

**Saint Nicholas Greek School**  
**Ann Arbor, Michigan**  
**Joanna Ioannou, Principal/Teacher**

**2018-19 GREEK SCHOOL ROOM PARENT PROGRAM**

Our Room Parent program has worked very well over the past 23 years and will continue this year. All Greek School parents will take turns and serve as Room Parents every few weeks depending on the size of the class. Room parents can sit in the back of the classroom or outside in the hallway. Room parents are responsible for finding a replacement if they can not help out. Only one room parent is needed in the classroom. The Room Parent Schedule will be available soon.

- The Room Parent program ensures the safety of the students. During Greek School hours the teacher should not be the only adult in the building. Having a Room Parent makes it safer for the students in case of an emergency.
- It enables the teacher to concentrate on academics and give more to the classroom as a whole.
- It provides parents with the opportunity to learn first-hand what goes on in the classroom and to observe the students and their progress.

**ROOM PARENT /HELPER RESPONSIBILITIES**

1. Arrive to Greek School classroom 10 minutes before class begins.
2. Check the Greek School answering machine for messages related to student attendance.
3. Attend to the Greek School classroom and building doors.
4. Greet arriving students at the classroom door and direct them to their seats. To maintain order and start the class on time, parents should remain in the hallway and not enter the classroom.
5. Help late arrivals to enter classroom without interrupting the class. Inform them about the lesson so they can join the class and start participating as soon as possible.
6. Work with teacher to maintain discipline in class. If a student becomes disruptive, the Room Parent/helper should take the student to the room next door (Sunday School & Greek School Office), and remind the student of expected behavior and classroom rules. This way the teacher can continue the lesson with the rest of the class.
7. Oversee one group while teacher works with another.
8. Assist teacher with in-class project preparation and cleanup.
9. Assist teacher with copying, sorting, assembling, and distribution of materials.
10. Attend to those needs of parents and students that are not directly related to the class lesson.
11. At the end of class, line up the students at the back of the room and wait for parents to pick them up and make sure that everybody has left safely.
12. Before leaving the school building, make sure that the bathrooms are clean and lights are off.