

FRIENDS SELECT Parent Association

Guidelines for Class Representatives

The Parent Association Class Representatives serve as a channel of communication between Friends Select's parents, the PA officers, and the administration and staff. The Lower School Reps work with their children's classroom teacher. The Middle School Reps work with their children's advisor. The Upper School Class Reps work with the grade dean.

As a Class Representative, you should be conversant with the Handbook for Lower School Students & Parents or the Handbook for Middle and Upper School Students & Parents, as well as with the school's philosophy. You should be familiar with the processes and procedures of the school, and be prepared to help parents identify the appropriate person to contact if they have questions. Reading the monthly communications is important so that you are aware of what's going on in the school.

Over the course of the year, the Class Representative will receive information from divisional vice-presidents which should be disseminated to your class. The Class Reps determine the best way to do this, i.e. phone calls or e-mail. Likewise, Class Reps bring to the attention of the divisional vice-presidents or PA board any important information from parents.

Things to do:

1. Introduce yourself to the classroom teacher, advisor, or grade dean. Discuss ways in which you can work together and have parents contribute to the program for the class throughout the year.
2. Call new parents in your class to see how they and their children are settling into Friends Select, and to answer any questions. If there are any concerns, please contact Molly Mullahy, Director of Parent Programs (ext. 139 or mollymu@friends-select.org) and the divisional vice-presidents.
3. Establish a phone tree or email list to pass information quickly to all families. If you are asking parents to contact each other, distribute copies of phone/email tree along with instructions on how it should work.
4. Attend parent evening for your division so you can be available as a resource for other parents.
5. Remind parents of our continuing need for volunteers at various activities and events.
6. Plan a social event for your class, with or without children, so that parents can get acquainted. Check the school calendar and coordinate with Molly Mullahy in order to avoid conflict with other activities. Advise the PA divisional vice-presidents and the PA

co-presidents of your plans. It is possible to use many of the school's facilities for events, however, coordinate with Molly Mullahy prior to doing so. If the event is held in the school, a member of the faculty, staff or administration must be present. If events are held outside of the school, you may decide if you wish to invite faculty or staff.

7. In your role as Class Representative, try not to speculate about why something may or may not have happened. There are answers for every question. Molly Mullahy can be an excellent source of information or can help guide you to the answer.

Remember:

1. Any time an event is planned under PA auspices, please notify your PA divisional vice president, the PA co-presidents and the Director of Parent Programs.
2. Events planned during the school day must be cleared with the appropriate school division head.
3. Announcements which you would like to be included in the monthly newsletter must be submitted to Molly Mullahy (ext. 139, mollymu@friends-select.org) one week before the deadline. Check for the particular month's deadline.
4. If you would like your division head to participate in an event, please work with your divisional vice presidents on the arrangements. If you would like the head of school to participate, please work through the PA co-presidents.
5. In Upper School, please contact the grade dean, the dean of students, and the head of the Upper School when planning an event.
6. All fund-raising activities at the school need to be coordinated through the Development office. Please contact Molly Mullahy.

Thanks in advance for help. We truly appreciate your time and dedication. Please feel free to call any PA board member if you need additional information or assistance.

Parent Association Mission

All parents of Friends Select students are members of the Parent Association (PA). Its mission is to support Friends Select School as a learning community rooted in Quaker values. Led by a PA board and several committees, members of the PA work with the school administration to achieve the following goals:

- Provide opportunities for parents to meet together socially.
- Serve as a communications link between the school and families, particularly through PA Class Representatives.
- Create opportunities for parent education through lectures, speakers and discussion sessions.
- Facilitate parents' financial and volunteer support to the school through events that traditionally include a book fair, gift wrap sale and auction.