

## **Welcome Parent Classroom Representatives!**

The Dawson Parent Association sincerely thanks you for taking on the role of 'Parent Class Rep.' You are a vital part of the Dawson parent community by disseminating important information, aiding your grade teachers when needed and creating a deep sense of community. Below are some guidelines to give you a sense of your role. If you have further questions please contact your DPA Division Coordinator or any of the DPA Board members --who are always happy to help. Contact information can be found on the 'Officers & Chairs' page of the DPA Website, [www.dawsonpa.org](http://www.dawsonpa.org)

### **DPA Meetings**

Please plan on attending the DPA All Parent Meetings. Attending these meetings keeps you up-to-date on important school news and events, AND makes you a valuable resource to the families who may not be able to attend. The DPA All Parent Meetings occur the second Tuesday morning of the month, approximately 5 times per school year. The yearly meeting schedule can be found on the 'Calendar' page of the DPA Website.

### **Communication**

In order to facilitate effective and clear communication you will need to assemble a class email list. Login to your Dawson Portal page, click on 'Groups,' choose your 'Grade,' click on 'Roster,' and below you will see 'Bulk Communication,' choose 'All,' then you can cut and paste your message into the message box and send. Normally you will not need to compose any DPA communication emails, these will be composed and sent to you via your DPA Division Coordinator, then you will simply cut and paste the content of the communication into your class email document. DPA communication emails are usually to publicize DPA All Parent Meetings or events and to encourage volunteer sign-up for DPA initiatives.

Please remember that any and all information sent from you, as a DPA Parent Class Rep, should be school related.

### **Fall Parent Party**

The DPA has a tradition of organizing back-to-school Parent Parties for each grade. These low-key gatherings are the perfect occasion to reconnect with each other and with parents of new students. Parent Class Reps schedule the Fall Parent Party through the DPA Vice President. The VP will send an email in the spring with available dates. (The dates are created to facilitate the attendance of faculty and administration.) Parent Class Reps then pick from the available dates and identify the host/location of the party. The format of the party is at the discretion of the host family(s); a casual potluck party is 100% appropriate. Any assistance to the host is greatly appreciated.

### **New Families and Summer Gatherings**

As new students/families enter your class, a member of the Welcome Committee will contact new families via email and/or phone and introduce themselves as a Dawson resource --to answer any questions they may have. The WC will also provide new families with the name and contact information of their Parent Class reps. In grades K-6, Parent Class Reps coordinate a class gathering to welcome new students and connect classmates. Gatherings spots can be parks, pools, or any of our beautiful Colorado settings. Families will pay their admission if needed.

### **Division Specific Roles**

#### **Lower School:**

Halloween party -- each grade has a game set up in their classroom. Parent Class Reps and/or recruited volunteers facilitate their classroom game. Prizes are provided as per the Parent Class Rep's discretion.

Each teacher utilizes his/her Parent Class Reps in different capacities often partnering with parents for several class projects. Meet with your teacher as early in the year as possible to go over his/her agenda.

Potential activities Parent Class Reps assist with are: bake sales, holiday parties & special events, recruiting volunteers for events and field trips.

#### **Middle School:**

Halloween Carnival -- This fun event is planned by the DPA Middle School Coordinators. Along with a volunteer committee, the Parent Class Reps facilitate activities in classrooms, assist with decorating and assist with clean up.

Potential activities Parent Class Reps can assist with are: the 5/6 & 7/8 Dance in January, Field Day, Class Plays for grades 5/6 and 8th Grade Moving Up Day.

#### **Upper School:**

Ninth and tenth grade Parent Class Reps will assist the DPA Upper School Coordinator to recruit volunteers for planning and executing the After-Prom event.