basket, as well as delivery of the basket
- The Homeroom Parents agree to assist with other PTO activities, as needed. Please see the form section for forms.

Each grade level has different needs for involvement. Please check with your teacher to find out how much is needed and in what areas.

Class rosters

Each individual teacher will provide a class roster. The list will have the children's' names and phone numbers. Please **do not copy or distribute** this roster to the other parents in the class. The PTO provides a directory with the names and addresses of those parents who wish to be listed; please encourage your parents to purchase this book, as they will need it. If someone in your class asks for another's phone number, you must refer them to the directory. Please don't use the numbers for purposes other than your Homeroom Parent duties.

Computer Lab / Art Class

Volunteers are needed to assist the teacher in the weekly computer lab period. This involvement is needed more in the lower grades. The teacher will tell you the day, time, level of expertise and involvement needed. Help is also needed in art class is on a weekly basis to help children do projects and keep on the task and stay focused.

Discovery Center, Math and Science Labs

Volunteers may be needed to help with these different labs. Check with your teacher for times and dates.

Health Screening

Vision and Hearing Health Screening Day is on **September 9, 2009**. At least two volunteers per room are needed to assist (four would be best). A separate sign up sheet is needed and the completed copy **MUST BE RETURNED TO THE NURSE'S OFFICE AS SOON AS POSSIBLE**.

Holiday Giving Box (put on by the student council)

Provide and decorate a big box to collect gifts for "Holiday Adopted" families. The student council will arrange the particulars and distribute information, as we get closer to this event.

Grade Specific Events

Please check with your teacher for the dates in your classroom.

Pancake Breakfast/Kiva Pride Day

A day to paint, clean and organize Kiva. This event teaches our children to take pride in their school and their community. The day is fun for all ages so please bring the little ones along with grandma and grandpa. The school has many needs from planting to picking up trash. Please join us on **January 23, 2008** and your breakfast will be made and served to you by Mr. Noonan!!

Picture Day

Homeroom Parents are asked to have volunteers to help get students ready and help monitor students while they are lined up for pictures. Assist with all the essential duties—tie straightening, hair adjustments, etc. if needed. Homeroom Parents should also plan to remind parents of this important day. This year picture day will **be September 15th and individual retakes will be on October 27th**.

Field Trips

The Homeroom Parent is expected to assist the teacher in making arrangements for field trips or asking for chaperones, if the teacher asks him/her to do so. Calling to remind parents to pack bag/sack lunches and sun block is usually a good idea. Please note each parent should have a chance to ride with their child on the bus so please try to assign different parents for each field trip.

Reading Enrichment

Many teachers will ask for volunteers to come to the classroom periodically to read to the students or help during the reading period. If this is a program you teacher wants, please get sign ups at Parent Orientation.

Masterpiece Art Program

Volunteers for each classroom receive a half-day training session on campus. No art knowledge is required. Kiva has a great program in place with all Masterpiece Art prints and art materials available for volunteers to use. Each teacher determines the desired number of presentations. Volunteers give a 15-minute art appreciation, art history overview of the artist or print to the class and conduct a 30-minute corresponding art project. Presentations dovetail with the curriculum and art projects and research info are available on campus! Join in!

Teacher Appreciation day-week

This is the first Tuesday of May and it can either be just the day or the entire week. Please use your imagination and make it fun for all with little to no money spent.

Consider creating a "Thankfulness Box/Book" out of a shoebox or old book, have the children decorate it and put in reasons why they are thankful they have their teacher.

The teachers at Kiva Elementary School are THE BEST! They work very hard, are awesome at their job and love our children very much. A nice way to make your teacher feel appreciated is to do uncommon things at uncommon occasions. An example would be bringing blueberry muffins during Conference Week.

You will find a "Teacher's Favorites List" in the school office. There is also one included in this manual. If your teacher does not have one on file please have him /her fill one out. Find out what he or she likes best...this way you won't be giving them chocolate chip cookies when their favorite is oatmeal!

- **GREAT IDEAS** - Familyeducation.com

Make a Bouquet of Thanks

Your child can color and cut flowers out of paper, then write a word of thanks on each flower. Help him or her come up with words that compliment and best describe his or her teacher. Remind him or her of words that will make his or her teacher feel good.

Example:

Thank you so much!

You're great!

You taught me a lot!

You make school fun!

You are the best!

You make school fun!

OR

Basket filled with all of their favorites.

Spa day plus gratuity.

Plants or silk flowers.

Baked goods.

Coffee shop or favorite store.

Gift certificates to the mall.

A box of supplies they want for their class.

Movie Passes-Harkins Cups when our school sells them.

Buy your certificates in the school office from scripts and our school gets money.

Remember it is not the amount you spend, but that you took the time to say

“THANK YOU FOR ALL YOU DO”

It is not a competition but a way to show the appreciation and a heart-felt thanks to the dedicated people who've touched our lives and given of themselves to our children.

Holiday Parties

See District memo below and reference it if needed through out the year. Most classes prepare a holiday gift for the teacher. If you choose to do so, be creative and make it personal. Some homeroom parents have had books bound with a note of appreciation written in each child's handwriting, others have had a ceramic vase of flowers made with each child's name on it. In addition, encourage a picnic atmosphere where parents come with students to eat a sack lunch outside. Reserve an area with the office ahead of time, and have students bring in a beach towel to sit on. Plan fun relay games, and ask parents to supply refreshments. **Please remember and make note of the rule about asking for money from parents.**

Classroom parties-ONLY 3 PER SCHOOL YEAR

Homeroom Parents may be asked to arrange for refreshments for programs presented by the children in their assigned classrooms. If so, the Homeroom Parent will be responsible for calling parents for help in bringing in refreshments before, serving during, and cleaning up after the event. **Please note all foods must be store packaged.** Please see food section for Food Handlers Card information.

Birthday Parties

Birthday celebrations have gotten increasingly more elaborate...many parents not having the means to bring in goodies/goodie bags are feeling the excess pressure of keeping up in order to not have their child feel left out. Many parents have brought the treats to the playground for the whole grade so our children are getting birthday treats from all different classes! So, what if the teachers took care of the birthday celebrations within their classroom with their own birthday wishes, song, crown, sticker, special seat or whatever they choose. It keeps it simple and a special thing for the teacher/child. Please do not put your teacher in an uncomfortable spot about these types of parties.

- Discuss with your teacher different ideas.
- Have a BIRTHDAY DAY for all students in that class. Sing Happy Birthday-to all.
- Have students make small card or happy notes to give instead of treats.
- Note these are ideas please make it simple without all the treats.

NOTE ALL TREATS MUST BE STORE BOUGHT AND PREPACKAGED –Please see note on the next page from the Scottsdale School District



Scottsdale Unified School District
Executive Director of Legal Affairs
Interoffice Memorandum

To: SUSD Principals, Assistant Principals and other Administrators

From: Kim Clark, Executive Director of Legal Affairs

Date: 12/01/05

Re: The Holiday Season and Religious Symbols, Texts, and Songs

I. Issue Presented

The District office has received numerous questions concerning the limitations that the First Amendment imposes on the display of religious symbols, the study of religious texts, and the teaching and performance of sacred music during the holiday season. This memorandum addresses the permissible use of religious symbols, texts and songs in public schools.

