

Dear Parent/Guardian:

Hello! We hope you are all enjoying your summer!

The PTO Executive Board is busy planning for the 2016-2017 school year. We have many programs and events planned, and we are looking forward to working together with all of you to have another successful year. As we plan for the coming year, we are looking for volunteers to be Class Parents. Being a class parent is a very rewarding experience. It keeps you “in touch” with your child’s learning process as well as with our community’s education system.

If you are interested in being a class parent volunteer, please review the attached guidelines and responsibilities of a class parent. Both teachers and the PTO Executive Board established these guidelines. Their intent is to clarify the responsibilities of a Class Parent and to ensure that working together with your child’s teacher is both a productive and rewarding experience. Please note that if you volunteer to be a Class Parent, you must be able to attend our PTO meetings. These meetings are one of the major ways in which class parents get information to pass along to all teachers and parents in their respective classes.

If you would like to volunteer as a class parent, please volunteer online on the Montvale PTO website. All registrations must be completed online *no later than Friday September 16*. The PTO Executive Board will work together to complete the selection process as quickly as possible. There are two volunteers chosen for each class. Class parents will be notified as soon as the selection process is completed. ***Please see following information on Responsibilities and Guidelines (Extra Fieldstone Guidelines follow)***

If you have any questions, please feel free to contact us:

Memorial School - Cindy Merlino (cmerlino02@gmail.com)

Fieldstone Middle School – Tammy King (tammyking@aol.com)

Thank you. Enjoy the rest of your summer and we will see you in September!

Sincerely,

Cindy and Tammy

PTO Vice President – MS PTO Vice President – FMS

CLASS PARENT VOLUNTEER Guidelines and Responsibilities

_____ The class parent must be willing to communicate Board of Education related information to the parents in their class. This includes, but is not limited to, issues such as budget and referendum issues, and requests by teachers and administration.

_____ One class parent from each class must attend the PTO meetings. This will better enable you to communicate with your teacher and the other parents in your classroom.

_____ Class parents must be diligent about completing any phone or email chain deemed necessary by the PTO Executive Board or the Board of Education.

_____ Class parents must keep information regarding students confidential. No issue regarding any student in a classroom that a class parent may observe, or have knowledge of because they have the privilege of being in a classroom, should be discussed with any party, nor should a teacher be questioned about a student other than the class parent's own child.

_____ Memorial School class parents should have class directories completed no later than September 30th.

_____ Class parents must follow the teacher's direction and guidelines given by the teacher. Nothing should be done or brought into a classroom, such as goody bags, handouts, newsletters, etc. without the teacher's prior knowledge and approval.

_____ The teacher will direct what is done at all parties. _____ Class Party Money

- On back to school night collect class party money
- One follow-up phone call to be made to collect class party money
- FMS Class Parents- if money is uncollected by 9/30 please provide list of outstanding to Tammy King
- Memorial School Class parents if money is uncollected by 9/30 please provide list of outstanding to Cindy Merlino

Responsibilities of Class Parents / Class Parent Coordinators ***Fieldstone 2016-2017 School Year***

Being a Class Parent / Class Parent Coordinator allows parents to observe their child in school amongst their peers, organize celebrations for the class throughout the year and to work with your child's teachers. These positions are a great privilege but also require several responsibilities.

Once students are in middle school, many changes occur, including the structure of their celebrations. All parties are celebrated by the grade as a whole at lunchtime and the only parents permitted are the Class Parent Coordinators and individual homeroom Class Parents.

Fifth grade is unique. There will be two special parties, the British Tea and the French Café, which are only for the 5th grade and compliment the curriculum. These are large-scale parties that last for 3 hours and require a lot of effort, predominantly for the Parent Coordinators. There are also lunchtime celebrations for Halloween and an End of Year Picnic that will most likely coincide with Field Day. Optional – a special treat or breakfast may be added if your grade's Team Leader is interested.

Grades 6,7 and 8 have three events. Halloween, Holiday parties for 6th and 7th an End of Year Picnic that most likely coincides with Field Day. Eighth grade parties are the same except the 8th grade has a longer BBQ rather than a picnic. Optional – a special treat or breakfast may be added if your grades Team Leader is interested.

Class Parent Coordinators

- Should attend PTO meetings throughout the year so they can share with other parents any upcoming events or announcements from the school administration.
- Keep the PTO VP for Fieldstone informed about progress, difficulties, etc. throughout the year.
- Make every effort to collect class money for students reported as uncollected by Class Parents. A list of students whose class money is still missing should be turned over to the PTO VP for Fieldstone.

- Manage your entire grade's class money. Turn any unused money over to the PTO Treasurer to follow your class through Fieldstone at years end. Unused 8th grade money is added to the PTO's general account.
- Coordinate all class parties which includes: meeting with Team Leaders or teachers to go over plans if needed, planning, ordering, purchasing and executing events. Communicating special needs and scheduling to Class Parents.
- Are required to keep student's personal information and what they observe in the classroom private and confidential.

Class Parent Responsibilities

- Should attend PTO meetings throughout the year so they can share with other parents any upcoming events or announcements from the school administration.
- Are responsible for collecting information and creating a class directory to be shared with teachers and the entire class. This directory allows parents to communicate with each other and should be created and finalized by October 7th.
- Provide your Class Parent Coordinator and your Fieldstone PTO VP with a class directory. Advise them of any changes through the year.
- Are responsible for collecting class money for each student. If you have contacted and connected with the parent(s) of a student who you haven't collected class money from, turn the name(s) over to your Parent Coordinator.
- Will work with your Class Coordinator to execute class celebrations.
- Attend all parties. If you cannot attend, it is your responsibility to find a parent replacement from your homeroom.
- Are required to keep student's personal information and what they observe in the classroom private and confidential.
- Should share any communications received from the Fieldstone's PTO VP with other parents in their class.

The selection of Class Parents / Class Parent Coordinators is performed by the Montvale PTO VPs and only 1 or 2 Class Parents & 2 (or 3 for 5th grade) Class Parent Coordinators will be selected per class. Class Parents that are selected will be notified directly by the respective PTO VP shortly after the start of the school year. If you are open to either position, please check both boxes.