

Typical Responsibilities of the Class Parent Include:

- **Internal Class Directory:** The purpose of this internal class directory, which usually includes email and/or phone contact information for all class families, is to facilitate communications between the teacher and/or PTA and class families. This internal directory is separate from the external PS 29 Directory (which has an opt-out process for families who do not want to be included). All class families should provide some form of contact information for the internal directory. If you have a non-English speaking family, let our Parent Coordinator know, as translation services are available.
- **Class potluck dinners:** Class parents assist in organizing a class potluck dinner once during the school year, usually in the fall. These class potluck dinners are designed for parents and students to gather and meet outside of the formal classroom setting. PLEASE NOTE, however, that there are specific guidelines for potlucks that need to be followed, which will be discussed at the first Class Parents Meeting.
- **Class Parent Meetings:** Class parents should attend class parent meetings, which are usually held three times during the year (generally in September, December and March, after drop off, in the Cafeteria). The purpose of these meetings to provide guidelines for the class parent role, to share ideas and offer feedback.
- **Communication Media:** Class parents may need to use the PS 29 website (www.ps29brooklyn.org) to post information/updates specific to your class and general school-wide reminders. Our Parent Coordinator will hold training sessions in October to assist in understanding/using this media.
- **PTA and/or SLT Meetings:** Class parents should attend the PTA and/or SLT meetings to keep informed on school/

grade/class happenings so that they can relay such information to class families.

- **Classroom Events/Communications:** Class parents will need to coordinate with the classroom teacher(s) to determine the need for specific in-classroom activities and/or communications, including:
 - Assisting with classroom/curriculum-driven events, such as publishing celebrations (e.g. coordinating food);
 - Publicizing/assisting with grade specific projects, events, and trips;
 - Coordinating events that may occur at the winter holiday and/or end of the year;
 - Soliciting volunteers for events/identifying skills among our families;
 - Assisting with classroom in any other way!

If you have any questions about the role and expectations of class parents, please contact: ps29pta@gmail.com