

Room Parent Guidelines Upper School

September

- 8th Back to School Picnic - 5:30 p.m.
- 12th OnlineMagazine Sale begins
- 15th Room Parent Orientation 8:15 a.m. and 7:00 p.m. (choose one time)
Contact fellow Room Parents to:
- a. Choose a lead Room Parent and notify your Division Coordinator.
 - b. Set up email groups/calling lists. Notify parents of AlertNow system.
 - c. Schedule Class Gathering (to be held prior to Holiday recess) including: date & time, type of gathering, location, refreshments, volunteers for set-up and breakdown as needed. (Please refer to Class Gathering Information Sheet in this packet.)
 - d. Customize “Welcome Letter” template to parents regarding emergency Phone Tree information, Class Gatherings, Silent Auction, student events, request for volunteers, etc. Obtain mailing labels and envelopes from Kelly Rose and submit to her and Division Head for approval.
- 21-23 12th Grade trip to NYC
- 22 11th Grade trip to Corning Museum of Glass
- 26-28 9th Grade trip to Bryn Mawr
- 27th School Picture Day

October

- 5th US Program Night – 7:00 p.m. Classrooms
- 13th Parents’ Association Meeting - 8:15-9:30 a.m. Knox Farmhouse
- 19th Senior Parent Dessert – 7:00 p.m. –Dining Hall
- 29th MUN Conference

November

- 5th Fiesta - 16th Annual Silent Auction - 6:00 p.m. Gym and Dining Hall
- 10th Grandparents and Special Friends Day
- 17th Parents’ Association Meeting - 8:15-9:30 a.m. Knox Farmhouse

December

- TBD US Dance – 7:00 p.m.- Gymnasium
- 7-11th US Musical – Coville Theater
- TBD MS/US Holiday Party - Dining Hall
- a. 3 parent volunteers needed from each grade
 - b. Baked goods (homemade or commercial) – enough for each student to have 3 pieces.
 - c. School provides beverages.

Continued on other side.

January

12th Parents' Association Meeting - 8:15-9:30 a.m. Knox Farmhouse

February

4th Dinner with Friends – 5:30 p.m.

9th Parents' Association Meeting - 8:15-9:30 a.m. Knox Farmhouse

TBD Upper School Dance

March

9th Spring Faculty Appreciation Luncheon – 12:00 p.m. Dining Hall

15th Parents' Association Meeting - 8:15-9:30 a.m. Knox Farmhouse

30th Spring Fundraiser – 5:30 p.m. The Palace Theater

April

TBD US Dance – 7:00 p.m.- Gymnasium

12th Parents' Association Meeting - 8:15-9:30 a.m. Knox Farmhouse

May

2nd Final Senior Parent Meeting – 7:00 p.m. Dining Hall

17th Parents' Association Volunteer Appreciation Luncheon and Annual Meeting - 12:00 p.m.

18th Red & White Day

30th Senior Rafting Trip

June

1st Baccalaureate Ceremony – 5:00 p.m.

2nd 12th Grade ONLY: Commencement rehearsal 11:00 a.m.

3rd Commencement 2:00 p.m.

* **11th Grade Room parents ONLY:** you will be contacted by Jenn Neuner about organizing the LS closing reception. This includes providing refreshments for 700 guests and table decorations. The School provides paper products, beverages, and linens.