

Policy for Home Room Parent Selection

The following policies have been developed & approved by the PTO Executive Board. Changes and/or modifications to these policies must be approved by the current PTO prior to implementation.

- 1) Selection of Home Room parents is conducted by the Committee Chair(s) as well as two members of the current PTO Board prior to Back-to-School Night.
- 2) All submissions for selection must be reviewed to verify that the criteria as listed below are met. Review of submissions may include, but is not limited to, use of School Directory of prior years. Forms submitted with incomplete information and/or after the submission due date will not be accepted.
- 3) Two Room Parents are selected for each classroom. Selection is not based on the sex of the child; i.e., one parent of male student, one parent of female student.
- 4) Selection as Room Parent automatically eliminates that parent for room parent in any other classroom for that current year.
- 5) Selections as Room Parent will be prioritized in the following order:
 - a) Never been a room parent for the specific child submitted for, or have been a room parent for another child in a previous school year.
 - b) Was a Room Parent for the same child previously while at Cedar Hill.
- 6) Each candidate will be drawn randomly among other candidates with the same criteria. (All parents who qualify in "a" drawn together, secondly, only if needed, parents from "b")
- 7) If a parent declines the position once selected, it will go to the next qualified candidate that was drawn at the original drawing and listed as an alternate.
- 8) If there are insufficient volunteers for a particular class, the criteria listed above will be waived in order to fill two room parent positions.
- 9) Requests by teachers will not supersede the approved process in order to keep the random selection in all classrooms.

Approved by PTO Board on September 6, 2005