

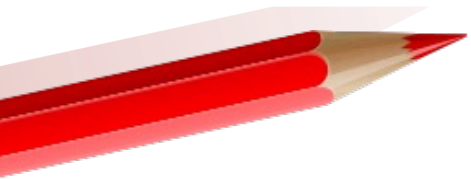


# HRPs Training

(Homeroom Parents)  
2023-2024



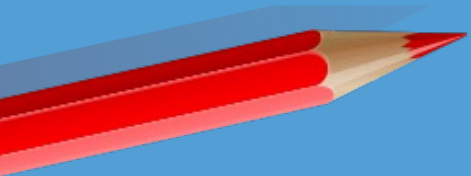
Indian Trace Elementary ITE | September 6, 2023  
We're so grateful to have you here today!



# Meet the HRP Committee



Andrea Sanholtz  
Brooke Alweiss  
Maria Tako



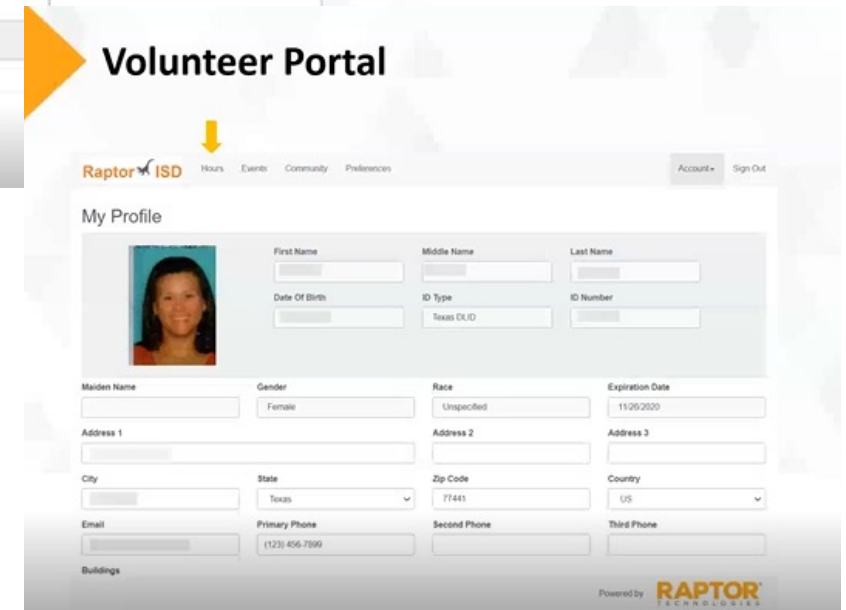
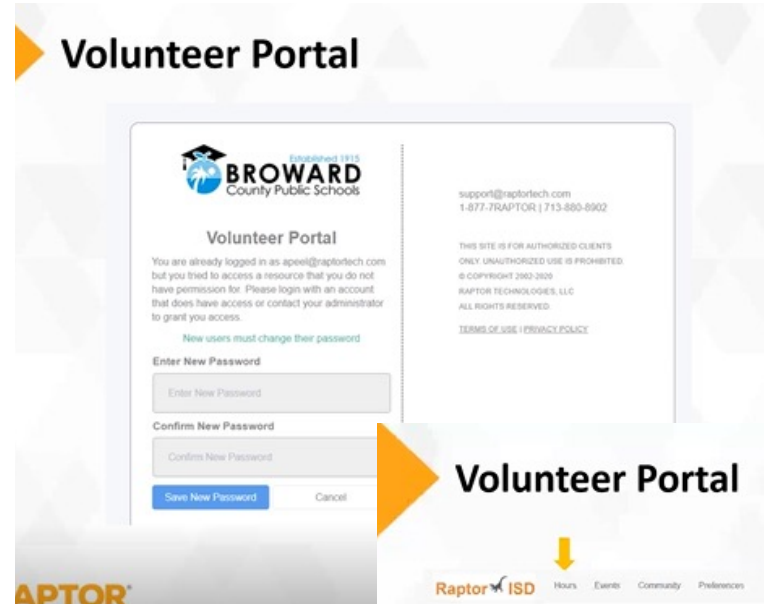
Ana-Cristina Paz Mejia  
Natalia Rodriguez  
Diana Rush



# BCPS Approval

All individuals who would like to volunteer with BCPS must complete the online application at [browardschools.com/volunteer](https://browardschools.com/volunteer).

