CLASS REPRESENTATIVE GUIDELINES AND RESPONSIBILITIES 2015-2016

The mission of the Dwight School Parents Association (the “PA”) is to enrich the learning experiences of our children; foster community; and facilitate effective communication among students, teachers, and parents. Class Representatives are vital to the success of our mission.

The general guidelines and job responsibilities outlined below should help you be as effective as possible in your role of Class Representative. It is our hope that they will serve as a point of reference for you throughout the school year. Please do not hesitate to contact an Executive Board member should you have any questions or should issues arise that are not addressed by the guidelines.

ROLE OF A CLASS REPRESENTATIVE

As a Class Representative, you are a spokesperson for your class and thus a crucial link between the PA, the parent body, and the School. It is important that you stay informed on PA and School happenings and keep the members of your class informed. Because you are a representative within the Dwight community, parents will look to you for clarification and guidance. You should not hesitate to contact a PA Executive Board Member if you are ever in need of further information on any issue.

The overall goal of a Class Representative is to create a sense of goodwill and foster communication within your class. Your specific responsibilities include:

- Welcoming families to your class and introducing yourself as a Class Representative
- Serving as a source of accurate information and helping to communicate in a constructive manner
- Reminding parents of their Safety Patrol obligation
- Encouraging parent attendance at Grade, PA, and School events
- Encouraging and facilitating parent volunteerism at Dwight
The information on the following pages will provide you with guidelines for achieving these goals. We welcome any additional suggestions you may have.

I. Welcome Families to Your Class

An important responsibility of Class Representatives is to introduce themselves as Class Representatives at the start of the school year, and to welcome all families to the class and the School.

Class Representatives will be given contact information for new families at the start of, and throughout, the school year, and they should reach out to each new family through a personal telephone call, an email, a lunch date, a shared cup of coffee, or a group gathering. If you organize an event, please include several current families. It is important for you to advise the new families of parent volunteer opportunities. You should be available to answer questions they may have about the School. Please note that each new family will also be welcomed by a member of the Ambassador Committee who will act as the "ambassador" to that family for the duration of the year.

It is not appropriate for you to answer questions relating to academic or disciplinary issues. Please refer these types of questions to the Executive Board, who will refer the families to the appropriate Dwight staff member.

II. Serve as a Source of Accurate Information and Help Communicate in a Constructive Manner

Attend PA Meetings

As a Class Representative, you are a primary source of information for the parents in your grade, and it is essential that you keep yourself up-to-date on PA information by attending PA Board meetings throughout the year. Your attendance is critical to the success of our organization.

Familiarize yourself with PA and School information and policies. The following serve as important sources of PA and School information:

- Dwight School Student/Parent Handbook
- Dwight School weekly mailers (sent via email to the entire parent body every Sunday afternoon)
• PA newsletter (sent via email to the entire parent body on or about the first of every month from October)
• Emails from PA Executive Board members and Committee/Event Chairs
• Minutes of PA Board meetings
• Dwight School calendar and website

Communicate with the Parents in Your Class
Communicate information to the parents in your class in a regular and timely manner. Make sure that parents are aware of School and PA events and activities, grade-specific events, volunteer opportunities, and Safety Patrol dates. Remind parents to read the School’s Weekly Mailers, the monthly Dwight PA Newsletter, and other important messages from Dwight Communications, the Office of the Head of School, the Office of the Chancellor, The Dwight School Foundation, and the Dwight PA.

Please copy your House Vice President on every email you send to the parents in your class:
• Vice President Timothy House:
  Aileen Bruner - aileenpb@gmail.com
• Vice President Bentley House:
  Kylie Brauer – klb201@aol.com
• Vice President Franklin/Anglo Houses:
  Amy Kanter - aljke79@aol.com

In addition, please do not put the class email list in either the “To” or “Cc” fields of your emails; use the “Bcc” field for the class email list when communicating with the parents in your class.

Communicate with the Executive Board
Throughout the year, Class Representatives should gather information regarding topics of interest to their particular classes and Houses and work with the Executive Board to address them. When you communicate with parents in your grade at the request of an Executive Board member, please copy the Executive Board member who made the request as well as your House Vice President.

Attend House Meetings
If necessary, the Executive Board will organize separate House meetings with the appropriate members of the School administration to address topics of common
interest. Class Representatives should attend these meetings so that they can raise the topics and report back to parents. Class Representatives may also be asked to attend periodic meetings organized at the request of a member of the School administration.

Communicate with your Class Teacher(s) and Dean’s Class Representatives serve as important liaisons between teachers and parents, particularly in the lower grades. Timothy House Class Representatives should introduce themselves to their classroom teachers and to the Lower Division Head early in the school year. Bentley, Franklin, and Anglo House Class Representatives should likewise introduce themselves to their respective deans early in the year.

Communicate with your Co-Class Representative
Meet with the other Class Representative in your grade to establish an overall plan of action for the year. You should plan an initial meeting during which you discuss ways to meet your specific goals for the year and decide how you will share the responsibility for contacting the parents in your grade.

Generate a positive attitude about your grade, its families, and the School
The PA’s mission is to support the School and its educational objectives. Stop rumors. Resolve issues. Communicate with your House VP when there are questions you are unable to answer.

