

Oradell PTA Class Parent Guidelines in Collaboration with OPS Administration

Requirements:

- *Class Parents must be PTA members and have current OPS HIB training on file, or be registered for the next training session.*
- Follow all Oradell PTA Volunteer Guidelines.
- The Information contained on all class lists is strictly confidential.
- Create a class party plan that follows the teacher's guidelines. If you would like to add to the plan, please contact the teacher directly. If you are unable to carry out the teacher's plan, please find a replacement volunteer.
- Please be mindful that all class celebrations, activities, and field trips are planned well in advance with a focus on building community and improving instruction.
- In the course of volunteering in the classroom or in the school, you may hear information, see documents, or witness student activities that are private. We ask that you remember to respect the privacy of all the individuals involved and not disclose the details of such information, documents, or activities to any other individual.

Participation:

- *Class Parents are expected to attend all class celebrations, activities, field trips, etc. If you are unable to attend, please notify your team as soon as possible so a replacement volunteer can be found.*
- Attend field day, coordinate additional field day volunteers if needed, and provide snacks for field day.
- Attend field trips by traveling on the bus to the destination and following all teacher directions to facilitate a successful trip. If you cannot attend the trip, please let the teacher know so they can find a new volunteer.

Collaboration:

- *Lead Class Parents should communicate with grade level co-leads to ensure parties/activities are comparable across the entire grade.*
- *Each Class Parent team (i.e. Lead + 2 Class Parents) work together to plan celebrations, activities, etc.*
- OPS Administration and teachers work to create a plan that is fair and consistent for all students in each grade level. To maintain consistency, please follow the plans as outlined by the teacher.

Teacher Meeting:

Each Class Parent team should meet with the teacher to review the year's schedule and expectations.

Communication:

The Lead Class Parent serves as the liaison between the teacher and the Class Parent team. The Lead Class Parent should copy the other two Class Parents on all communication with the teacher.