



Teacher Appreciation Day Guidelines

PERIMETER SCHOOL
A Covenant Christian Community

Grades K - 7th

The Big Day: Last day of school, 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 set up 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**. 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 9:20AM 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 and pick up medical release forms from the middle school office before you leave.

8th Grade Only

The Big Day: Last Monday of school, 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**. 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. Please see [page 4](#) for additional details on planning a joint 8th grade TAD.

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 a 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 and paper products. 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**.

You must email [Karla Mays](#) 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](#) 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 or 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 which student it is about.
- Think outside the box and be creative – just keep the guidelines in mind.

8th Grade Joint Teacher Appreciation Day

The goal of Teacher Appreciation Day is to honor and thank the teachers who have encouraged the students in academic spiritual growth. This time together allows each student an opportunity to express appreciation for all of the 8th grade teachers.

Gift

Each class will give their teacher their own TAD gift as noted [page 2](#), **The Gift**.

Refreshments

The monies allocated in the classroom funds for Teacher Appreciation Day refreshments and paper products (see [page 3](#), **Refreshments**) should be pooled together among all of the 8th grade classes. If needed, you may request additional food items from parents using SignUpGenius. Please do not require all parents to participate.

In the past, a taco bar type of meal has worked well (meat, cheese, taco shells, toppings, etc.) along with a cake or dessert. Feel free to be creative and serve what works well in your situation.

Flowers

An arrangement of flowers for each teacher is a nice gesture. They enjoy having them for their desk or home. The bouquets can be made in Mason jars to keep the cost down.

Decorations

The school has a few items available for such events. Please check with [Karen Henderson](#) more than two weeks out to establish need and availability.

Room Request

The room should be scheduled through [Karla Mays](#) as described on [page 3](#) for an **On-Campus TAD**. *You will need a room large enough for the entire 8th grade class.*

Video/Slide Show

It is fun to have the students record video short stories or favorite memories. If you need tech on the day of the event for viewing the videos, please be sure to book that through Martha Mahony when you request the room.

Emcee

Typically, the emcee is an 8th grade student who is very comfortable speaking in front of a crowd, including their peers. It helps if the selected emcee knows all the teachers well.

Event Schedule

Planning the event schedule beforehand will help things run smoothly and allow the teachers to enjoy the time set aside to honor them. Below is a sample schedule for illustration purposes. Please create a schedule for what works best with your plans.

Sample Schedule

- 12:00 PM Students come to the Fellowship Hall.
- 12:15 PM Students escort teachers in. Student emcee welcomes the teachers with brief remarks.
- 12:17 PM For each teacher a designated student will introduce the teacher before playing their video. Allow about 3-5 minutes per teacher for the student's introduction and playing the video.
- 12:38 PM Student emcee thanks the teachers and blesses the food.
- 12:40 PM Eat lunch.
- 1:00 PM Present gift to each teacher.