Remind parents to update their personal information on MyDwight
All families are requested to keep their personal information on MyDwight current. You should remind parents periodically to check and update their information. The availability of current and accurate contact information is critical to facilitating effective communication among parents and students and with the School.

Encourage Dwight School’s Faculty/Staff Gift Policy
The School’s Gift Policy is reprinted in italics below and can also be found in the Student/Parent Handbook. If parents ask questions about holiday or end-of-school-year gifts, please refer them to the School’s policy. Note that it is traditional for Timothy House and some Bentley House classes to give collective gifts to teachers before the December holidays and at the end of the school year. Class Representatives are permitted to spearhead this effort and collect from families in their grade as long as they do not ask for more than $25 per student and it is made clear to families that any such donation is optional. Please note that Class
Representatives should not collect money for teacher gifts during National Faculty and Staff Appreciation Week in May. The PA will be organizing and sponsoring activities to express the appreciation of the entire parent body.

Many families want to show their appreciation to their teachers by giving gifts during the December holidays and at the end of the school year. To preserve the professional, conflict-free balance that exists among teacher, student, and parent, the School discourages the giving of large gifts. It is requested that any individually purchased gift be limited to a value of $25. Classes or grades are permitted to take up donations from families for collective gifts to teachers, but contributions must be optional and should be limited to $25 per student. Please note that the Dwight School Parents Association traditionally expresses the parent body’s appreciation by giving each member of the faculty and staff a holiday monetary gift in December, and by sponsoring National Faculty and Staff Appreciation Week Events.

III. Remind Parents of Their Safety Patrol Obligation

Safety Patrol
The Parent Safety Patrol begins on the first day of school and continues through the very last day of the school year. Every family in grades 1-10 is required to participate according to the Safety Patrol Schedule posted on the Dwight website. Class Representatives are asked to contact parents by e-mail or phone to remind them of their scheduled Safety Patrol dates and to provide them with the information needed to perform their Safety Patrol duties. Information relayed to parents should include the date and time they are scheduled to patrol, their patrol partner’s name, patrol instructions, and the patrol route. If they cannot patrol on their scheduled dates, parents are responsible for advising their patrol partners and for finding substitutes. Class Representatives are expected to assist parents who are unable to find substitutes and to inform the Safety Patrol Coordinator of any changes made to the schedule.

IV. Encourage Parent Attendance and Participation in Grade, PA, and School Events and Initiatives

Parent attendance and participation are crucial to the success of Grade, PA, and School events and initiatives, including:

- Back to School Nights & Grade receptions
- PA Uniform Sales
- Parent-Counselor Breakfasts
Parents in Action Class Meetings
Book Fair
Spirit Day
International Food and Wine Festival
Dwight Ice Skating Party
Dwight School Foundation Benefit
Dwight School Foundation Annual Fund
Music recitals, theatrical performances, and art shows
National Faculty and Staff Appreciation Week Activities

Grade Receptions School-hosted parent cocktail receptions are held after the Back-to-School Nights in the early fall. These are important social events at which parents have an opportunity to meet and socialize with each other and members of the Dwight faculty and administration early in the school year. You should encourage parent attendance at these events. You are also encouraged to organize a second social event for parents off-campus early in the school year. Class Representatives are not responsible for hosting the event, but are asked to solicit a host and work with the host in planning and executing the event.

V. Encourage and Facilitate Parent Volunteerism at Dwight

Volunteer Opportunity Process

- Parent volunteers are vital to fostering community and supporting the School’s educational objectives. We hope that all parents in every grade will volunteer their time and/or resources at least once during the school year. Class Representatives should help communicate this expectation to parents and help match parents with their volunteer interests.

- In late August/early September, all Dwight families receive a PA e-mail that includes a link to a description of the various PA Volunteer Opportunities and the online Volunteer Sign-Up Form. Parents are asked to indicate their interest in one or more volunteer opportunities. The PA Event Co-Coordinators collect the names of volunteers; assess how many volunteers are needed for each activity or event; and as the date of the event approaches, contact the volunteers to let them know how they can help. Each volunteer opportunity is assigned a Chair who coordinates the event/activity. At the start of the school year, Class Representatives should communicate this process to new families and answer any questions new or returning parents might have.

Throughout the year, Class Representatives should be available to help with various
class needs, such as field trips, holiday parties, end-of-the-year parties, teacher gifts, yearbook ads, etc.

Timothy House Parent Chaperone Procedures and Responsibilities Timothy House Class Representatives are asked to communicate the following to the parents in their classes:

• Teachers will notify parents when field trip chaperones are needed. Because the primary role of a chaperone is to be a responsible adult support to teachers, parent chaperones are expected to actively supervise students; safety is the main focus.

• Parents should be aware that some destinations limit the number of field trip chaperones. Teachers will do their best to provide opportunities for every child to have a parent be a chaperone and/or attendee each year.

• Teachers will provide chaperones with the specific times they are expected to arrive at Dwight and estimated returning times. Please be punctual.

• Teachers will inform chaperones as to how they can help, which will likely include keeping track of a group of children assigned to them by the teacher; helping children with assigned tasks; and monitoring behavior.

• Parents should stay with their assigned children at all times. Socializing with other parents should be kept to a minimum to ensure the safety of the children.

• Food is purchased for all or none.

• The gift shop is out of bounds, unless all students bring money to spend.

• Parent chaperones should not bring younger siblings on class trips.

August 31, 2015