After approval via email, volunteers may visit the volunteer portal to input volunteer hours.

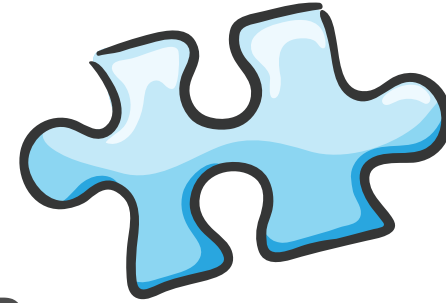




2023-2024

- Welcome!
- Being an HRP is a rewarding and amazing experience for you and your child!
- Former HRPs, welcome back!
- New HRPs, WELCOME and THANKS!
- **Please join PTA (\$10 annual fee):**  
<https://indiantrace.memberhub.com/store>

# HRP Roles



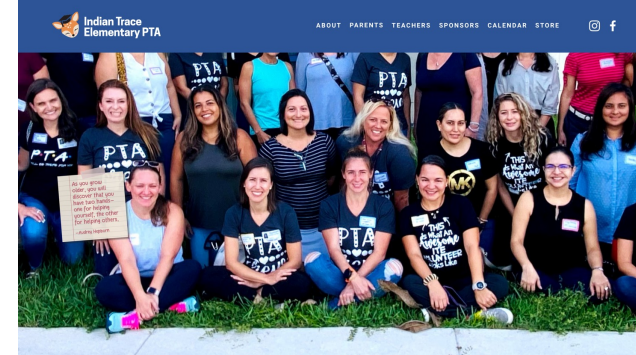
- Each class should have at least one HRP
- Some classes may have Co-HRPs
- Each class is different and it is up to the teacher to decide on HRPs.
- MOST IMPORTANT: work together > Happy Teacher!
- Include all parents that want to volunteer
- Remember this is a position of **service**, firstly to your teachers, then all students and the school



# NEW PTA Website

- All forms
- This presentation
- Start guide
- Calendar

<https://www.indiantracepta.com/hrp>



## HOME ROOM PARENTS

**ROLE OF A HOMEROOM PARENT:**  
The goal of the Class Homeroom Parents is to assist the teacher to ensure the best possible year for the students. Below are some of an HRP's responsibilities:

- Communicate class and school-related activities and events
- Plan and execute classroom activities and celebrations following teacher guidance
- Serve as communication liaison between teachers, class, school and PTA
- Create and monitor the class WhatsApp chat
- Communicate and execute 5 class collections
- Share any classroom needs and requests provided by the teacher
- Recruit help as needed for in-class and at-home volunteer opportunities
- Take and submit photos for yearbook consideration

If you are interested in being considered for your class Homeroom Parent, please sign up with your teacher during Meet & Greet or Open House. Please note selected Homeroom Parents will be notified and will be required to attend a mandatory training on September 6th at 8:00 a.m. Got questions? We're here for you. [itehrp@gmail.com](mailto:itehrp@gmail.com)

### Teacher Holiday Gift Collection

**A GIFT FOR OUR TEACHER:**

Dear Parents,  
**We will be collecting money to purchase a holiday gift or gift card!**  
For (teacher's name): \_\_\_\_\_  
From: **The Class!**

Please understand that this is voluntary.  
**The suggested amount is \$10**, but any donation is greatly appreciated.  
Please send in your donation via:  
Electronic Donation Info 1: \_\_\_\_\_  
Electronic Donation Info 2: \_\_\_\_\_  
Electronic Donation Info 3: \_\_\_\_\_  
If you have no means to do an electronic donation, please contact us and we'll make arrangements.

