

## ∞ P.S 144 Class Parent Guidelines ∞

### Class List:

This is one of the most important responsibilities of the class parents. Prepare or find another parent to prepare the Class Directory (see request for class list sample provided). Let the parents know that their inclusion in a class list is VOLUNTARY. Adjust the sample form for your child's class, and give copies to your child's teacher for distribution in the children's backpacks. The teacher will then give you the completed forms.

After you gather the information and input it, ask your child's teacher to look it over and double-check the spelling of the children's names. Ask the teacher for the first names of any children whose parents did not return a form. Make edits as necessary and provide your teacher with final copies for distribution in the children's backpacks. Please make sure that you also ask the parent whether or not the Parents' Association can use the information. The complete list should be distributed as soon as possible. Ideally the list should be created at an Excel Spreadsheet or Word document. Please forward a copy of the list to Lisa Brody (kitzelkat@mac.com).

### Class Liaison:

Class Parents (there can be more than one per class) act as liaisons between the Parents' Association and the parents in your individual classes. Your participation in PA Meetings is suggested so that you can update people when they can't attend a meeting or have unanswered questions.

### Steps to take when parents have concerns about their child:

If a parent has a concern that is related to their individual child, the parent should be instructed to contact the teacher. If the concern is not resolved, the parent should contact the Parent Coordinator for direction. If the issue is still not resolved, the Assistant Principal and Principal should be contacted accordingly.

### General class concerns:

If many parents in your child's class are experiencing the same difficulty or have an overall concern, then we ask that you inform the PA in writing so that we can help advocate for you. In an effort to express your class's problem accurately, please email or submit written summaries to the PA Executive Board. If you choose to write to the School Administration directly, please cc the PA or we cannot help you. All parents are welcome to join in the monthly PA Executive Board Meeting if they would like to discuss an issue.

### Teacher Gifts:

In December 2005, the Chancellor, Joel Klein, retracted a statement previously given in which he wanted to limit the amount that could be given to a teacher. He later stated that the limit is unnecessary, and that parents should use "common sense" when buying gifts. Chancellor Klein revised the conflicts of interest section of the Chancellor's Regulations to reflect the change, but no letter was sent out to parents.

If you choose to coordinate the giving of a class gift, you need to tell parents that all gifts are VOLUNTARY, and that it is their option to participate or not participate. No dollar amount is to be required of any individual. You are welcome to suggest an amount, but must be clear that any donation would be welcome. Regardless of who contributes the gift should be from the entire class. Please be understanding of those individuals who may not be able to give for various reasons.

### Gifts to Support your Child's Classroom:

The same rules apply as for Teacher's Gifts. You can discuss a particular gift for the class with your teacher, but the class parent needs to be responsible for holding class funds and purchasing gifts. A teacher cannot hold a class fund. It is prohibited. Again, all contributions are VOLUNTARY. Please make this clear to all parents.

**Recruiting Volunteers:**

The Parents' Association needs many volunteers throughout the year. We need the Class Parents to recruit volunteers, and let them know how important it is to participate in the various school events. The Class Parents help to identify the parents in each child's class who would be willing to help, but aren't always sure how to get involved. The more parents we have on committees, the better our events will be. We need the Class Parents to serve as an extension of our organization, to reach out to parents and welcome them into the PA Community, and to serve as a voice for the Parents' Association.