

Parent Involvement at HHES

updated October 17, 2011

We hope the structure described below will allow everyone to find something they can do to become involved in their children's education and to help the school community flourish.

Volunteer Advisory Board Goals

1. Create a welcoming school environment for families.
2. Engage families and the community in ways that support student achievement and success.
3. Support a structure that allows parents/guardians to choose their particular type of involvement according to their own strengths and interests while also acknowledging that families have very busy schedules and (may have) limited time to volunteer.

Common themes that were considered

- Parents'/guardians' hesitancy to over-commit
- Parents'/guardians' reluctance to join the PTO for fear of inevitably becoming over-committed

Plan for Volunteering at HHES

- 5 action teams of volunteers, each with separate (though sometimes overlapping) responsibilities will make up the HHES Advisory Council.
- Each action team will have coordinators who are responsible for organizing the action team's volunteers and ensuring that the action team meets its goals.
- Each action team will meet to determine what they would like to accomplish during the year. (The team coordinators will communicate with anyone who is interested in participating but cannot attend meetings.)
- The action team coordinators will meet on a regular basis to discuss plans, consult on shared events, and coordinate resources.

Action Teams: General Responsibilities

- **PTO** – organize fundraising, school wide social events, staff appreciation activities
- **Class Parents** – facilitate communication between classes, PTO, and the office
**See below for description of "class parent" responsibilities*
- **School Volunteers** – assist with tasks throughout the school and school wide events (e.g., book fair)
- **Grade Level** – assist in planning and facilitating cultural events, field trips, etc. for each grade level
- **Community and Public Relations** – communicate and coordinate with community organizations

How to get involved

- If you are interested in participating on any of these action teams, please call the school office (203-775-7675) for more information.
- Before volunteering you must: complete district volunteer forms and be cleared by TSO, attend HHES Volunteer Training, and sign the Confidentiality Agreement.

We look forward to hearing from you soon!

*Description of Responsibilities for Class Parents

Each class will have 1 primary Class Parent.

Class Parent responsibilities include:

- Serving as the teacher's/class' liaison with the PTO and the school office
- Serving as a representative for the class in decision-making, etc. on the PTO
- Attending PTO meetings
 - In the event that a Class Parent cannot attend a PTO meeting, he/she will ensure that another parent/guardian from the class attends
 - In situations/emergencies when a representative from a class does not attend a PTO meeting, the Class Parent Coordinator will communicate the information discussed
- Working directly with the teacher to organize classroom projects and celebrations
- Compiling contact information for students in the class for distribution to families (Parents may choose to not share their contact information.)