**Teacher Appreciation Day Guidelines**

**2017-2018**

**Grades K - 7th**

The Big Day: Last Day of School, May 24, 9:00 AM - 12:00 PM

* Teacher Appreciation Day (TAD) will be held on the last day of school, which will also be designated as a Late Start day and a Noon Release day.
* TAD parents will arrive by 9:00 AM with students arriving by 9:20 AM to setup for TAD.
* Teachers will arrive at school or at the off-site location at 10:30 AM for the TAD celebration from 10:30 AM -12:00 PM.
* Students will wear regular dress code unless special approval is received from the principal for a different dress code.
* Grades K – 5th will remain on campus for TAD. Please make sure your on-campus venue reservations are completed no later than the last day before Spring Break: March 29, 2018. The reservation process and on-campus venue choices are detailed on page 3.
* Grades 6th – 7th have the option of going off campus as long as there are enough parents to drive students back and forth to school.
  + Students must still arrive at school by 9:20 AM before going off-campus and must return back to school in time for 12:00 PM carpool.
  + Please make sure to leave a carpool plan with the middle school office as well as pick up medical release forms from the middle school office before you leave.

**8th Grade Only**

The Big Day: May 21, 12:00 PM-1:30 PM

* TAD parents and students setup for TAD from 12:00 PM - 12:30 PM.
* Teachers arrive by 12:30 PM, with TAD concluding at 1:30 PM.
* Students will wear regular dress code unless special approval is received from the principal for a different dress code.
* TAD will be held on campus. Please make sure your on-campus venue reservations are completed no later than the last day before Spring Break: March 29, 2018. The reservation process and on-campus venue choices are detailed on page 3.
* The 8th grade teachers enjoy being appreciated together as a group. One option is for the TAD parents across 8th grade to coordinate serving the teachers a nice lunch with a short program by the students of special things to share.

Vision, Purpose, and Plan

* Teacher Appreciation Day should be child-driven, parent-supervised, and teacher-centered. The activities and attention should be focused on the teacher, not the student. As a way of showing appreciation to our teachers, parents will require students to exhibit the habits of respect and self-control. The more involved parents are in monitoring student behavior, the more appreciated the teacher will feel.
* The Parents of the Month have been showing their appreciation to the teachers all year; TAD is the **child’s opportunity** to show appreciation and gratitude. Take the time to reinforce this concept with both the parents as well as the teachers, so everyone has similar expectations.
* Realize that it is important for our children to recognize that their teacher devoted one year of his or her life to help them grow scholastically and spiritually. Learning to recognize the service of others, and being grateful for it, is part of their spiritual growth.
* Keep it simple! If decorations are to be used, the children should make them.
* Only grades **K-2nd** have in-class preparation time; therefore, for **grades 3rd-8th**:
  + Some things will have to be done outside of class; if this occurs, be sure to give parents plenty of advance warning.
  + You can also ask the teacher if you can use a portion of the class time one day to work with the students while he or she works elsewhere.
* **Talk with the teacher about what he or she would enjoy for Teacher Appreciation Day as well as for their gift.** When discussing the day, make sure the teacher understands our guidelines. You can also consult the teacher preference form filled out by the teacher at the beginning of the year for ideas.

The Gift

* The school allots **$100** to be spent on a gift for the teacher. These funds are part of the classroom monies the room parents receive at the beginning of the school year. The TAD parents are in charge of purchasing and presenting this gift with reimbursement from the room parents.
* You are **not** to add any additional funds to the $100 for the teacher’s gift. The TAD parents may opt to use some portion of the $100 for a handmade gift from the students, thereby reducing the dollar amount of the “purchased gift”.
* The TAD gift is a gift from the entire class. While most parents do not send in gifts at the end of the year, some may choose to do so. If so, these should be given outside of the normal class time. Make sure your parents are aware of this policy.
* When planning the gift, consider asking the teacher what he or she may like to receive. Others to ask include spouses or other teachers.

Refreshments

* The school allots **$25** of the classroom funds to be spent on TAD refreshments. These funds are part of the classroom monies the room parents receive at the beginning of the school year. The TAD parents will receive reimbursement from the room parents.
* The TAD parents will use the $25 to cover the cost of refreshment items and may ask parents to provide additional food items.
* You are **not** to use the $25 for refreshments to add any additional funds to the amount spent on the teacher’s gift.

On-Campus TAD

An on-campus TAD will occur either in the classroom or outside on campus. Room reservations for other rooms will not be available.

Any classroom or outdoor area used for TAD must be cleaned by parents and students *– not the teachers.*  For outside venues, each class is responsible for removing any trash they create and should not bring the trash back into the building. Please aim to leave the area cleaner than you found it.

Outside venues are available by reservation on a first come, first served basis as noted below.

You may make a reservation at any point after school starts, but please make sure your reservations are completed no later than the last day before Spring Break: March 29, 2018.

You must email [Martha Mahony](mailto:mmahony@perimeter.org) to reserve:

* Playground (4 classes only)
* Playground Gazebo
* Lake Area
* Picnic tables under the trees between the playground and the lake

You must complete this [online-form](http://www.perimeterschool.org/parents/evt-scheduling-request.cfm) to reserve:

* Track
* Baseball Field
* Soccer Field
* Ozone Field behind Annex

Optional Off-Campus TAD (grades 6th – 7th)

The TAD parents will be responsible for carpool on TAD and must leave the carpool plan with the middle school office. Please pick up the medical release forms from the middle school office and distribute to the drivers before leaving campus.

Ideas for TAD Activities

* Have a breakfast with parents in the class sending in food items.
* Play games.
* Put on a show.
* Have each child present some form of appreciation, such as reading a letter, singing a song, reciting a poem, etc.
* Have a scavenger hunt for the teacher’s gift.
* Have each student write a self-description and then have the teacher guess whom it is about.
* Think outside the box and be creative – just keep the guidelines in mind.