



Medford Home and School Association, Inc.

P.O. Box 96, Medford, New Jersey 08055

Email: medford.hsa.k8@gmail.com

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“Bringing Home and School Together”

Policy for Room Parent Selection

The following policies have been developed and approved by the HSA for the selection of Room Parents

1. Selection of Home Room Parents is conducted by the school representatives and the Principal of the school.
2. All candidate 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 HSA records of prior years. Forms submitted with incomplete information and/or after the submission due date may not be accepted or considered.
3. Two Room Parents and one alternate are selected for each classroom.
4. Selection as Room Parent automatically eliminates that parent for Room Parent in any other classroom for that current year. This may be over-ridden by the HSA members if Paragraph 9 shall apply.
5. Selection as Room Parent will be prioritized in the following order:
 - (a) Candidate has never been a Room Parent;
 - (b) Candidate has never been a Room Parent for the specific child for whom a request was submitted; and
 - (c) Room Parent was a Room Parent for the same child previously while at a Medford Elementary School.
6. Each candidate will be drawn randomly among other candidates with the same criteria. (All parents who qualify in (a) will be drawn together and all parents who qualify in (b) will be drawn together. If there are only two candidates in (a), those two candidates will be the Room Parents and (b) candidates will not be considered. If there are more than two (a) candidates, there will be a random drawing of two (a) names.
If there is one (a) candidate, that candidate shall be a Room Parent and one (b) candidate shall be randomly selected. If there are no (a) candidates two (b) candidates shall be randomly selected. If there are no (a) candidates and more than two (b) candidates, two



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(b) candidates shall be randomly selected. The same logic applies to (c) candidates. If there are no (a) candidates nor (b) candidates and more than two (c) candidates, two (c) candidates shall be randomly selected.

7. At the time Room Parents are selected, the next qualified candidate shall be drawn and designated as “Alternate Room Parent” using the same method as described above. The Alternate Room Parent will not be notified of his or her selection unless either of the Room Parents decline.

8. If a parent declines the position of Room Parent once selected and notified of the selection, the next qualified candidate that was drawn at the original drawing and listed as “Alternate Room Parent” will serve as the Room Parent.

9. If there are insufficient volunteers for a particular class, the criteria listed above will be waived, and HSA members may recruit Room Parents.

10. The school Principal and thereafter, the teacher, may veto a Room Parent. If so, the Alternate shall serve or if there is no Alternate, paragraph 9 shall apply.