II. Summary

The First Amendment prohibits the advancement or inhibition of religion by the state. The First Amendment does not require public schools to delete from the curriculum all materials that may offend any religious sensitivity. Public schools may celebrate the secular aspects of religious holidays, and teach students about religious holidays to the extent that there is secular, educational value in such instruction, so long as they do not promote the observance of religion.

III. Discussion

1. Holiday Displays

Courts have held that schools may display Christmas decorations such as reindeer, wreaths, candy canes, snow or snowmen, Santa Clauses, lights, toys, and presents because these symbols are generally secular in nature. Schools may not, however, decorate the school entirely or mostly with manger scenes, crosses, angels, or other symbols that are fundamentally religious. Christmas trees fall somewhere in the middle. As with decorations such as reindeer, wreaths, and snowmen, schools may display Christmas trees, as long as the display as a whole does not promote religion.

2. References to Religion in School Curriculum

A. Christmas Concerts or Programs

Courts have generally found that the study and performance of religious music is an appropriate, if not vital, part of a comprehensive music education. Thus, public schools may hold Christmas concerts or programs so long as the music instruction and the programs focus on the secular aspects of the music and/or the cultural value of the music as part of the heritage of the holidays. That said, any student who has a religious objection to the content of the program should be allowed to abstain from participation.

B. References to Religion in Course Curriculum

Just as the study of religious music can be an essential element to a well-rounded music curriculum, there are other areas of study in which references to religion are a legitimate part of the public school curriculum. For instance, the study of art history would be incomplete without reference to the Sistine Chapel. Likewise, Renaissance cathedrals are very relevant to the study of architecture.

C. Factors to Consider in Determining Appropriate Content

Prior to adopting course or program content that contain religious references, schools should consider the following questions:

- 1) What is the primary effect of the activity or instruction? Is the effect neutral (neither promoting nor inhibiting religious views)? Is it the celebration of religion? Does it invite family objections?
- 2) Is the material selected on the basis of its educational value rather than its religious context?
- 3) Does the instruction focus on artistic or educational considerations?
- 4) Are the traditions of different people shared and respected?

In considering these questions, Courts place a higher burden on elementary and secondary schools than on colleges and universities to demonstrate their neutrality with respect to religion. The younger the students, the more impressionable they may be. Accordingly, even the appearance of school involvement in religious activity may violate the First Amendment. Thus, as set forth above, it is important to communicate the secular purpose of any religious reference, and that it is the secular purpose, and not religious indoctrination, that motivated the choice in curriculum or programming. In the context of a holiday concert or program, one way to reinforce this is to list the music concepts/skills associated with each song in a printed program.

3. Student Initiated Activities

It is important to remember that while schools may not promote the observance of religion, they also must not interfere with students' right to free exercise of religion. Thus, a school may not restrict the religious expression of its students, unless the conduct of the student disrupts the provision of education or the orderly operation of the school.

IV. Conclusion

The First Amendment does not prohibit references to religion in school curriculum and programming so long as the school has selected the material for its secular content and does not promote religion. Generally speaking, Christmas decorations such as snowmen, wreaths, reindeer, Santa Clauses, lights, toys and presents are permissible. There is some legal risk in displaying a Christmas tree, not to mention the risk of parental complaints. Music concerts and references to religion in other school curriculum are permissible for secular purposes, but not to promote religion.

Of course, the facts of every case are unique. Should you have questions about any particular reference to religion in your school curriculum or programming, please do not hesitate to call the Legal Affairs Department for clarification.

Food Suggestions

Depending on the event, consider vegetable trays, fruit trays, assorted snacks—chips/pretzels/nacho chips, cookies, Rice Krispy Treats, brownies, pizza, Chick-Fil-A, drink bags or boxes, etc. Try to have a variety of food in case children have allergies or are non-sweet eaters. PLEASE NOTE THAT DUE TO HEALTH DEPARTMENT POLICY, ALL FOOD FOR A PARTY/ACTIVITY MUST BE STORE BOUGHT AND ANY PARENT HANDLING FOOD MUST HAVE A CURRENT FOOD HANDLERS CARD. Although we all LOVE home-baked goodies, we can't have them as part of a school function due to state law. All items must have an ingredients list on the packaging. Thanks for your help with this item.

Don't forget paper products! Table cloths, napkins, paper plates, paper towels, plastic ware are handy things to have around for all activities. NOTE: make sure you check with teacher about **food allergies** or any other **special food requirements**.

Parent Food Volunteers:

If you volunteer your time and do not get paid for your services, you can obtain a volunteer card at no charge. Volunteer cards are required for any person who handles, prepares, serves, sells or gives away food for human consumption, including those whose duties are restricted to busing or washing dishes. The rule does not apply to workers in facilities that handle food or beverages exclusively in a closed package or container. New workers must obtain their licenses within 30 days.

Licenses are obtained by coming in to one of the Maricopa County offices, reviewing a study booklet of food safety information, and passing a test. Be sure to state that you are a volunteer before you take the test so that you are not charged. Testing and study booklets are available in English, Spanish, Vietnamese, Chinese, and Serbo-Croatian. Those who wish to study in advance may download the Spanish or English study booklet via the Maricopa County website (see next page). Please be advised that Environmental Services department offices will be **closed** to observe certain holidays.

Licenses must be renewed every three years by re-testing. This includes older licenses issued prior to 1997. There is no fee for a volunteer license renewal or issuance. An original of the license must be kept at the workplace. Volunteer Food Service Worker cards are valid for a period of three years.

Maricopa County Food Service Handler Cards

All student club and organization advisors are encouraged to obtain a volunteer food handlers card. If an advisor or student is working with food sales/distribution three or more times per year obtaining a card is mandatory.

Food service cards are required for any person who handles, prepares, serves, sells or gives away food for human consumption, including those whose duties are restricted to busing or washing dishes. The rule does not apply to workers in facilities that handle food or beverages exclusively in a closed package or container.

Cards are obtained by coming in to one of the offices, reviewing a study booklet of food safety information, and passing a 25 question multiple choice test. Testing and study booklets are

available in English, Spanish, Vietnamese, Chinese, and Bosnian. Those who wish to study in advance may download the Spanish or English study booklet via the web page below.

Cards must be renewed every three years by re-testing. Lost or stolen cards cannot be replaced. It would be necessary for individuals to re-test to receive a new card.

Cost: \$12 (cash only), \$3 for additional copies

This standard Food Service worker card includes a photo and is valid for a period of three years. A "volunteer" card may be obtained at no cost with a letter from Student Life documenting volunteer status of the individual. This is a paper card with no photo. The volunteer cards are also valid for a period of three years

For more information or to obtain a study booklet, go to
<http://www.maricopa.gov/envsvc/ENVHLTH/FDWKR.asp>

For additional information please call 602-506-2960.

Testing is conducted at the following locations Monday through Friday from 9:00am to 11:30am and from 1:00pm to 4:30pm, **except** for the Northern office which is only open in the afternoons from 1:00pm to 4:30pm. No testing is done on holidays in any office. Offices are least busy in the mornings. For additional information please call 602-506-2960.