**Donation Due By:** \_\_\_\_\_

If you should have any questions and/or concerns, please contact us.  
Thank you very much.  
Your Homeroom Parents (HRPs)

HRP	HRP	HRP
Name	Name	Name
Tel	Tel	Tel
Email	Email	Email

**INSTRUCTIONS:** HRPs Please fill out this form and distribute to your class families.

### Hello Teachers & Aides We'd love to get to know you!

**GETTING TO KNOW OUR TEACHER / AIDE**

**Teacher / Aide Name** \_\_\_\_\_  
**Teacher / Aide Birthday** \_\_\_\_\_

**Let us spoil you a little or a lot!** Throughout the year your class would like to spoil you a little (c.k. a lot). To help us get to know you, we'd appreciate if you could fill out the survey.

Favorite Place(s) to Shop: \_\_\_\_\_  
Favorite Restaurants: \_\_\_\_\_  
Favorite Foods: Allergies? \_\_\_\_\_  
Breakfast: \_\_\_\_\_  
Lunch: \_\_\_\_\_  
Dinner: \_\_\_\_\_  
Desserts: \_\_\_\_\_  
Favorite Candies/Chocolate: \_\_\_\_\_  
Hobbies or Special Interests: \_\_\_\_\_  
Things You Collect (if any): \_\_\_\_\_  
Favorite Scent(s): \_\_\_\_\_  
Favorite Flowers or Plants: \_\_\_\_\_  
Favorite Music (group): \_\_\_\_\_  
Favorite Book/Author/Genre: \_\_\_\_\_  
Favorite Charity: \_\_\_\_\_  
Favorite Holiday: \_\_\_\_\_  
Favorite Color(s): \_\_\_\_\_  
Favorite Gift: \_\_\_\_\_

Any additional information you want to share: \_\_\_\_\_

**HOW TO RETURN THIS FORM (2 Ways: Paper or Electronic)**

- 1) Print, fill out by hand, photograph and text or email back to HRP
- 2) Fill out electronically, save and email back to HRP (Homeroom Parent)

**INSTRUCTIONS HRPs:** Provide this form to your teachers / aides. Once you get it back, you can share with the Families.  
**INSTRUCTIONS TEACHERS / AIDES:** Please fill out this form and return to your Homeroom Parent.

### HRP RESOURCES 23-24

- Training Presentation Slides (coming soon)
- Getting Started Highlights
- Classroom Chat Rules (please post!)
- HRPs Intro Letter
- **Collection 1 Birthday "Gift"**  
Birthday Aide \$10  
Birthday Teacher \$10
- **Collection 2 Halloween-Winter "Celebration"**  
PK-4G: Halloween, Winter \$15  
5th Grade: Halloween, Winter, Valentine's \$15
- **Collection 3 Holiday "Gift"**  
Holiday Aide \$5  
Holiday Teacher & Specials \$10 + \$3
- **Collection 4 End of Year "Celebration"**  
PK-4G: Valentine's & End of Year \$10  
5th Grade: (coming December 2023)
- **Collection 5 Staff Appreciation Week "Gift"** (Teachers, Aides, Specials)  
Coming February 2024
- Money Summary
- Money Trackers  
PK-4G: Money Tracker  
5th Grade: Money Tracker
- Get to Know Your Teacher Form
- Teacher Planner Form

# Teacher Meeting

Communicate with your teacher!

- Meet with your teacher to plan the year. Teacher may choose to meet with the lead HRP and the Co-HRPs as well.
- At this meeting, be sure to decide how Teacher would like to communicate. Meetings, emails, texting, etc. We have a form on the **PTA Website** for preferences.
- Ask about **Meet The Masters** communication.

