

**2017-2018 School Year
Responsibilities of Class Parents & Class Parent Coordinators
Memorial Elementary and Fieldstone Middle School**

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 work with their child's teachers. While these positions are a great privilege, they also require several responsibilities.

**Memorial 2017-2018 School Year
Responsibilities of Class Parents**

Memorial Class Parents have the following responsibilities:

- Should attend PTO meetings throughout the year so they can share with parents in their classes about any upcoming events or announcements from the school administration.
- Are responsible for collecting and creating information to create a class directory to be shared with the teacher and the entire class. This directory allows parents to communicate with each other and to plan playdates, birthday parties, etc. and should be created and finalized by October.
- Are responsible for collecting and managing the class money received for each child. Please keep track of who has provided the money and who needs a reminder as you approach the deadline. **Class Parents are responsible** for handing any **leftover money** at the end of the school year to the PTO treasurer to earmark for that class going forward.
 - *Memorial Elementary will no longer allow edible treats for class or birthday celebrations as of the 2017-18 school year. Class money will be used to purchase any goodie bag materials, arts & crafts, games or activities that you use during your celebrations with the class. Thank you for your cooperation and adhering to school policy.*
- Should work with the teacher to schedule dates and times of class celebrations throughout the school year and plan, coordinate, and manage the celebration for the class. Please note that only two parents are allowed to attend a class event as per school rules.
- 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 Memorial VP with other parents in their class.
- Will have the option to attend and serve as chaperones for class field trips.
- Share any pictures taken during class celebrations and upload and tag them for the Memorial School Yearbook.

Fieldstone 2017-2018 School Year Responsibilities of Class Parents & Class Parent Coordinators

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 a special party, the World Café, which is only for the 5th grade and compliments their curriculum. This is a large-scale party that last for 3 hours and requires a lot of effort, predominantly for the Parent Coordinators. There are also lunchtime celebrations for Halloween, a Holiday Party and an End of Year Picnic usually coincides with Field Day. In addition, a special treat of ice pops or Italian ice is usually done the last day as a special time for teachers and students that requires no volunteers—just drop off items in the AM.

Grades 6th and 7th grades have three events. Halloween, Holiday parties and an End of Year Picnic that usually coincides with Field Day. In addition, a special treat of ice pops or Italian ice is usually done the last day as a special time for teachers and students that requires no volunteers—just drop off items in the AM.

Eighth grade parties are the same except the 8th grade has a longer BBQ rather than a picnic. In addition, a special treat of ice pops or Italian ice is usually done the last day as a special time for teachers and students that requires no volunteers—just drop off items in the AM. The 8th grade has a bagel breakfast the last day of school with the 8th grade team.

FMS 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 your 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 you observe in the classroom private and confidential.

FMS 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.
- 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. ****Make sure you record who has given you money.****
- Provide your Teacher, 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.
- Work with your Class Coordinator to execute class celebrations. This includes a willingness to help with preparations when asked.
- Attend all parties. If you cannot attend, it is your responsibility to find a parent replacement from your homeroom. If there is only one class parent in a class, see if additional parents are needed.
- 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 no more than 2 Class Parents & no more than 2 (or 3 for 5th grade) Class Parent Coordinators will be selected per class. Class Parents / Class Parent Coordinators 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 at Fieldstone Middle School, please check both boxes. Please remember to select the teacher your child(ren) have been assigned for the upcoming school year when you sign up on the PTO website.