

Parties at Seven Locks

January 22, 2003

Parties at Seven Locks are intended to be classroom celebrations for the students. The focus of these celebrations is on plans that enable students to have a safe, enjoyable time with their classmates.

Each year, there will be two major parties in each classroom. Teachers appreciate, value, and depend upon the support of room parents and parent volunteers in planning and carrying out these parties. In addition to these two schoolwide parties, classes may have other celebrations that support the curriculum. These additional celebrations will be planned by the teacher with the assistance of the room parent(s), as requested. If a class has an end of the year party, that party will be directed by the teacher and will be a small class celebration, such as a pizza party. We want to have appropriate, low-keyed class celebrations for students. At all times, for the safety of the students, order must be maintained.

Additional information:

- The major parties during the year that are planned by the room parent(s) are the Halloween and Valentine's parties.
- Room parent(s) and teachers will talk before each party to communicate expectations and outline plans for the party. As the party date draws near, room parent(s) and teacher need to keep each other informed as plans develop/change. To help communication, plans need to be discussed in detail – for example, not just mentioning *decorations*, but talking about the *kind* of decorations.
- Classroom party announcements and requests sent home with students must be approved by the principal before they are photocopied and distributed to students. They will be initialed by the principal before they are photocopied.
- For each party, teachers will decide on the number of parents needed to assist at the party, according to the age of the students and the size of the classroom.
- To minimize congestion, only parents assisting at the party will attend the party.
- Several days before the party, the room parent(s) will provide the teacher with the name of parents who will be assisting at the party.
- Decorations, as needed, may be done at a time that is agreed upon in advance by room parent(s) and teacher – preferably during lunch and recess time.
- According to normal school procedures, parents assisting with a party will sign in at the front hallway and get a volunteer sticker. PTA volunteers will be present to assist at the sign-in table.
- During the party, students will remain with their classroom group.
- Parent volunteers will reassemble the classroom after the party, so that the classroom is ready for teaching and learning the next day.

Seven Locks teachers and staff appreciate the extraordinary support and hard work of room parents and parent volunteers in putting together successful Seven Locks classroom parties!

Developed by a committee of parents and staff members, along with Mrs. Gordon