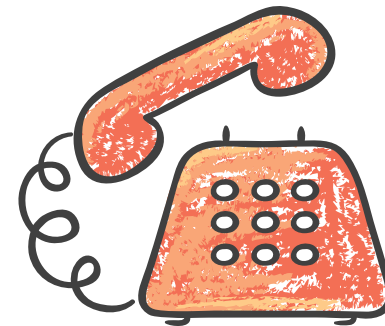




# HRP Duties

## Communication Liaison First

- Communicate with teacher
- Communicate with your class: class/virtual events, PTA info, supply needs from teacher
- Be aware of school events & activities
- **Read & Share:** Class Dojo, Mrs. W's Callout, HRPs Chat, PTA Updates
- Reposting helps a lot!
- **HRPs Chat:** Post & Re-post (for school-wide consistency )
- Money collections
- Supply purchases
- Organize celebrations
- Involve volunteers
- Support PTA



# HRP Duties

## 5 Money Collections

Teachers: \$10 Birthday • Holiday • SAW  
Aides: \$10 Birthday • \$5 Holiday\* • \$5+ SAW\*  
(Aides \$5 maybe be supplemented subject to availability)  
+\$3: 2 Collections for Specials Teachers

- \* Gifts
- \* Parties

### PK – 4<sup>th</sup> Grade

- 1) Birthday Gift \$10
- 2) Halloween Treat Day & Winter Celebration \$15
- 3) Holiday Gift \$10+3
- 4) Valentines Day of Service & End of Year Party \$15
- 5) Staff Appreciation Week \$10+3

Inform the families at the start of the year!  
+ \$3: 2 Collections (Specials Teachers & Staff)

### 5<sup>th</sup> Grade

- 1) Birthday Gift \$10
- 2) Halloween, Winter & Valentines Day of Service \$15
- 3) Holiday Gift \$10+3
- 4) End of Year Dance & Promotion Ceremony \$60\*
- 5) Staff Appreciation Week \$10+3

\* 5<sup>th</sup> Grade End Year Collection to be approved by Principal and Committee.

# About the Money

What happens if a parent wants to give me extra for an event or gift?



- We encourage **electronic collections**. Decide the best way to receive payments and inform your class.
- Note your teacher's birthday (Preference Sheet).
- Send out all collection notices in a timely manner.
- Keep receipts and track all moneys received / spent.
- Separate collections, no bundles (preferred).
- About reminders and gentle reminders.

# Getting Started

## What next?

1. Join **ALL HRPs Chat** (if not already)
2. Download **PTA Website HRP forms**
3. Setup first teacher meeting (Preference Sheet)
4. Ask teacher for First Names list
5. Start Class Chat & Post Rules (Dual / Gifted may keep)
6. Send link / QR to teacher to share (Dojo, Email)
7. If necessary, send paper letters (keep trying!)
8. Ensure healthy atmosphere on Class Chat
9. Start class collections when ready



**Dual & Gifted  
carry over.  
Dual Single  
Chat Best.**

# What's that website again?

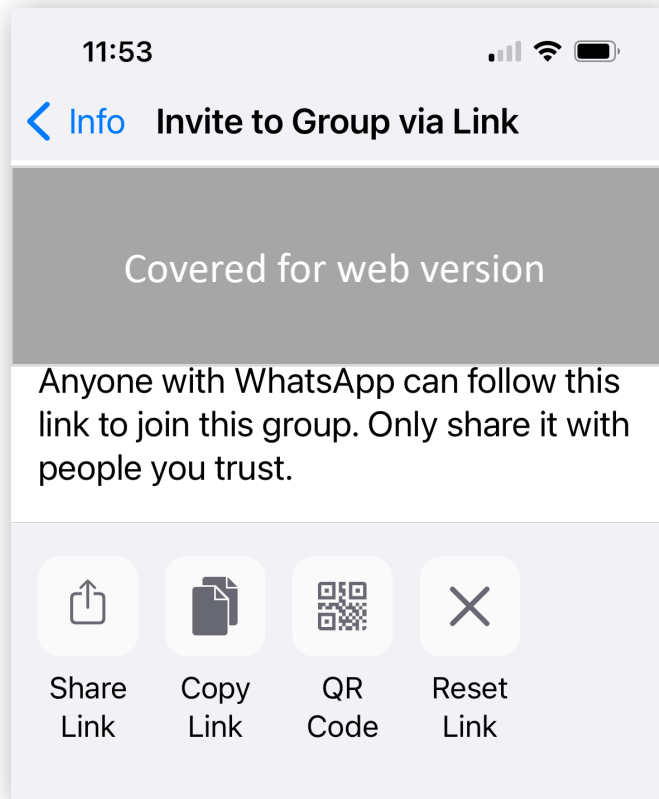
The one with all the forms...