Central Regional Office

1645 E. Roosevelt St
Phoenix, AZ 85006
(SE Corner Roosevelt & 16th Street)
9AM a 11:30 AM y 1PM a 4:30 PM

Eastern Regional Office

1255 W. Baseline Suite #257
Mesa, AZ 85202
(Baseline/Alma School, behind Chevron, SW
Corner in Office Complex)
9AM a 11:30 AM y 1PM a 4:30 PM

Northern Regional Office

3101 E. Shea Suite #220
Phoenix, AZ 85032
(SW corner of Shea & 32nd Street)
1PM a 4:30 PM only

Western Regional Office

8910 N. 43rd Ave. Suite #101
Glendale, AZ 85302
(SW corner Olive & 43rd Ave behind Pizza Hut)
9AM a 11:30 AM y 1PM a 4:30 PM

www.maricopa.gov/envsvc/ENVHLTH/FDWKR/fht.asp

See above website for study guide or call above numbers for locations to pick up booklet.

All parents handling food must have a Food Handlers Card. This is SUSD policy for the safety of all children.

HELPFUL TIPS

Helpful Tips:

Do not go at it alone—Part of being a great Homeroom Parent is using all of your resources wisely. This means meet with your Homeroom Parent grade-level team, call on your Parent Volunteers, and don't hesitate to call your PTO Homeroom Parent Coordinator for support.

Plan ahead and send Memos/Notices/Letters home in the backpacks—please note all letters must have approval from Mr. Noonan and the District. Example letters are provided in the forms section. (Please also use CD ROM in pocket with all letters ready for editing).

ALWAYS make follow-up reminder calls/emails - We all lead busy lives. Taking that into consideration, great Homeroom Parents know that it is in their best interest to make reminder phone calls/leave messages/emails for their parents two days before an event or activity. The Homeroom Parent wants to be sure that they don't have to run out at the last minute to make up for a critical item needed that was supposed to make it into school.

ALWAYS ask for more help- Be sure to ask for more help than you really need, so that you can always be sure to have enough help. It is like a party - invite 20, expect 10 to show up. When it comes to help in the classroom, take all you can get.

Ride the Enthusiasm Wave-Make sure you take advantage of the spirit that parents possess in the beginning of the year. As the year progresses, enthusiasm for participation and volunteering tends to get lower—so kick it up early and keep it moving by having parents attend events!

NEVER Force Donations-Make sure that you **NEVER** force parents to send in money or donate an item. Always ask if they are able to participate or feel as though it is appropriate, and then if so please do. Homerooms do not collect money for gifts or parties; if parents would like to contribute on their own, that is fine. GIVING IS ALWAYS OPTIONAL. There is a collection for the classroom fund at parent orientation, which is \$25.00 per student. This is NOT a required donation and should be treated that way. When it is time to give a gift to the teacher DO NOT ask for additional donations for the gift. Plan on having a basket to put gifts into with a card or any other donation so all students are included.

DRESS CODE FOR PARENTS - Parents are never allowed to wear low cut or midriff showing shirts or short skirts and shorts. What might be acceptable in the everyday world is not acceptable within the Scottsdale School District. We ask all parents to please read the dress code for the students and teach by example. Always remember the three-finger rule: If your top strap is not more than three-fingers wide wear a shirt over it. A picture is worth a thousand words - "Let's show a good one at Kiva". (This includes anytime you are at Kiva including drop off and pick up). **BE A GOOD ROLE MODEL.**

DROP OFF-Parents are to follow the map for drop off. The plan was designed for the safety of all students. If one person does not follow the plan it makes it hard for all parents. Please show an example by following the rules set in place by the school.

Please see map in the forms section.

FLYERS

The contact for the district is Nichelle Hamilton nhamilton@susd.org fax the flyer to 480-484-6237, but before you fax, please go to www.susd.org and look under our community/school flyers section to make sure it would be acceptable before you submit.

DISTRIBUTION / DISPLAY OF COMMUNICATIONS OF SCHOOL-RELATED ORGANIZATIONS

In furtherance of its educational mission, the Governing Board authorizes its schools to distribute or display communications from school-related organizations that are designed to inform students or their parents/guardians of activities, events, or programs that are sponsored by school-related organizations, and other subjects that are of concern to school-related organizations and that may be of interest to students and their parents/guardians.

Definitions

For the purpose of this policy, *communications* means written material in the form of notices, announcements, flyers, newsletters, bulletins, brochures, FAQs (frequently asked questions) and monographs.

School-related organization means (i) an organization whose activities support and promote the educational mission of the District, as determined by the Governing Board, or (ii) a government agency. School related organizations may include parent organizations, booster clubs, school employee organizations, Community Schools Programs, the Arizona Interscholastic Association, and other organizations and clubs affiliated with the District and its schools. Government agencies may include any local, state or federal government agency.

Guidelines for Distribution or Display of Communications

So that communications of school-related organizations are distributed or displayed fairly and without creating an excessive burden on the District and its staff, the District and school-related organizations will adhere to the following guidelines:

1. School-related organizations are encouraged to review these guidelines and, if necessary, discuss with the District's Legal Department or the school principal, the application of the guidelines to contemplated communications before the school-related organization produces its communications. The organization should also review with the Legal Department or school principal the lead-time necessary for each school to review and distribute the communications. As a general rule, the District requires at least one week to process requests to distribute such communications.
2. Distribution of communications of school-related organizations will occur by inclusion of the communication among the school materials that are given to students to read or deliver to their parents/guardian weekly or at other intervals. Display of a communication will occur by placing the materials in a location designated by the District or its schools for students and parents/guardians to obtain such materials.
3. School-related organizations are not authorized to directly distribute communications to students or parents/guardians on school grounds without prior approval from the Principal.
4. School-related organizations are responsible for the cost of printing and bundling all communications.

5. The District and its schools may restrict distribution of communications of school-related organizations to specific times of the school year or to postpone distribution of communications of school-related organizations due to shortage of available staff or other District or school priorities. School-related organizations assume the risk that schools will not distribute time-sensitive communications on or before a desired date.

6. Communications must prominently display a contact name and telephone number for the school-related organization so that parents or guardians who would like additional information can obtain information directly from the organization. Likewise, communications that include a registration form must prominently display the mailing address of the school-related organization so that the parent/guardian will mail the form directly to the organization.

7. The District and its schools will not distribute or display communications of school-related organizations that, in the judgment of the Superintendent or designee, would:

- Cause the District to violate state or federal laws or its policies.
- Promote illegal activity for minors.
- Promote illegal discrimination on the basis of gender, race, religion, national origin or ethnicity, or disability.
- Contain words, symbols or images that would be regarded as lewd, obscene, vulgar or plainly offensive if communicated by a student on school grounds.
- Defame a person or organization.
- Threaten serious disruption of a school or school-sponsored activity.

8. The following disclaimer must be prominently displayed or affixed to the material:

The Scottsdale Unified School District neither endorses nor sponsors the organization or activity represented in this material. The distribution or display of this material is provided as a community service.

9. School-related organizations are encouraged to distribute or display versions of promotional materials in the languages spoken by the families of students who attend the school.

10. School-related organizations are encouraged to offer scholarships or subsidized fees to low income families if fees are required for participation of students or their parents/guardians.

