

CLASS PARENT RESPONSIBILITIES

Each class at The School has at least one- parent representative on the Class Parents Committee (for example, if the sixth grade has three homeroom sections then it has a total of, at least, three Class Parents). A Class Parent serves as the primary interface between the parent body and the Classroom Teachers; and every Class Parent should be cognizant of their responsibility toward the other parents, the teachers, and the school. This role can be shared among several parents from a class, and responsibilities can be divided up (take turns attending meetings, one can be in charge of email, another can try to touch base regularly with the teacher, another be in charge of organizing classroom events, etc).

Class Parent responsibilities include:

1. Supporting your grade-level team of teachers. This may include volunteering for or finding volunteers for field trips, assisting teachers with administrative tasks, plan and arrange class social events (i.e. potluck, year end picnic, etc.).
2. Supporting PTA and school events, such as Empty Bowls, Penny Harvest, bake sales or other events sponsored by the PTA, by volunteering or finding volunteers from your class and/or getting the word out to the parents in your class.
3. Distributing monthly PTA Meeting Announcements.
4. Serving as a critical link in communicating feedback and information between parents and teachers. As a representative for your class, parents may approach you about concerns and ideas they would like to share with the school. Teachers may solicit your feedback regarding grade-level events and changes. They may also ask you to disseminate information regarding your class.
5. At least one class parent from each class should try to attend all PTA meetings to ensure that there is good regular communications between the parent body and the administration.
6. Class Parents are asked to send information that they would like to disseminate about upcoming events class events and important information to the Lion's Roar.
7. Establishing a classroom phone chain and activates upon request of the administration.
8. Assists with implementing teachers' appreciation event and teacher's gift (as appropriate)
9. Facilitates informal or formal feedback requests/polls/surveys on behalf of PTA or administration.

We are pleased that you have accepted this position and we are counting on you to:

1. Attend Class Parent meetings',
2. Check your e-mail regularly (every day or almost every day).

3. Forward, in a prompt manner, emailed information from teachers, the School and the PTA.
4. Contacting parents, organizing volunteers, and interacting regularly with teachers.