<https://www.indiantracepta.com/hrp>

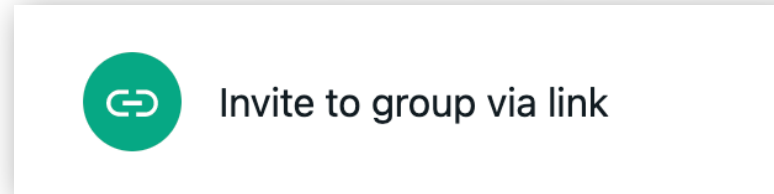


# Chat Invites

## Getting families on the Class Chat

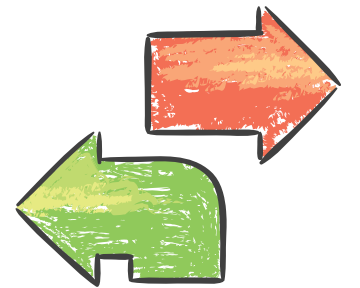


From your mobile



From your desktop

Give your teacher a link to share on **Class Dojo**, or via **Email** with class families, inviting them to join. If necessary, follow up with **paper letters** with a **QR code** included.



# About the chats...

- Try to get everyone on the Class Chat (keep trying, paper letter, etc)
- Post the rules
- **Positive atmosphere!**
- **Tech tips:** Desktop & Browser Use, QRs, Links, Media Section
- Chat Police!

## THE CLASS CHAT RULES



### How we keep things NICE on our Group Chat

- Be nice (and polite, and kind =)
- Use the chat only for things related to **Our Class.**
- No chains of any kind, no sharing funny videos, jokes, advertisements, etc.
- No promoting of business or selling items.
- Please refrain from posting more than **1** "thank you" if an answer has been useful.
- We often share photos of our kids when we volunteer. If you have any issue with this, please advise your HRP. **Reminder:** photos posted on this chat are for internal purposes only and not to be shared, including but not limited to, social media, external publications, etc.
- It's ok to ask homework related questions, even though we know it's the kids' job to figure it out!

Thanks so much for joining!

**INSTRUCTIONS:** HRPs Please post this on your group chats and repost when new members j...



## ITE Dual Language 3G

Group · 58 participants

Mrs Koch & Sra Rivera

6 😊 ✓

### CLASS CHAT RULES

- Be nice, polite, kind
- Use chat only for things related to Our Class.
- NO chains, funny videos, jokes, ads, etc.
- NO business promos or selling items.
- Don't post more than 1 "thank you".
- We share photos of our kids when we volunteer. If you have any issue w/this, advise HRP. Photos posted on this chat are for internal purposes only & not to be shared, including but not limited to, social media, external publications, etc.
- ♥ It's ok to ask about homework!

# ALL HRPs Chat Rules



## ALL HRPs CHAT RULES



### RULES OF THIS GROUP:

#### How we keep things NICE on our Group Chat

- Always be nice (and polite, and kind =) ♥
- Use the chat only for things related to **ITE / HRP**.
- No chains of any kind, no sharing funny videos, jokes, advertisements, etc.
- No promoting of business or selling items.
- Please refrain from posting more than **1** "thank you" if an answer has been useful.
- It's ok to ask any questions! If the answer benefits the whole group, we'll post it here. If it's a more individual issue, we'll reply privately.
- You're welcome to share ideas/photos of things that have worked for you, it's great inspiration!

Thanks so much for joining!

IF YOU ARE NOT ALREADY IN THE HRP CHAT...