Dispute Resolution

The District and its schools shall apply this policy in good faith and in a non-discriminatory manner. If the District refuses to distribute or display materials because it is deemed to be nonconforming, the school-related organization will be given an opportunity to make necessary revisions and/or deletions and resubmit the material for approval. An organization that believes that this policy has been applied improperly may request a meeting with the Superintendent or designee to review the matter. The Superintendent or designee shall determine, in his or her sole judgment, whether material submitted for distribution or display is a conforming communication and whether this policy, including the guidelines, have been applied properly.

Limited Public Forum

Scottsdale Unified School District operates its schools as nonpublic forums. This policy is intended to create a limited public forum for the distribution or display of communications of school-related organizations, subject to the terms and conditions set forth in this policy and any regulations adopted by the Superintendent to implement this policy. The Governing Board may redefine or close the limited public forum at any time.

All flyers require this disclaimer at the bottom:

The Scottsdale Unified School District neither endorses nor sponsors the organization or activity represented in this material. The distribution or display of this material is provided as a community service.

WHAT TO DO FIRST

1. Plan to attend the Homeroom Parent meetings throughout the year.
 - You will be able to spend time sharing ideas with your grade-level team.
 - You will be able to provide feedback to the faculty and staff.
 - You will be able to ask questions of the Homeroom Parent Coordinators and speak to other Homeroom Parents.

2. Make an appointment to meet your teacher **BEFORE** you make any plans.
 - This will allow you the opportunity to find out whether or not your teacher needs anything special from a parent volunteer.
 - You should also share with her/him that you would like to introduce yourself to the parents and hand out your name and number at parent orientation plus recruit parent volunteers for all years' events.
 - Ask your teacher if he/she has a "Wish List" for the classroom. This way you have a jump on gift ideas.
 - Find out if he/she would like additional classroom help from parents other than party attendance such as cutting items for a project, grading papers or reading to the children.

3. Plan to attend your Parent Orientation.
 - This is where you are able to secure parent volunteers for your classroom. Enthusiasm is the highest in the beginning of the school year, so be sure to ask for more help than you will think you will need for each event.
 - Plan on using sign-up sheets for regularly planned events for the year.
 - Orientation dates can be found in the Calendar or in the Kiva Caller.
 - Consider printing sign up sheets in advance of the Orientation.
 - Ask all of the parents to provide you with their cell and email to make it easier for contact. Try and be sensitive to potential divorce situations, with respect to last names, as well as notifying both parents of all events (check with your teacher)

4. Plan to meet with your Homeroom Parent Team

- As soon as you can, set aside time to meet with your team. This can be as simple as meeting for a few minutes over coffee at the school after dropping off the kids.
- You can talk about ideas for the first events of the year, and exchange additional contact information—work and cell numbers.

1

5. Look up your Teacher's Favorites in the office

- Refer to our list in binder.
- Plan to celebrate with a fun treat and card throughout the year. The first Tuesday of May is the start of Teacher Appreciation week.

1. Please note ALL children's' names should be included on the card and the presentation of the treat.

It is not only the Homeroom Parents' Job to keep the words between parents positive and polite, but also to help ensure we set an example for our children by acting in accordance with **all school rules**.

EVENT/GROUP DESCRIPTIONS

EVENT/GROUP DESCRIPTIONS:

KIVA PTO

The Kiva PTO is a (501(c) (3)) which is supported by Kiva Parents, our community and surrounding businesses through donations of various kinds including volunteer time, needed items and the continuing monetary need to supplement the decreasing district funding. Kiva PTO takes great pride in the Kiva Family which includes all parents, grandparents and relatives wanting to get and be involved in the future of our world through our children's education.

Every Kiva parent is a member of the PTO and does have a voice on how and what gets done at our school. Kiva has 3-4 general PTO meetings a year in which parents can see what is being planned, and to put forth any ideas, comments or concerns. The Executive Board meetings are monthly and are set up to address fundraising, hear updates and comments from committee members or anything that might need Executive Board Approval. Please come to a meeting or speak to an Executive Board Member and see what area we need help in that fits your time constraints. Please remember every minute of your time is what makes Kiva stand apart from other schools and makes it the best learning environment for all who attend.

Any questions please contact Lisa Trueblood at ltrueblood@cox.net or Rick Munson at Rick.Munson@msisolutions.com.

Hearts and Hospitality



OUR GOAL: To welcome and mentor new Kiva families at any grade level in order to establish an enthusiastic and positive Kiva community.

This is a grassroots effort to help new families feel a part of our community. Each new Kiva family who has expressed interest will be assigned to a mentor family. As families transfer to Kiva throughout the school year, they will be assigned to a mentor.

We have a mentor program that we encourage you to use. Attached you will find a list of the parents names that will be our mentors for this school year. Please feel free to call them with questions large or small and they will answer them the best they can or guide you to the best place to find the answer.

List of Mentor Contacts

Amy Anton

Grade Levels: 1 thru 5th
Phone: 480.443.4244
Email: Iamamyanton@aol.com

Kim Daniels

Grade Levels: K thru 5th
Phone: 480.970.1084
Email: kdaniels9@cox.net

Sandi Driml

Grade Levels: K thru 5th
Phone: 480.483.8145
Email: sandidriml@cox.net

Nadine Hart

Grade Levels: K thru 6th
Phone: 480.991.1543
Email: Nhartinaz@aol.com

Tonyia Healy

Grade Levels: K thru 4th
Phone: 480.946.2158
Email: Tonyiahealy@allstate.com

Lisa Keylon

Grade Levels: K thru 1st
Phone: 480.922.4713
Email: lkkeylon@cox.net

Maryann McAllen

Grade Levels: K thru 5th
Phone: 480.483.7807
Email: macheed@aol.com

Mary Kay Meyers

Grade Levels: K thru 6th
Phone: 480.948.5512
Email: marykaymeyers@cox.net

Tracy Sitek

Grade Levels: K thru 6th
Phone: 602.228.1971
Email: tsitek@cox.net

Terri Thorson

Grade Level: K thru 3rd
Phone: 602.568.6343
Email: territhorson@cox.net

Courtney Trudeau

Grade Levels: K thru 1st
Phone: 602.241.9029
Email: Ctrudeau@cox.net

Elise Whyte

Grade Levels: K thru 5th
Phone: 480.905.1193
Email: whytefamily@cox.net

In order for the mentors to be positive, effective and consistent, we have developed a list of guidelines.

Mentor Guidelines:

1. Be a listening ear and try not to overwhelm with too much information.
2. Guide and suggest but don't parent.
3. Respect total confidentiality.
4. Answer every question as an important question. If the answer is unknown to you please guide the family to the proper person who can answer the question effectively.
5. Introduce the families to Dr. Helminski and Mr. Gannon and the wonderful women in the office Kristine and Cynthia (the best place to get the correct answer). **Please do not answer curriculum or discipline questions. Direct these questions to their teachers and to Mr. Noonan or Mr. Gannon.**

Sally Foster /Gifts and Goodies

This year we will be doing the Sally Foster Fundraiser. The PTO uses the money to help with school upgrades not covered by the District budget. Sally Foster Fundraiser has a variety of different products such as gift-wrapping, toys, magazines, food and more to choose from that the students are asked to sell to help raise money for PTO. The children are awarded prizes based on how much they sell. To make it easier on parents, you can encourage friends and relatives to purchase online NOW at www.sallyfoster.com our school code is 219271.

