

PARENTS ASSOCIATION
2019-2020 Class Representative Overview

A Class Representative (also known as a class parent/class rep) serves a very important role as a liaison between teachers, parents/guardians, and the Parents' Association at large. As a growing school with several events and activities throughout the year, Class Representatives are relied upon to help keep their classes well informed by communicating important information. Class Representatives help foster community within their class by having regular interaction with the other parents such as proposing ways to connect: play dates, coffees/cocktails or other family get-togethers appropriate to the class. Below is an overview of the various activities Class Representatives take on to support our school.

Communications	Community Relations	Archivist	Mystery Reader (PK3 - 3rd Grade)
<ul style="list-style-type: none"> ● Send Weekly Emails to Parents. ● Send reminder emails as needed. ● Coordinate with teacher to communicate special requests or other class specific information. ● Promote participation in PA sponsored events. ● Provide feedback from families to PA leadership. 	<ul style="list-style-type: none"> ● Welcome new families into class. ● Organize voluntary parent social events. ● Organize teacher appreciation activities (no cash or cash equivalent collections). 	<ul style="list-style-type: none"> ● Collect photos from field trips and other events ● Work with teacher and parents to upload photos to SmugMug or other repositories as needed. 	<ul style="list-style-type: none"> ● Ensure all spots are filled. ● Maintain a log of all of books read. ● Remind parents of upcoming commitment. ● Work with teacher on any scheduling issues.

Class Representatives Responsibilities and Expectations:

- Class Representatives serve the entire grade, not just one specific section so it is important that any events, activities and communications represent both A and B classes and Reps work closely with their teachers from both classes.
- Class Representatives are the face of their class, as well as the face of our school and parent community. We ask that they be a voice and listening ear for their class, but remain positive and supportive.

- Class Representatives serve as a liaison between parents/guardians and the school administration, teachers, and the PA at large. This includes sending a weekly email to their grade with relevant information from the school and PA.
- Class Representatives participate in and assist with special projects or requests by the Head of School and PA such as volunteering on committees or helping to coordinate teacher appreciation activities. Special projects or committees are always optional.
- Class Representatives should commit to the role for the full year (July to July) and rotate at least every two years. The July timing will allow reps to finish the school year in June and transition to the new reps over the summer.
- Class Representatives support the PA by engaging families to participate in events, volunteer when possible, and attend the monthly PA meeting. Certain volunteer responsibilities may be required by grade for specific months and would involve the Rep coordinating parent assistance. For example, each grade may be assigned pizza lunch duty and Family Mass donations and support for a particular month of the school year.
- At least one Class Representative from each grade should be in attendance at the monthly PA meeting (generally the 1st Tuesday of each month at 6:00 PM) and at quarterly meetings with Ms. Burke (Sept, November, February and May). Reps may also be asked to stay after the PA Meetings for discussions or updates as needed.
- Class Representatives help at Back to School Nights in September by assisting before, during and after the event. Reps should also introduce themselves in the classroom at Back to School night, and explain their role to teachers and parents.
- Class Representatives support their grade by coordinating social events for parents and students, and support the school by encouraging class participation in the annual fundraising appeal, the Spring Auction and other fundraising initiatives. Supporting the Spring Auction includes coordinating a class art project with the teacher, parents, and auction committee.
- Class Representatives are a liaison to new families during their first year at the school. This includes welcoming them, introducing them to other families, answering questions and helping them acclimate to the Saint Stephen of Hungary School community. Attending the final PA Party in June is requested so Reps can meet and introduce new families.

Additional Class Representative Responsibilities by Grade:

- **1st Grade Class Representatives** are responsible for planning the Kindergarten Graduation Reception in June. This includes coordinating volunteers, decorations, and ordering food and beverages.

- **2nd and 6th Grade Class Reps** are responsible for coordinating volunteers for the Father Daughter Dance and Mother Son Event. This allows 3rd through 5th grade attendees to enjoy the event without a volunteer responsibility.
- **5th Grade Class Representatives** are responsible for coordinating volunteers for the Middle School Dance. This allows 6th through 8th grade families to help their students prepare and enjoy the event without a volunteer responsibility.
- **8th Grade Class Representatives** have several additional responsibilities as the students plan and celebrate their last year at St. Stephen. Such activities include (but are not limited to):
 - Help communicate special 8th grade event information such as high school open houses, exam registration deadlines, ordering class rings, ring day, class trip, St. Patrick's Mass, Baccalaureate Mass, Graduation and Party
 - Organize lunches for the boys and girls after the TACHS exams
 - Plan the Pancake Breakfast fundraising event for the 8th grade class trip and work closely with the PA since this event is combined with the PA Christmas Event.
 - Coordinate yearbook photos with the school for the 8th grade pages.
 - Coordinate a class gift for the school with 8th grade parents and students.
 - Plan the 8th grade Graduation Party and coordinate with the 1st grade Reps on sharing supplies and decorations as needed.