

Role of Class Representatives/Parents at École Pauline Johnson

Purpose:

The Class Representative (also known as “Class Parent” or “Classroom Parent”) acts as a liaison between the teacher(s) and the parents in a particular class/division.

Key Responsibilities:

1. To help relay communications from PJ PAC.
 - Whenever possible, the Class Representative should try to attend the monthly PAC meetings (PAC meeting dates are listed on the school and PAC websites).
 - Email Protocol – as Class Representative, you will be asked to email/contact parents in order to share information (such as planning special activities or gathering information for the teacher). It is important that:
 - **Every email is sent to our Principal, Mme Zielinski (tzielinski@wvschools.ca), for approval BEFORE being sent to any parents;**
 - You must **BCC the email addresses of all parents** in the class when sending these emails so that their information is not distributed to others without their permission;
 - Class email lists are to be used for the **sole purpose of classroom/school related communication**;
 - Contacting parents only occurs **at the teacher/principal’s request**, or at the request of the PAC (whose communications are always pre-approved by the principal);
 - The **classroom teacher(s) are CC’d** on all parent emails that go out to parents (with the exception of emails regarding teacher gifts).
2. To contact parents about upcoming events such as class parties, specific school events that your class is involved in, certain class-led assemblies, etc.
3. To assist teachers as required – teachers may ask you to recruit parent helpers to attend field trips, collect Scholastic book orders, volunteer for in-class workshops or PE activities, arrange baking days, drive/walk to a learning destination, etc.

General Routines – How does it work?

Once the Class Representative has been established, arrange to meet with the teacher(s) to find out what, aside from the above, their needs and expectations are for this year.

- What activities might they have planned for students?
- What extras do they do for their class that you could help with?
- What events/activities require ‘extra hands/help’?

- Would they prefer to meet with you at a certain time or rather email/phone you to set up jobs for you to do?
- Ask the teacher(s) for his/her/their email address(es).

Should you need to contact the teacher(s) by telephone, please call the school number and the office will get a message to them; teaching and preparation time cannot be interrupted. Email is often the best way to contact teachers so that they can respond when time permits.

Collection of funds ("Class Funds") for additional classroom initiatives (teacher gifts, celebration supplies, special classroom crafts/items, etc.) is optional for all families. This collection is to be completed without the teacher's involvement. In your communications to parents, please mention this so that families who wish not to participate may do so without feeling pressured or offended. The suggested amount (suggestion only) for this year is \$20.00/family. This lower amount is due to there not being an Art Project for a major PAC fundraiser again this year.