The Homeroom Parents should also encourage full class participation by sponsoring a fun activity if everyone participates for the good of Kiva. The Homeroom Parent needs to secure a classroom representative when the fundraiser is over to help get items to the classrooms. Check that the orders are accurate, and see that the child has selected the appropriate prizes for selling. This will be **September 25 – October 16**. This assignment is a great way for working parents to contribute a few hours of service before heading to work that morning. Delivery by truck and organizing with distribution to the classrooms is **November 17, 2009**

Family Fun Night

This event is to form community with new and old members of the Kiva family, which lets everyone have fun and get to know each other at the beginning of school. Food must be purchased but the event provides for free entertainment and fun. This year it will be **October 2, 2009** and parents are asked to help decorate and also help the children with crafts projects.

Fall Book Fair (Used Book Sale)

At the beginning of the school year begin encouraging parents to be saving books, games, or videos they want to donate to the sale. Volunteers are needed to organize and price items before the sale, as well as helping run the sale. The dates of the sale are **October 26th-30th** and will be held in the Media Center.

Spring Book Fair

This is different than the Fall Book Fair in that all these books are new and are the latest and greatest from the Best Seller's list, award winners and many favorites that you have been looking for. Also selling are fun supplies like bookmarks, pencils, posters, erasers and many other items. The kids really love this event and it is manned by Volunteers and will need to organize and run the sale as well. This will be **April 19-23, 2010**.

Kiva Carnival

The Kiva Carnival is a major special event and a community spirit booster. This year it will be held on **November 7, 2009**. This is a great opportunity for parents to participate in organizing a fun event for our students and families.

Each class is assigned a booth/activity at the Carnival. The booths were manned last year with high school students who earned points towards their curriculum which left the parents and teachers no choice but to have a good time with their children and students!!! Plan on joining in on the fun and bring an appetite because we always have a wonderful catered picnic to include in the festivities.

SILENT AUCTION

Silent Auction

Each spring, PTO holds a silent auction, which is the largest fundraiser to benefit the school. This year the Silent Auction will be on **March 27, 2010**. Homeroom Parents are encouraged to attend the event. Consider inviting those in your class to put a table together. A new family would feel more comfortable attending this event if you invite them to sit with you. The Homeroom Parent is responsible for picking a theme for a basket (Classroom Creation) to be donated, but also confirming with the teacher on their idea. It is best for each grade-level homeroom team to select items that are appropriate and to be sure that they are not selecting the same themes. (See below) **WE STRONGLY SUGGEST YOU BEGIN THIS PROCESS WELL BEFORE THE WINTER BREAK!**

The Homeroom Parent will need to request donations, either monetary or items, using the form letter provided below. The letter instructs the parents to send their monetary donations in the form of a check, made payable to the Homeroom Parent Treasurer. The homeroom teacher will collect those from the students and hold them for the parent to pick up. The Homeroom Treasurer will need to collect them from the teacher. Check with your teacher at least every few days. You may send out a simple, gentle reminder closer to the deadline.) If participation is low, **NEVER** make parents obligated to send in money or donate an item; always ask if they are able to participate and feel as though it is appropriate.

Annual Silent Auction Baskets “Classroom Creations”

Please make the basket’s value over \$100.00. The homeroom parent is also responsible for collecting the items for the basket, acquiring a basket, having the basket wrapped, providing a creative, attractive, and detailed itemized list attached to the basket, and delivery of the basket to the required area on or before the deadline.

Donations

We do understand the changing times and the financial responsibilities that have that burdened our lives. Many major companies and corporations will donate and some local businesses will donate so do not feel you have to spend your own money in order to make a great classroom creation. If you start right away you may be able to get most of your basket donated through filling out forms online or just hitting the pavement. Friends and family members who own businesses love the write off, and they like trying to think of the craziest creation to raise money for Kiva.

OVERVIEW of Classroom Creations

Traditionally, the Kiva spring silent auction has included “Classroom Creations” or baskets contributed by the children and families in each classroom. Each class creates an auction item based on a theme chosen by the class and teacher. The class is responsible for securing all items for the basket through donations of parents, community organizations or other sources. Ideally, each entry includes a item created by the children’s own efforts (painted, stamped, baked, molded, glued, etc.) We suggest that ideally, the retail value of each basket is over \$100.00.

DESCRIPTION OF CLASSROOM CREATION:

We plan to have the classroom creation items turned in by

_____.

The basket(s) need to be turned into the

_____.

This year the Silent Auction theme will be

and the event will be held at the _____.

All extra efforts are so much appreciated.

The proceeds from the fundraiser benefit all the students at the Kiva Campus.

COORDINATOR:

(Include name, phone number and e-mail)

THEME IDEAS

Reading adventure: a customized bookcase with children's artwork displayed. Fill with reading books for all ages, bookmarks, lights, and gift cards from Borders or any other related book items.

Magical world of dress up: a trunk, case or dresser filled with fun and whimsical dress up items for boys and girls.

Gardening can be fun: a wheelbarrow or bench filled with gardening supplies for adults and children. Do not forget gift certificates or books on gardening.

Sports for exercise: jump ropes, sport balls, and tickets to games, certificates for karate, dance, and tennis or sports club.

Pampering for stress: placing gift certificates for spa, massage, pedicure, manicure, lotions, candles, CD's and loofahs with bath products in a nice tub basket.

Barber Shop: get a day for dad with the works hair cut, old time razor cut, and shoe shine

BBQ and you: a grill, books on barbecuing, recipes, apron, crazy sauces, certificates to a meat market and utensils for the grill.

You scream, I scream, we all scream for ice cream: an ice cream maker filled with dishes spoons and toppings. All the stuff needed for a family night of ice cream making. Make sure to include recipes and storage items to store the ice cream in the freezer.

Children of the arts: passes and tickets to the museums, children's theater or events, certificates for art classes and acting classes.

Art and Crafts just for fun: a cart or table filled with crayons, markers, pencils, glue and certificates to arts stores such as Joann Fabric or Michael's Crafts.

Pool & Beach Party: inflatable toy filled with swim team certificate or swim lessons, pool toys, towels, coolers, sun block, umbrellas and certificates to local pool supply store.

Zoo and you: membership or passes to the zoo, certificates for the safari train, gift shop and food, books on animals, puzzles and stuffed animals. Put it all in a big box painted like a zoo animal or find a planter that has animal print.

Night out on the town: limo ride, restaurant dinner for two and wine.

Movie Night: pillows, blankets, popcorn with all the trimmings, bowls, cups, soda, certificates for Blockbuster and pizza.

Railroad Theme: passes to ride the Grand Canyon train, anything pertaining to trains and passes to McCormick train park.

Take me out to the Ball game: both baseball and basketball. Get game tickets, signed balls donated, t-shirts for the whole family, gift certificates for the America West Arena and Bank One Ball Park, tickets for summer practice games.

Death by Chocolate: any and everything chocolate, a fondue pot, gift certificates for desert, a gift certificate for a chocolate spa treatment, books on chocolate.

Family Camping adventure: tent, sleeping bags, maps of camp areas, camping gear, books on how to camp and camp songs and certificates for adventure while camping.

Get Your Game on: a basket filled with board games, card games or any game a family can play together for all ages, certificates from local arcade or a store that carries games.

Family night: a night planned for family fun, movie tickets, miniature golf, or bowling and restaurant certificates.

