

**Class Parent/Alternate Guidelines**  
**Stevenson & Churchill Schools 2017-2018**  
**DEADLINE is Friday, September 1st at 5:00 p.m.**

Attached are the guidelines and responsibilities of the class parents and/or alternates. Before submitting your form for class parent, please remember that it is imperative that you be able to **fulfill all the obligations** listed below **AND attend** the class parent meeting at the school you are chosen for.

Once class parents are chosen, they will be notified **via email** and **MUST** attend the class parent meeting. The **class parent meeting for Stevenson is Tuesday, September 12<sup>th</sup> at 3:30** in the Stevenson cafeteria. The **class parent meeting for Churchill is Wednesday, September 13<sup>th</sup> at 3:30** in the Churchill library. At the class meeting, you will be given specific grade level direction by the teachers which is to be followed throughout the year but may be modified at any time by that grade level teacher coordinator. The two class parents should divide the class list (which will be provided) and contact your half of the class to remind them to bring their class dues to Back to School night. **Please make it clear that class dues are separate from HSA dues.** HSA dues once paid, make you an HSA member and you are now entitled to vote at meetings and are given a buzz book. Class parents are required to become HSA members, attend at least 4 monthly HSA meetings, volunteer/chair events and participate whenever possible.

Class dues are **\$15.00 for Pre-K through 3<sup>rd</sup> grade** and **\$10.00 for 4<sup>th</sup> through 6<sup>th</sup> grade**. No money is to be put out of the class parent's own pocket. If you have parents who do not pay, please let us know. A breakdown of dues is as follows **\$2.00 per child goes towards annual class basket for spring fundraiser, \$20 teacher gift for holiday** (and **\$10 for pre-k or kindergarten classroom aide**), balance for refreshments for crafts/parties (see attached).

We encourage all parents to get involved and appreciate the time you can dedicate to the children. Please consider your availability **before** making your decision. You will need to follow through with all of the requirements as listed in the attached.

HSA reserves the right to amend these guidelines throughout the school year and/or instruct if there are any remaining class dues what it will be spent on.

The **deadline for submission is Friday, September 1<sup>st</sup>, 2017 at 5:00 p.m.** To fill out the class parent form, please visit: <https://goo.gl/forms/Ls7cTqwAssmlFtTn1>.

Complete form **ONLY** if you would like to be considered for one of these positions.

If you have any questions or concerns, please do not hesitate to contact us.

Thank you,

Lisa Capalbo & Denise Maglione  
Co-Presidents - Fairfield Home and School Association (HSA)  
[contactus@fairfieldhsa.org](mailto:contactus@fairfieldhsa.org)

## **STEVENSON & CHURCHILL CLASS PARENT RESPONSIBILITIES**

**Confidentiality of students must be maintained at all times.**

### **As per District Policy 9180 – School Volunteers**

“Volunteers shall respect the individuality, dignity, and worth of each child”

“Volunteers should exercise discretion in discussing their school activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State Laws”

Please refer to the attached link for the District Policy for School Volunteers.

<http://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=9180&id=6ae2f5321cd841589cf384a72e62f248>

**Administration reserves the right to have a class parent removed through the HSA Presidents if the district policies are not adhered to.**

Class parents are **not** permitted to take photos of children at school events (which include class trips, parties, etc.) and are **prohibited** from posting these pictures on social media websites.

Class Parents help, guide, and ensure the safety of the children they are responsible for and must refrain from talking or texting excessively on their cell phone.

## **STEVENSON CLASS PARENT GUIDELINES**

- Class parents will provide refreshments for designated parties, end of year picnics and any other event that is asked of them (see below). Please adhere to the school allergy policy when serving refreshments. Check with your specific teacher for allergies within your class. **Remember to purchase paper goods** (i.e. napkins, plates, etc.). All grade levels are to coordinate and confirm with their teachers for party dates, times, allergies, party themes, etc.
- All class parents are required to assist with **distribution of items for fundraisers and volunteer at the holiday fair**. (Dates/times to be provided).
- **Class parents will attend class trips**. Teachers will provide dates/times, if alternates are also needed and if snacks/drinks are necessary. If a class parent cannot attend, you **must contact the alternates** for your class **FIRST** before asking another parent in your class.
- If Honeywell system is not able to be utilized, class parents will need to call their half of the list to make general announcements and inform the parents of early dismissals, delayed openings, class trip cancellations, etc. due to the weather.
- The spring fundraising committee will coordinate with class parents to either pool the money collected from class dues (**\$2.00 per child**) to either purchase a grade level gift or something else for the spring fundraiser.
- Class parents will **bake for various bake sales** throughout the year.
- Class parents march with their class in costume for the Halloween parade. Details regarding arrival time will be provided by your teacher. HSA provides everything for this party...drink, snack, paper good, etc.
- Details for parties and school events throughout the year will be provided by the teachers.
- Details for additional food, snacks, crafts, etc. throughout out the year will be provided by the teachers.
- **Third grade class parents** attend third grade feast and help serve food (teacher to provide details) (class dues are not used – HSA pays)

## **CHURCHILL CLASS PARENT GUIDELINES**

- Class parents will provide refreshments for designated parties, end of year picnics and any other event that is asked of them (see below). Please adhere to the school allergy policy when serving refreshments. Additionally, check with your specific teacher for allergies within your class. **Remember to purchase paper goods** (i.e. napkins, plates, etc.). All grade levels are to coordinate and confirm with their teachers for party dates, times, allergies, party themes, etc.
- All class parents are required to assist with **distribution of items for fundraisers and volunteer at the holiday fair**. (Dates/times to be provided).
- **Class parents will attend class trips**. Teachers will provide dates/times, if alternates are also needed and if snacks/drinks are necessary. If a class parent cannot attend, you **must contact the alternates** for your class **FIRST** before another parent in your class.
- If Honeywell system is not able to be utilized, class parents will need to call their half of the list to make general announcements and inform the parents of early dismissals, delayed openings, class trip cancellations, etc. due to the weather.
- The spring fundraising committee will coordinate with class parents to either pool the money collected from class dues (**\$2.00 per child**) to either purchase a grade level gift or something else for the spring fundraiser.
- Class parents will **bake for various bake sales** throughout the year.
- Parents do **not** participate in the Halloween parade but are encouraged to come watch the parade. HSA provides everything for this party...drink, snack, paper good, etc.
- **Class parents** attend annual feast and assist in serving food (\$20 per class from class dues may be collected from HSA to purchase dessert for the students on this day) (teacher will provide feast details)
- Details for parties and/or additional school events throughout the year will be provided by the teachers