HRPs ITE 23-24

WhatsApp group

QR covered for web version  
Need of join the group?  
Email us:  
[ltehrp@gmail.com](mailto:ltehrp@gmail.com)

Scan or upload this QR code using the WhatsApp camera to join this group



# HRPs Support

- Only 2 in-person meetings  
(This Training & SAW February / March)
- 5 Zoom Collaborations (as needed)
- Coffee Talks (all questions welcome)
- PTA Website
- All HRPs WhatsApp Chat
- ITEHRP@gmail.com

<https://www.indiantracepta.com/hrp>

## Mentorship Program

Want to help and share experience?

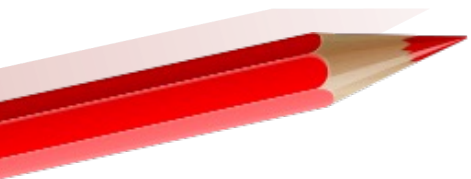
Want a little extra support?

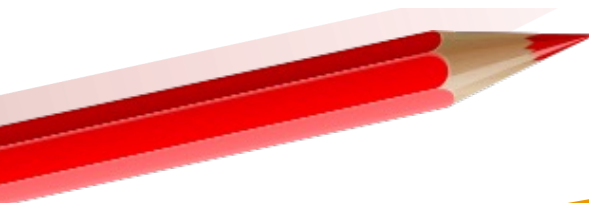




# Calendar Items



- **9/11** MTM Training
- **9/15** Spirit Shirts Order Deadline
- **9/18** First PTA General Meeting  
HRPs need to be members (\$10 year)
- **9/14** Book Fair Family Night
- **9/11-15** Book Fair
- **9/26** SAF Meeting (1:00 pm)



- 
- 
- 
- Change from \$20 annual reimbursement (no more!) to +\$5 per student increase on 3 Celebration Collections.
  - Celebration Collections are for the STUDENTS (this is different from the teachers' gifts:
    - Birthday
    - Holiday
    - SAW



Collection Update

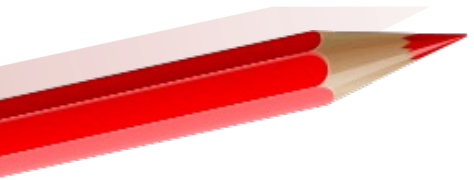
\$5 Increase



# Classroom Safety



- Be mindful of **allergies** in your child's class. If bringing in **food items** for a party, please ask teacher for class allergies and void those food items.
- **Photo/media** releases – check with your teacher about any children with photo restrictions.
- Check again before any events.
- Complete **volunteer application** to be able to come on to campus (Raptor System), **remind volunteers**.
- Always wear your **badge/sticker** when on campus.
- Only go to your designated class when coming on campus – don't walk around to different areas.



# ITE Yearbook

## Yearbook Chair: Marcia

- Please find creative ways to take pictures. Please talk to your teacher about this during your initial meeting.
- Upload photos & buy yearbook at Pictavo site.
- Pictavo Project: **717063**

<https://buytheyearbook.pictavo.com/PictavoSchool/FindSchool>



# Meet The Masters

## Meet The Masters Chair: Natalia Rodriguez

- Ask teachers about preferred means of communications.
- Communicate with MTMs lead in your class.
- Work together for successful class communication.

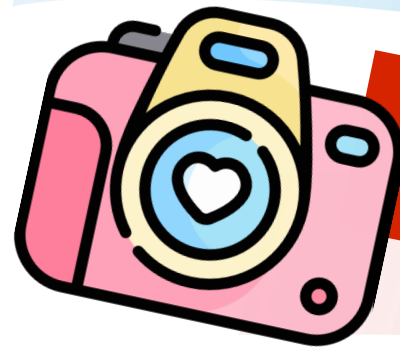




Have a great year!  
Reach out to us if  
you need anything!  
[itehrp@gmail.com](mailto:itehrp@gmail.com)  
GOT QUESTIONS?



Thank You!



Picture time!



<https://www.indiantracepta.com>