Be A Chef for a day: certificate from a chef in the valley to shadow him or her for a day, a chef coat and hat plus a certificate to get it personalized with a name, some cooking store certificates and a few cook books.

Travel Arizona: maps, books, certificates for lodging and adventures throughout Arizona.

Home Improvement: certificates for an interior decorator, home depot, Great Indoors, closet organizer company, ask to get someone to make over a room.

The Arts: a basket filled with tickets to plays adult and children, museums, art exhibits, certificates for acting or art lessons and books on the arts, certificates for art from a gallery.

Disney Trip: get small travel suitcases, travel games, tickets to Disneyland (can get two tickets free from Disney just need airline tickets or hotel room), hotel room, gas certificates, and rental car voucher.

Entertaining and home party: serving platters or fancy glasses with entertaining books, cookbooks, certificates for fancy cakes, catering, and the party store.

Wine and Cheese: a few bottles of white, red and Champaign, books on wine, cork screws and log book for wine labels certificates for AJ'S to get cheeses and fruits.

Holiday Dinner: certificates for a holiday-precooked dinner

Lemonade stand: a booth filled with certificates for the store, all the stuff need to make and pretend sell lemonade such as cups, pitcher, aprons, a cash register, umbrellas and some summer games.

Bagels and beads: a box or basket filled with fancy breads, oils, spreads and vinegars for dipping. Add cutting board, knives and servers for fun.

Sports Fun: a basket filled with all sports equipment from tennis to football, include certificates for training and sporting events.

CLASSROOM CREATION CHECK LIST

_____ 1. Decide on a theme for your classroom creation. (See list of examples included in your packet) See if your teacher or any classroom parents have a special skill or talent that may be utilized in your creation. Please have a couple of choices; we are trying not to have duplication.

_____ 2. Turn in the information sheet in your packet with your theme to KIVA office classroom creation box Attn: Silent Auction. Themes are on a "first -come" basis so we suggest you begin this process before Winter Break. We don't want duplicates, so if another class has already selected your idea, you may have to come up with an alternate theme. We will call you if this happens.

_____ 3. Contact the parents in your classroom, either by phone or with a letter sent home with the students. (Sample letter in packet & all letters sent home with students must have Mr. Noonan's approval) Outline your idea and request parent creativity, a small cash donation or particular item(s) to help complete your project.

_____ 4. Purchase or assemble donated items or, preferably, include children in creating your unique classroom creation!! Please have as many items as possible visible to potential bidders.

_____ 5. Wrap your classroom creation basket completely and securely with clear cellophane. If it's not a basket, be creative in presenting the item. Make your presentation as appealing as possible. (Remember to call your Homeroom Parent Coordinators if you need help in this area!)

_____ 6. Fill out the accompanying contents form completely. (Don't forget the approximate value!!) Please include any special instructions that the winner may need to be aware of. Attach this form to your creation.

_____ 7. Send a follow-up letter to the classroom parents telling about your creation, thanking them for their donations, and reminding them of the date/time online Auction. Please also inform them of the Silent Auction as well.

_____ 8. Bring your creation to KIVA office by _____.

_____ 9. Pat yourself on the back for a job well done! Encourage parents to get online and bid!

CLASSROOM CREATION INFORMATION SHEET

COORDINATOR'S NAME:

COORDINATOR'S PHONE:

TEACHER'S NAME:

GRADE / ROOM #:

CLASSROOM "THEME":

BRIEF DESCRIPTION OF YOUR PROJECT:

PLEASE RETURN THIS PAGE TO PTO SILENT AUCTION BOX BY FEBRUARY 28, 2010.

CLASSROOM CREATION TIME

DATE

Dear Parents from Mr. /Mrs. /Ms. _____ class:

I am the organizer for our class. The "Creation Theme" for our classroom is _____.
To make this a huge success, we need parents help. We would appreciate your donation of
_____ by _____.

Please put your donation in an envelope marked with your "child's name", "classroom creation donation" and have your child give it to the teacher. If an item is too big please call and we will figure out a plan.

The funds raised from this year's Silent Auction will be used to fund positions including teacher aides, library assistants, playground coordinators and tutors plus many improvements throughout the school.

Thank you in advance for joining us to make this a fun and successful KIVA event! Please call me if you have any questions.

Thank you,

CLASSROOM FOLLOW-UP LETTER

Date

Dear Mr./Mrs./Ms. _____ class parents:

Thank you to all the great parents who have already donated towards our "Classroom Creation." If anyone else would like to donate, there is still time. Remember, proceeds from this year's auction will be used to fund new positions including teacher aides, library assistants, playground coordinators and tutors.

The theme for our classroom creation is _____. Please call me if you would like to contribute.

Don't forget the date _____ and please be part of our Silent Auction Event.

Thank you,

(Your name and phone number)

REVIEW OF HOMEROOM PARENTS' RESPONSIBILITIES REGARDING THE SILENT AUCTION CLASSROOM CREATION:

Please have a discussion with your teacher as to which theme is best for his /her classroom.

Questions to ask:

- Do we have parents that own a business?
- How do we get parents to participate?
- Should they buy items?
- Should we give parents donation letters?
- Should we have parents donate \$ to the homeroom parents so they can fill the basket?
- Does the teacher have connections for anything?
- What has been successful in the past?

Set up a planning meeting with your teacher.

Notify parents with a call, e-mail or a catchy flyer (all flyers must be approved by Dr. Helminski and the school District).

PUMP IT UP! The more excited you are and can get the parents excited the more success you will have filling your basket.

Create a sign (have the class decorate) for your basket detailing all items needed to fill the basket with a sign up sheet so you are able to get all you need.

Be creative! You are only limited by your own imagination, so use the children's idea's they have the best.

Give parents a copy of the letter that explains the fundraiser and the TAX ID #86-0255019 so the donations the parents give or ask others to give can be tax deductible.

Try asking businesses for cash donations and then purchase what you want for your creation.

A MUST---write thank you note to contributors and throw in a picture. The next year it will be easier to get them to give for the children and the community.

Classroom Yearbook Pages

Classroom Yearbook Pages

The yearbook pages are one of the most important tasks a Homeroom Parent will have to accomplish during the school year. This will be a record of a year in the classroom. It is the Homeroom Parent responsibly along with the teacher to make sure a list of students is compiled as to who can and cannot be in the yearbook.

Below are points to keep in mind:

- HAVE A PLAN
- Make sure every child (who has a release) is included on the page.
- Take photos starting at the beginning of the year.
- Take a lot of pictures so you can get a great one of each student.
- Make sure all photos are in black and white.
- Put a couple of parents in charge of taking pictures.
- Put one person in charge who is able to do the work on their computer online to meet the deadlines.
- **DO NOT USE PHOTOS THAT ARE IN BAD TASTE!** Put yourself in the shoes of your students and parents when choosing your photos.
- Use your imagination or the students'.
- Remind your parents of picture day.
- These pages are usually due by the end of February sometime.

SIGN UP SHEETS, LETTERS AND OTHER USEFUL FORMS

RECRUITING VOLUNTEERS

Getting parental support can be frustrating.

