



Class Parent Guidelines

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Class Parent Guide



CLASS PARENT ARE COMMUNICATORS AND ASSISTANTS WITHIN THE CLASS.

Role of the Class Parent

Class Parents serve in two main capacities: as communicators, and as assistants within the class. As Class Parent, you will serve as a liaison between the School and the parents in your class. You will communicate information about school events and answers practical questions for parents. Parents will approach you with their issues and concerns; your job is to direct them to the member of the faculty or administration who can best help them. If you are contacted by several parents on the same issue and detect a trend, it might be helpful for you to communicate this to the appropriate school faculty (teacher, office manager, controller, Principal, Head of School). The other responsibility of the Class Parent is to assist the teachers by helping to coordinate class related activities, and securing parental participation in the following activities:

- Classroom education projects
- Classroom events (Halloween, Holiday Songs Festival, Galette des Rois, Valentines Mailing,

Carnaval et Crêpes, Spring Egg Hunt)

- Parent evenings or breakfast
- School events like Thanksgiving

The Class Parent walks a fine line: you are both a parent in the School and a representative of the School. This dual role requires enthusiasm, good judgment, diplomacy and tact. These are the very reasons you were chosen to fill this position!

Top Four Reasons to Become a Class Representative

1. Model for your child your commitment to his/her education
2. Meet and develop relationships with other activities
3. Help the class teacher with educational projects (search of material or help during the project)
4. Contribute to the well-being and stability of the class and the entire school

Class Parent Selection

Class Parents are selected by the teaching team. Anyone interested in being a Class Parent should let the class teachers know.

What Do I Have to Do?

- Help the class teachers organize some class events and school outings
- Help generate interest for parents to participate in class events or performances
- Send reminders or encourage attendance to Back to School Night or Parents breakfasts
- Community: do what you can to make each member of the FAA community feel welcome and included, with special attention to new students and families in your grade.
- Awareness of Relevant Information: be sure

you are aware of events and news relevant to your grade. Check the calendar for PTO meetings: attend at least 5 times a year to keep apprised of what is going on at the School. PTO meetings happen four times each academic year. Please see the FAA Calendar on the School's website for updated PTO Meeting dates.

- Communication with Parents: Correspond with parents to update them on important dates and class events. Share information learned at the PTO meetings.

- Class Finances: Class Parents are responsible for the finances of the grade as it incurs expenses during the year.

Communication/Correspondence

Website

The French American Academy website (www.faacademy.org) and the Division Heads Messages are the main vehicle for distributing information to FAA parents.

Email

Communication via email is the most effective and preferred method of communication for most parents. However, in order to avoid too many emails from the school community, the president of the class parents will send the content of each communication and will mention which day it should be sent. Most emails that Class Parents are requested to distribute will be drafted and provided by the President of Class Parents.

What Skills Are Desirable?

- Ability to organize and delegate
- Ability to communicate: the essence of the Class Parents' commitment is communication. They need to have the ability to communicate clearly and promptly

to and from the parents and the teachers. Class Parents play a role in welcoming new students and their families into the class, especially during the Family Picnic or at Back to School Night. The new parents will be grateful for being included, especially when they are entering a class where the group has been together for a number of years.

Terms

The Class Parent ideally volunteers his/ her time from September of one year to September of the next year, and in some cases may serve for more than one school year.

Class Parents can help the teachers to find and train a replacement at the end of their term. Class Parents can serve for a maximum of 3 years.

THANK YOU FOR THE GIFT OF YOUR TIME,
SMILE AND ENERGY !

