

Standard Operating Procedure

CLASS PARENT SELECTION

HSA-SOP
1.0

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1.0 PURPOSE

This document defines the roles, responsibilities and processes for selection and communication of Key and Class parents.

2.0 RESPONSIBILITIES

Function	Activity
HSA	<ul style="list-style-type: none">• Solicit class parent interest via signupgenius by June 1st (sign-up will remain open until the last day of school)• Cross reference sign-up sheet with class assignments• Identify if parents have completed requirements for involvement• Communicate:<ul style="list-style-type: none">○ Proposed selection of key/class parents to Principal by end of first week of school○ Selection of key/class to those identified by third week of September○ Selection of key/class parents to respective teachers• Provide key/class parents with appropriate introduction letter for distribution to assigned class.
School Admin	<ul style="list-style-type: none">• Provide final student class list by third week of August• Review list of proposed key/class parents for correctness for further review / approval by Principal
Receptionist	Review and confirm if parents have completed “Protecting God’s Children” and have approved fingerprints.
Principal	Review proposed list and provide changes and/or approval
Key Parent	Provide introduction letter to families in assigned class.

3.0 PROCEDURE

- 3.1 The HSA will deploy a class parent sign-up link via **signupgenius**. The sign-up link will be deployed by June 1st and will remain open until the last day of school.
- 3.2 Once the survey period is closed (the last day of school), the HSA will review the list and identify what subcommittees each parent participated in during the previous school year.
- 3.3 The School Front Office will provide a class list for the upcoming school year by Mid-August, so the HSA is able to associate class information to the sign-up list.
- 3.4 The HSA will meet to review and assign proposed class parents. At this time Key Parents are also identified per class. Note: One (1) Key and two (2) Class Parents will be assigned per class and may be adjusted based on class size with an expected ration of 1 class parent per 5 students.
- 3.5 The draft list is provided to the School Secretary, Receptionist and Principal by the end of the first week of school. The School Secretary will review the list for correctness (Correct class for each parent). The Receptionist will review the list and identify any parents that have not completed the Diocese requirements (class and fingerprints).

- 3.6 The Principal will review the proposed list and provide back any suggested changes and/or approval.
- 3.7 Once approval is received, Key/Class parents are notified of appointment. Teachers are also notified of who their respective Key/Class parents are. The expectation is for this to occur no later than the end of the third week of September.
- 3.8 The HSA will provide a template introduction letter to be sent out by the Key parent to the families in his/her assigned class.

4.0 REQUIREMENTS

Requirements to serve as a class parent are as follows:

- Completed the diocesan class "Protecting God's Children" and turned in a copy of your certificate
- Completed the diocesan fingerprint process and have confirmation/approval received by the school
- Must have participated as Chair/Co-Chair or committee member during previous school year to be considered as Key/Class Parent. Membership on committees includes full participation from pre-event planning through post-event activities. Time commitment varies depending on the specific event.
- Involvement in other school activities may also be taken into consideration.

Exceptions:

Parents entering Kindergarten will be exempt from previous subcommittee participation.

Families new to the school: In order to serve as a key/class parents all the identified key/class parent criteria must be met. An exception will be made for the upcoming school year if there is a need to fill a gap for the key/class parents in a particular classroom. In the event of that situation, parents will still need to ensure they have completed the diocesan class and the fingerprint process.

General

Key Parents are rotated each school year, ensuring that the same parent is not selected as Key parent consecutive years. The exception will be if none of the other class parents want or are able to serve as Key parent. At that point there may be a situation where a Key parent may have served that role multiple school years.

5.0 8th GRADE PARENT INFORMATION

Eighth grade parents are not selected by the HSA. Sign-up and selection is handled by the Principal of the School.

Eight grade parents are still required to fulfil all diocesan class parent requirements (See Section 4.0).

6.0 APPENDICES

APPENDIX 1 – Appointment letter to Key/Class Parents.

Letter can be emailed with a copy to the teacher.

Dear Key/Class Parent:

We are delighted to invite you to serve as Key/Class Parent for [ENTER TEACHER'S NAME / GRADE].

Please review the position responsibilities listed below to ensure you are still able to fulfill as such. If you are unable to fulfill these requirements, please contact [ENTER PRESIDENT NAME] (President) or [ENTER VICE PRESIDENT NAME] (Vice President), so the HSA can appoint another parent to that position.

Key Parent:

Under the leadership of the HSA, provide guidance and direction to the assigned class parents for the above-mentioned class. Lead the planning and organization of classroom activities throughout the year. Participation in Halloween, Christmas, Field Day and other activities is required. Support at class trips and fundraising is also an essential aspect of the role.

Class Parent:

Work with Key Parent regarding planning and organizing classroom activities throughout the year. Participation in Halloween, Christmas, Field Day and other activities is required. Support at class trips and fundraising is also an essential aspect of the role.

Grade/Class – Teacher's Name	
Parent Name – Key	Email address
Parent Name – Class Parent	Email address
Parent Name – Class Parent	Email address

A mandatory meeting for all Key and Class Parents is scheduled for [ENTER DATE / TIME] in the cafeteria. Further information regarding responsibilities, events and timing will be discussed.

Thank you for volunteering and we look forward to working with you during the up-coming school year.

St. John Vianney
Home and School Association

6.0 APPENDICES

APPENDIX 2 – Key/Class Parent Introduction Letter

A hard copy of the letter should be sent home to each family

Date

Hello parents and welcome to another great school year at St John Vianney! My name is {Insert Name}, and I am excited to be your Key Parent for the [xxxx/xxxx] school year. I'd like to take this opportunity to share a few things with you and introduce the Class Parents for {Insert Grade/Class}.

We are asking for your contact information so that we are able to communicate with you about upcoming events and activities. Throughout the year we will also ask for your support for the Halloween and Christmas parties as well as any additional activities that arise during the year. We look forward to partnering with you this school year.

The Class Parents that will represent your class this year are:

{Insert Name}	Insert Email	Key Mom	Child's Name
{Insert Name}	Insert Email	Class Mom	Child's Name
{Insert Name}	Insert Email	Class Mom	Child's Name

Please fill out the bottom portion of this letter and return it to my child {insert child's name} to provide me with the correct contact information.

If you have any questions or concerns, please do not hesitate to contact me at {insert phone number} or email me at the address above. I look forward to meeting and working with you!

Please print neatly – Thank you

Child's Name	
Parent's Name	
Cell Number	
Email Address	

Return form to: {Insert child's name and grade/class}

7.0 DOCUMENT REVISION HISTORY

Document Revision History		
Version No.	Description of Change	Justification of Change
1.0	New SOP Developed	N/A