**Here are some ideas on how to
limit your frustration and reach your goals.**

1. **Call the parents! Call, call & call!** It's a lot harder to say NO when personally asked than it is to throw away a flyer. Plus, if they've told you personally that they'd help, it's a lot harder to back out than if they just "thought they might help" when they read your flyer. Put your phone number and e-mail down so they can call or e-mail you too.
2. **Work with the teacher.** They have a good sense of which parents are willing to help and perhaps the time constraints of other parents.
3. **Other family members.** Ask about other family members who might help, besides the parents. Grandparents are an excellent resource and if asked only once or twice a year, they may be ready to help. Other siblings are a good resource as well. Perhaps they need a community service project. It is a great resume builder for college.
4. **Ideas on paper and planned out.** Put your ideas on paper with description, picture and cost. Send to the parents. Ask what they would be willing to help with. Make sure you do FOLLOW UP CALLS AND E-MAIL.
5. **Meet the parents.** Take the opportunities to meet the parents. Putting a face to a name helps when you need to call. This helps you network and tap all needed resources.
6. **Suggestions.** Always be open to suggestions and use them. It is always more beneficial to have a group effort than just your own.

Kiva Elementary School **P**arent **T**eacher **O**rganization

Dear Neighborhood Business Owner,

Kiva Elementary Parent Teacher Organization (PTO) is a non-profit organization (Federal I.D. #86-0255019) that works with one clear goal in mind—creating the best possible environment by providing as many different means as possible to enhance and enrich the experiences of our students in and out of the classroom.

One of our fund raising projects is the annual “Silent Auction,” an event with food and fun. This year’s event will be held on _____ at _____. The proceeds of this event will directly benefit the students of Kiva Elementary School by funding classroom and general improvements.

This exciting event takes a group effort on the part of our parents and our community. We are coming to the business owners of our community and asking them for help this year with donations for our event. Ways to help could be a general donation of monetary or an item or you can sponsor a golf hole or sponsor a table at the silent auction dinner. Any donation you can contribute would be greatly appreciated. All donations will be advertised in the Kiva Caller for all the parents at school to see and again the night of the event.

You can mail any donation to Kiva Elementary School or if you need to arrange for pick up, PLEASE call _____.

Thank you in advance for your donation.

Sincerely,

Welcome parents and family members

classroom.

WE WANT TO THANK YOU IN ADVANCE, FOR ALL THE HELP YOU WILL BE PROVIDING
US THROUGHOUT THE 2009 – 2010 SCHOOL YEAR.

The homeroom parents have put together an information sheet listing the upcoming events.

Please, if you are interested in becoming part of the homeroom parent team, we do have room for you.
Listed below are homeroom parents' name, phone number and e-mail.

At the beginning of each year we like to collect a voluntary **classroom donation** specifically used for our children. These funds are used for classroom parties, special projects, field trips and teacher's gifts. We are asking for a \$25 donation, which we hope will cover the entire year. Please return checks (payable to _____) or cash to _____ in envelope provided.

We will start a **phone tree** with all parents included. This is in case of an emergency, for special events and/or any other times in which we need to get information to parents fast. Please see the signup sheet and give all your contact information for our phone tree. This way you will always be informed without your having to call the school office.

ONGOING CLASSROOM OPPORTUNITIES: for moms, dads, grandparent, aunt and uncles.

- Reading
- Masterpiece Art – 4-5 volunteers once a month
- Yearbook – 1-2 volunteers to take photos throughout the year for yearbook
- Class parties
- Class field trips
- Helping _____ with projects
- Gift and Goodies
- Hospitality
- Hearing and vision screening

SIGN UP SHEETS ARE AVAILABLE

Remember every bit of support lends itself to a world of joy for both for your child and teacher.
If you do feel you would like to volunteer more, we have many opportunities at Kiva,
from PTO activities to daily help around the school.
Any time you can give, short or long, is greatly needed and appreciated.

THANK YOU!

CLASSROOM VOLUNTEER SIGN UP FORM

EVENT: _____ DATE: _____

PLEASE PRINT

<u>NAME</u>	<u>PHONE</u>	<u>E-MAIL</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

ALTERNATES

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Hospitality sign up sheet

Here's a great way to get involved with a very small time commitment. During the year each grade level hosts a one-time staff appreciation luncheon.

(Months are listed below; we do not have exact dates yet)

We need 2 people from each class to sign to help with the luncheon.

These volunteers will be responsible for making phone calls to the families in their class to get food donations for the luncheon their grade level will be sponsoring.

We will give them the sign up sheet, with the items that are needed, approximately 2 weeks before their scheduled luncheon.

The volunteers will call the families in their child's class and request the needed items. They may also need to make reminder calls, if needed.

**This is a very fun way for us to give a little bit back
to the staff that gives so much to our children.**

Thank you in advance for your help!

PLEASE PRINT

<u>NAME</u>	<u>PHONE</u>	<u>E-MAIL</u>
1. _____	_____	_____
2. _____	_____	_____

ALTERNATES

1. _____	_____	_____
2. _____	_____	_____

PLEASE COPY AND RETURN TO HOSPITALITY BOX IN OFFICE

MASTERPIECE ART VOLUNTEER SIGN UP SHEET

Kiva's art enrichment program

Volunteers visit their classroom about 6 times a year to talk about a great masterpiece artist and help with an art project that matches the artist's style. Often, the art presented ties into the children's curriculum. **We have all prints and art supplies on campus!** Dates are arranged with your teacher so you can plan in advance! It's fun and you'll have great support! **NO ART EXPERIENCE NEEDED!**

PLEASE PRINT

NAME

PHONE

E-MAIL

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

KICK – OFF MEETING WILL BE ON AUGUST 27TH AT 8:30AM IN ROOM D-2.

PLEASE COPY AND RETURN TO MASTERPIECE ART BOX IN OFFICE

Kiva Pride Day and Pancake Breakfast

January 23, 2010

PLEASE PRINT

NAME

PHONE

E-MAIL

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

Kiva Family Fun Night

October 2, 2009

PLEASE PRINT

<u>NAME</u>	<u>PHONE</u>	<u>E-MAIL</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____

Kiva Carnival

November 7, 2009

PLEASE PRINT

NAME

PHONE

E-MAIL

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

Silent Auction

March 27, 2010

PLEASE PRINT

NAME

PHONE

E-MAIL

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

Sight Words

PLEASE PRINT

NAME

PHONE

E-MAIL

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

Art, Discovery Lab and Computer Lab Help

PLEASE PRINT

NAME

PHONE

E-MAIL

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

Fall Book Fair

October 26 – 30, 2009

PLEASE PRINT

NAME

PHONE

E-MAIL

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

Spring Book Fair

April 19-23, 2010

PLEASE PRINT

NAME

PHONE

E-MAIL

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

KIVA YEARBOOK VOLUNTEER SIGN UP

Need volunteer(s) to help to create your class pages and gather pictures for the yearbook. The volunteers will work with the yearbook chairperson to create these pages.

- Take pictures of class activities (must include all children in class).
- Help with the making of the collage page
- Organize school photos for the formal roster page –checking spelling-and if child is allowed in the yearbook or not

PLEASE PRINT

NAME

PHONE

E-MAIL

1. _____

2. _____

3. _____

PEASE COPY AND RETURN FORM TO THE YEARBOOK BOX IN OFFICE

Health Screening Day

We are in need of volunteers to work at vision and hearing stations. No experience is needed (we will train you). We just need you!

