

Class Parent Responsibilities – 2010/2011

June 2010

The primary goal of a Class Parent is to ensure that teachers and CPSC receive the support needed from parents throughout the year by maintaining close communication with their child's teacher and fellow parents in their class. A Class Parent will also assist in communicating school events and needs to the parents in their child's class.

Class Parents will receive support and communications from two school-wide Class Parent Coordinators (Anne-Marie Vanaman, K-2, and TBD, grades 3-5) throughout the year.

Ideally each class will have two Class Parents and one Strawberry Parent. The Strawberry Parent should not be one of the Class Parents.

Class Parent #1 is responsible for in-class support and activities, such as:

- **Meeting with the teacher in the first few weeks of school to determine what parent support is (and isn't) needed. See Appendix 1 on page 3** for examples of parent support in classrooms;
- **Serving as the volunteer coordinator for the classroom.** Work with the teacher to ensure that he or she has parent volunteers for various class activities, including arranging field trip chaperones and assistants for classroom projects. Also communicate to parents any specific requests for classroom supplies e.g., tissues, wipes, or specific requests for project items;
- **Compiling and distributing the emergency contact list and phone tree.**

As early as possible in the school year, develop an emergency contact list for all parents in the class. For each child, identify at least one parent and maintain details of his or her emergency contact information. Contact the parents directly to collect this information.

From this list, develop and distribute an inclement weather "phone tree" for the class. This will be used in the event of early school dismissal. If you are the only Class Parent for your room, you will need to identify a back-up parent to help with this and send their contact details to the Class Parent Coordinators.

In the event of an early dismissal, the Class Parent will be contacted and asked to start their "phone tree" calls. The Class Parent will then call the first parent on the list, that parent then calls the next parent on the list, and so on. The last parent on the list should call the Class Parent to confirm that contact has been made with all families, thus closing loop of communication. **See Appendix 2 on page 3** for more details about how the phone tree works.

You will need to remind parents that this procedure is used only for early dismissal. For information on school closings in the morning, please remind your parents to check for announcements on local TV, the web site, and radio, or call the school;

- **Organizing teacher and staff appreciation gifts or activities.** Each class will show their appreciation of their teacher and assigned staff member throughout the year – often before the winter break, the end of the year, and on birthdays.

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Class Parent #2 is responsible for school-wide support and activities, such as:

- **Reinforcing communication from school committees and from Paula regarding critical dates, upcoming events, etc.** You will receive direction from one of the Class Parent Coordinators in determining what to communicate, the timing of the communication, and any follow-up that is needed;
- **Recruiting volunteers for school-wide activities such book fairs, playground duty, and the quarterly Teacher Appreciation Lunch.** For the lunch, work with your parents to identify volunteers to provide supplies and/or three dishes for the lunch and one parent to provide coverage in the classroom to allow the teacher to take a lunch break away from the room. You will receive direction from the Class Parent Coordinator for these activities as well.

Strawberry Parent

The Strawberry Parent will have a key role in managing the class booth for the CPSC Strawberry Festival, held each May to benefit the Old North Durham Park, and in identifying volunteers for the event. The Strawberry Parent will receive direction from the Strawberry Festival Committee on which you will serve and from the Strawberry Festival Coordinator(s). Responsibilities will include:

- **Assisting the teacher in designing a class activity/booth for the Strawberry Festival;**
- **Identifying volunteers to assist the teacher with booth preparation and ensuring that there are sufficient volunteers to provide coverage for the booth on the day of the Festival;**
- **Managing the list of supplies needed for the class booth.** This includes seeking and collecting donations;
- **Directly contacting parents in the class to request them to volunteer for some aspect of the Festival, either on one of the committees, assisting with preparation ahead of the day, or on the day of the Festival.**

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APPENDIX 1: Examples of Parent Participation in the Class

- Help arrange field trips.
 - Serve as a chaperone on field trips.
 - Collaborate with teacher on special projects in the classroom. This is an opportunity for a parent to share his/her knowledge, skills, passion with the children. Be creative: cooking, woodworking, gardening, etc. are welcome.
 - Provide coverage for the teacher during lunch. This allows the teacher a chance to take a break or to use the time for planning, administrative duties, etc.
 - Assist the teacher with writing, reading, or math study, etc. This may include helping children sound spell, listen to their developing reading skills, etc.
 - Coordinate "Mystery Reader Day." One day a week a guest parent comes to class to read stories. The children do not know who is coming and excitement builds toward story time.
 - Work with the teacher to keep the supplies stocked in the classroom.
 - Organize Scholastic book orders, if your class participates.
 - Work with the teacher to share your heritage, customs, and/or native language with children or coordinate with other parents to share theirs.
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APPENDIX 2: Phone Tree Basics

The phone tree should include the following information in spreadsheet or similar format:

- Teacher's name
- Grade
- Child's name
- Parent's name(s)
- Multiple contact numbers: Home, Work, Cell

How the phone tree works:

1. Parent of Child A (Class Parent) calls Parent of Child B
2. Parent of Child B calls Parent of Child C
3. Parent of Child C calls Parent of Child D
4. Etc. **NOTE:** The last parent on the list should call the Class Parent to confirm that contact has been made with all families.

IMPORTANT NOTE:

If you can't reach the parent you're supposed to call (i.e., the next parent on the list after you):

1. Call the next parent on the list. For example, if you are Parent C and you're supposed to call Parent D but can't reach Parent D, call Parent E to keep the phone tree moving along.
2. Continue to call the parent you're supposed to call until you reach someone. If you are unable to reach the parent after multiple tries, contact the school at 919-682-1200. Continue to call the parent and the school until you are able to speak to an individual. **DO NOT just leave a message, either with the parent or at the school.**