



Class Parent & Alternate Responsibilities & Guidelines

Fairfield NJ Public Schools, Stevenson & Churchill: 2023-2024

There will be two (2) class parents (CP) and one (1) alternate (ALT) for each class from Pre-K through 6th Grade. Below are the policies, guidelines, and responsibilities. [Read this document in its entirety.](#)

POLICIES & GUIDELINES FOR CLASS PARENTS AND ALTERNATES

- Administration reserves the right to have a CP/ALT removed through the HSA Presidents if *Fairfield District Policies* are not adhered to including but not limited to the following.
 - CP/ALT 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 for safety and privacy.
 - CP/ALT **must maintain student confidentiality at all times**. Volunteers should respect the individuality, dignity, and worth of each child and exercise discretion in discussing their school activities with others in the community to avoid violating Federal and State Laws.
- CP/ALT **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.
- CP/ALT are **volunteer positions**. As such, expectations for appropriate conduct and behavior are required.
- Details for parties and school events, food, crafts, etc. throughout the year will be provided by the teachers. We, the **HSA, have no say nor do not make any of those decisions**. It is also the teachers or principals' decision if and/or how many CP or ALT they require for a particular event/activity. The grade level teacher coordinator will reach out to the CPs. If a CP cannot attend an event, then the CP will contact the ALT to take their place. If an event requires both CPs and ALT, CPs will inform the ALT. Only the volunteers requested by the grade level teacher coordinator should attend. There should be no deviation and grade level consistency.
- The HSA reserves the right to amend these guidelines throughout the school year and/or instruct what the remaining class dues will be spent on.

RESPONSIBILITIES

CLASS PARENTS (CP)

Mandatory CP/Teacher Meeting

Attend the first mandatory meeting at the school you are chosen for: Churchill on Monday 9/11, 3:30PM, library; Stevenson on Tuesday 9/12, 3:30PM, cafeteria. The HSA will provide your class list with parent contact information for those families which have given permission. Your teacher will give an overview of events & activities to be followed throughout the year but is subject to change at any time by the principals or the grade level teacher coordinator. Before purchasing or planning anything, reconfirm with the grade level teacher coordinator and ensure the entire grade level is planning similar snacks and/or crafts. There must be consistency among the grade level classes to ensure equality for the students.



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General Meetings

Attend at least three (3) general HSA meetings each school year. These meetings provide valuable information about events, activities, volunteer opportunities, reminders and action(s) that may require attention. *You may be asked to pass/gather information to/from your class.*

Class Dues

Collect \$15 class dues from each student in your class. A breakdown of dues is as follows: \$2.00 per student goes towards spring fundraiser, \$20 teacher gift for holiday and \$10 for pre-k or kindergarten classroom aide), balance goes toward class parties/activities. *No money is to be put out of the CP's own pocket.* If any parent does not send in the class dues two weeks after back to school night, the CPs should follow up individually with the parents one last time. If parents do not pay the class dues, please let us know. *Suggestions on how to collect:* 1) contact via email or text to request \$15 for class dues; 2) make an announcement at back to school night to collect then; 3) send \$15 with child in an envelope marked with the CP name. Form of payment (cash, check, Venmo, PayPal) is your choice. Please note that class dues are separate from \$15 HSA membership dues.

Membership

Join or Renew as an HSA member for **\$15 (annual dues)**. CPs are required to be HSA members. As a member, you are entitled to vote at general meetings and given access to our online district directory. We ask that you encourage all families in your class to sign up for membership as well.

Availability

If either CPs are NOT available or CANNOT participate, you must confirm with your ALT that they can fulfill the duties. If neither the CPs or ALT are available, it is the CPs' responsibility to reach out to the Co-Presidents of the Fairfield Home and School Association who will find replacements if necessary.

Duties & Obligations (active communication & coordination with teacher and co-CP (&/or ALT) are required)

- **Provide /Purchase** food, beverages, and supplies like paper products, utensils, crafts, and/or other items requested by your teacher for designated parties, end of year picnics and any other event that is asked of. All grade levels are to coordinate and confirm with their teachers for party dates, times, allergies, party themes, etc. Adhere to the district NUT-FREE allergy policy when serving refreshments and check with your specific teacher for other allergies in your class.
- **Assist** with distribution of items for fundraisers and volunteer at holiday & book fairs (dates/times TBD).
- **Participate/Chaperone** class trips (if applicable). Teachers will provide dates/times and if snacks/drinks are necessary.
- **Contact** entire class if the School Messenger Alert System is not able to be utilized. You may need to notify general announcements and/or inform the parents of early dismissals, delayed openings, class trip cancellations, etc. due to the weather.

ALTERNATES (ALT)

General Meetings



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Support

In any event that either CP is not able to fulfill their duties, it is your responsibility to take on their duties. You may also be asked to chaperone class trips. Teachers will provide details.

Gift Collection (optional)

Should your class choose to give your teacher(s) additional Holiday or end-of-year gifts from the class, you can collect money by contacting families of your class. CPs will have that information.

IMPORTANT TO NOTE

- The selection process is made with careful **consideration weighing heavily** on the following criteria: 1) past year membership; 2) meeting attendance; 3) chaired or volunteered events; 4) following rules and guidelines from last year including chaperone trips, attend parties, and/or additional requests made by teacher/HSA during the school year. If you were a CP or ALT last year and did not fulfill your responsibilities, you may not be considered. *These do NOT apply to Pre-K/Kindergarten/New parents to the district.*
- **We value your time and effort!** Any time you get involved to volunteer/chair events and/or participate whenever possible it is much appreciated.
- You are expected to abide by the policies and **follow through** with all of the responsibilities and guidelines listed.
- All events and activities are subject to change per district guidelines.

PLEASE CONSIDER YOUR AVAILABILITY CAREFULLY BEFORE COMMITTING YOUR TIME TO VOLUNTEER.

If you have any questions or concerns, please do not hesitate to email ContactUs@FairfieldHSA.org