This year we will be screening on

September 9th, 2009

Times: 8:00-2:45 (we will have a break for lunch)

We need you to be available for training at 8am.

Keep in mind that we do all of the students, so it tends to take most of the day!

We need a lot of hands so any help would be greatly appreciated!

Name

Phone number

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____

Thank you so much for your help!

Please return a copy to the Nurse's office

MASTER LIST OF VOLUNTEERS

TEACHER: _____ **GRADE:** _____

_____ :	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____ :	
_____	_____
_____	_____
_____	_____
_____ :	
_____	_____
_____	_____
_____ :	
_____	_____
_____	_____

PLEASE NOTE MAKE SURE HOMEROOM ROOM PARENTS **AND** YOUR TEACHER HAS A COPY OF THE MASTER LIST!!!!

PLEASE RETURN A COPY TO VOLUNTEER COORDINATOR BOX IN THE OFFICE!

CLASS FUND DONATION ENVELOPE

STUDENT NAME: _____

E-MAIL: _____

PLEASE RETURN BY _____

Give all parents in the class an envelope with above information before classroom orientation night. REMEMBER all donations are voluntary!

******Please do not make someone feel deadlines or amounts have to be met because they might not have the amount you have requested. Please be extra considerate when asking for money.**

END OF YEAR ACCOUNTING – A MUST FOR ALL HOMEROOM PARENTS

Dear Parents,

We can't believe the year is already over! What a fun and exciting time for all of our kids! It sure has been a pleasure being the homeroom parents of _____ class – it's been fun getting to know all of the parents and their children!

We'd just like to thank all of the parents who have been able to give of their time and effort to the classroom during the year. All the tremendous parent participation made our job so simple!

We thought you might be interested to know how our Room Fund Money was disbursed throughout the year (this is the \$25 per child most of us donated at the beginning of the year).

The breakdown is as follows:

Beginning balance

List of field trips

List of parties

List of projects

Ending balance

The below accounting is based on the \$5 collected from each student for the teacher gifts.

Beginning balance

Lists gifts

Ending balance

Again, it's been a pleasure to be your Homeroom Parents this year.

See you next year! Have a GREAT SUMMER!

Dear _____,

Thank you for volunteering to help out in our classroom this year!! We truly appreciate your participation!

To help you keep track, we have listed below event(s) for which you have volunteered.

They are:

<u>EVENT</u>	<u>DATE</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Thanks again,

Your Homeroom Parents

These are a few of _____ 's favorite things...

Favorite restaurant:

Favorite fast food:

Favorite place for fun activity:

Favorite/closest movie theater:

Favorite "pampering" item/activity:

Favorite flower:

Favorite color:

Favorite Holiday:

Favorite three stores:

Favorite bookstore:

Favorite reading/authors:

Favorite classroom books:

Favorite candy:

Favorite snacks:

Favorite "indulgence food":

Favorite warm and cold beverages:

Favorite movies/types of movies:

Favorite music:

Favorite sport:

Favorite team:

Things I would love to have –
For my classroom:

For me:

My hobbies:

I have my nails done at:

I have my hair cut at:

My birthday:

I don't like:

I have allergies to:

If I had \$10, I would buy:

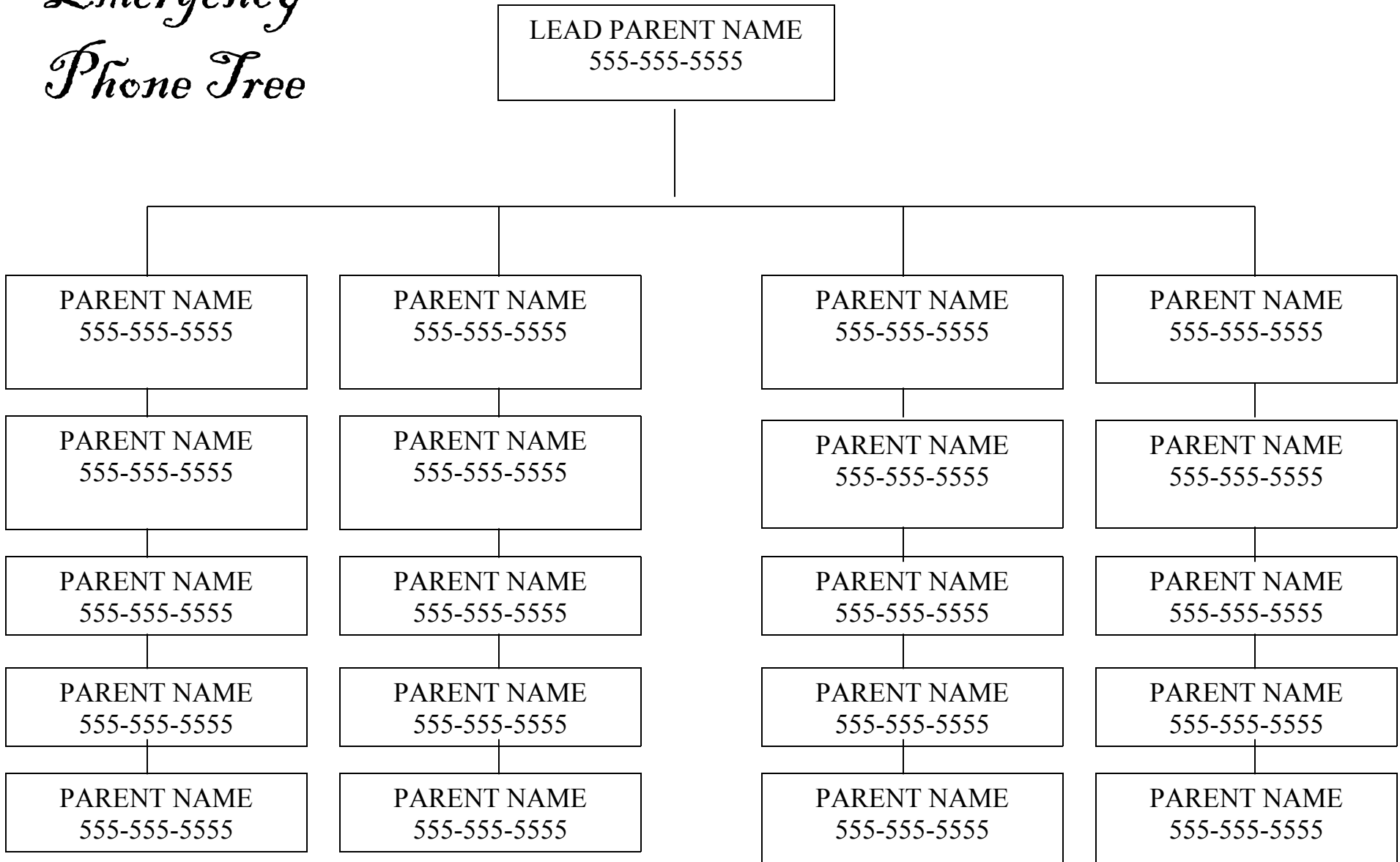
If I had \$100, I would buy:

Any thoughts or suggestions:

Thank you for sharing yourself with us!!!

Your Homeroom Parents and Students

Emergency Phone Tree



NOTE: The call cycle is complete when the last family on each branch returns a call to (LEAD PARENT). If you get an answering machine, phone the next person on the list until you get a live voice. Thank you! 69