

SIGNAL HILL PTA CLASS PARENT'S GUIDE

GRADE LEVEL LEADER: The job of the grade level leader ("GLL") is to coordinate activities and communications between head class parents for their grade.

- **Initiate phone chain** – In the event of an emergency or school closing the GLL will be notified by the PTA vice presidents to initiate the phone chain. The GLL will then notify the head class parents ("HCP") to continue the phone chain.
- **Pass on information from PTA** –If class parents are needed to help with a PTA event (ie: blood drive), or other information needs to be passed on, the GLL will be notified and is to pass the information to the HCP.
- **Liaison between teachers and class parents** – Certain events (ie: parties) should be planned the same way by every class in a grade level. The GLL will coordinate with the other HCP's as to what to bring, what craft to do, how much is to be spent.
- **Crafts, end of year favors** – If the teachers wish to have a craft at a party, the GLL will coordinate with the other HCP what will be done and if needed, will order the same craft for all of the classes. Whoever purchases the supplies will be reimbursed from the other classes out of the class dues. End of year favors for the children will also be handled the same way. At the end of the year party a favor is usually given to the children, to be determined by the class parents, and purchased out of funds from the class dues (suggestion: select something that the children can use for the summer or a game that can be played at the party, usually \$1 to \$1.50 per child).
- **Fourth Grade GLL** – is responsible for coordinating 5th grade graduation (order flowers, refreshments, decorations and coordinate other 4th grade class parents to help).

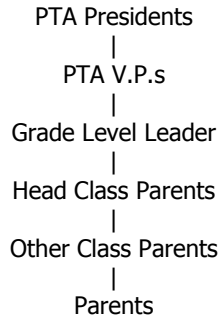
HEAD CLASS PARENT/CLASS PARENTS

The Head Class Parent ("HCP") serves as the liaison between the classroom teacher and all other parents concerning class activities and trips.

- **Class phone list** - On Meet the Teacher Night the HCP will hand out a form to be completed by each student's family. This information is used by the HCP to create a phone list for the class parents to use in case of emergency and when the phone chain needs to be initiated. Try to get this information from all parents in the class, even if they do not want the information to be released to the rest of the class. Based on these forms, the HCP also creates and distributes to the class a list of children's names, addresses, phone numbers and parent/guardian names for all students who give permission for the class parent to release this information. This list must be sent home by the HCP inside of a sealed envelope with each child's name on it.
- **Class dues** - On the class contact sheet is a request for \$10 (class dues) from each student to cover the costs of all class activities and celebrations during the school year. This amount is not the same as PTA membership dues. Money for teacher's holiday and end of year gifts must be collected separately. The HCP will use these dues to reimburse the other class parents for materials or food purchased. A record should be kept of all receipts for expenses made throughout the school year.
- **Class parties** - Head Class parents help the teacher arrange class celebrations. This may include purchasing snacks, crafts or other items needed. The teachers may request specific items or may leave it to the class parents to decide. Whenever food is involved the HCP must check with the teacher for any possible allergies (peanuts, dairy, etc...). Homemade foods are not allowed to be served at parties. Food must be purchased with ingredients clearly labeled so that the teachers can easily check for allergens.
- **Class trips** - The HCP must call and arrange for parents/guardians to attend class trips. It is the job of the HCP to make sure *all* parents/guardians who indicate that they want to attend a class trip, are offered that opportunity. The number of parents needed will be determined by the school and should not be exceeded. No class parent should attend more than one trip until all other non-class parents have been offered. Being a class parent does not allow you to attend all or even most, field trips.
- **Organize volunteers** - Throughout the year there may be events in addition to field trips and parties that require parental involvement (PARP events, field day, teacher recognition breakfast). The Grade Leader will contact each HCP to ask for volunteers to help with these events. The HCP will arrange for parents/guardians from the class to volunteer. You *may* be needed to help outside

your child's classroom at an event that does not involve interaction with your child. Fourth grade class parents must work on the 5th grade graduation committee.

- **Phone chains** - The need for phone chains has diminished over the past year due to the district's automated notification system. If necessary, the GLL will get be notified to initiate the phone chain and will call each head class parent for that grade. The head class parent will then notify the rest of the class parents, who will call all other parents in the class. The phone chain is implemented as follows:



- **Teacher's gifts** – As a convenience to parents, the head class parent will offer to collect money for a combined gift from the class to the teacher, for the December holidays and the end of the year. A letter should go out to each parent/guardian prior to the upcoming holiday requesting a contribution to the class gift. It should be stated in the letter that this is an option, not an obligation, as some parents may prefer to purchase their own gift for the teacher. No more than \$10 should be collected from each child. The contributions should be sent back in an envelope provided by the HCP to the child of the HCP. The class parents then decide on what to purchase and present it to the teacher
- **End of the year party** – Each grade will have an end of year party, with time and date scheduled by the school office. The GLL will work with the teachers and class parents to determine what food will be served and any activities that will take place. A small favor/gift is given to the children and should not cost more than \$1-\$1.50. The grade level leader is responsible for purchasing the gifts and will be reimbursed by the head class parent from class dues.
- **Attendance at PTA meetings** – Class parents must attend at least 5 PTA meetings and *sign attendance sheets* to verify your presence. In addition each grade will be asked to host one PTA meeting. Each class will be asked to bring a few items of food by the Hospitality committee. Please ask parents willing to donate the food and drinks. Money from class dues is not used for PTA meetings.
- **Please ask questions** – Information and support is always available! Please contact your PTA co-presidents, vice presidents or class parent coordinators with any questions or difficulties that may arise.
- **We appreciate the time and energy you give that helps make Signal Hill such a special place.**

PLEASE RETURN WITH CLASS PARENT APPLICATION

I have read and understand the Signal Hill PTA Class Parent Policy.

Sign

Print name