

**POCANTICO HILLS CENTRAL SCHOOL  
DISTRICT**

**CLASS PARENT HANDBOOK**

**2009-2010**



Thank you for taking an active interest in your child's classroom. Your role as Class Parent is that of a liaison between your child's teacher, the classroom parents and the PTA.

The PTA looks forward to a wonderful year. Your comments and insights make for a better and more unified PTA.

### **Responsibilities of a Class Parent:**

**PTA Involvement** – Attendance at PTA meeting is required and is an integral part of being a well informed class parent. If you are unable to attend a meeting, please select a volunteer from your class to be present. Information obtained from these meetings should then be passed on to your class. If you wish, you can give your email address to any PTA Officer and they will make sure you receive notification of meeting dates, times and agendas. Carolyn Kaplan will act as the Classroom Parent Liaison between Class Parents and the PTA Executive Board.

**Work with the Teacher** – Ask the teacher if he or she has any planned activities, i.e. parties or class trips, which need the participation of parents.

**Work with Co-Class Parent** – If a class has more than one Class Parent, decide with the Co-Class Parent how to divide the class list for purposes of making telephone calls and/or sending emails, as well as dividing the other Class Parent responsibilities.

**Encourage Parents** – Encourage parents to be involved in all class activities.

**School Closings** – In the event of a school closing, delayed opening, or other emergency, you will be called by your child's teacher. School closing and delayed opening notifications will be done very early in the morning. PLEASE DO NOT LEAVE YOUR ANSWERING MACHINE ON IF THE WEATHER IS QUESTIONABLE. It is important that you are able to be reached and that phone calls are made as early as possible to accommodate working parents.

**New Students** – At the start of school, if a student is new to the class, please make a telephone call introducing yourself, offering any assistance with regard to school procedures and promoting the PTA and its events. If a

student is added to the class during the school year, the Main Office will notify the Class Parent who will then make a telephone call of introduction, offering any assistance with regard to school procedures and promoting the PTA. Also make sure to add the new student to the class Phone Chain and distribute a new list to the class.

**Communication to Parents** – The Phone Chain should only be used for notification of school closings, delayed opening or other emergencies. All information and/or requests should be done directly to each parent (either by telephone or email). As classroom events approach, get volunteers and give them the event date, time and their responsibilities. Prior to PTA sponsored events, obtain volunteers and pass on their names to the PTA event chairs (see attached “PTA Sponsored Events” and the “2009-2010 PTA Committee Chairs Roster”).

## PTA SPONSORED EVENTS

### **September**

Wrapping Paper Sales Being - 9<sup>th</sup>  
Welcome Back Cookout – 11<sup>th</sup>  
General Meeting – 15<sup>th</sup>  
Truck Day – 30<sup>th</sup>  
Wrapping Paper Sales End – 30<sup>th</sup>

### **October**

Picture Day – 6<sup>th</sup>

### **November**

General Meeting – 4<sup>th</sup>  
Breakfast & Movie – 28<sup>th</sup>

### **December**

Winter Concert Hospitality – 2<sup>nd</sup> and 9<sup>th</sup>  
Senior Citizens' Event – 8<sup>th</sup>

### **January**

General Meeting – 6<sup>th</sup>

### **February**

Book Fair – 1<sup>st</sup> through 6<sup>th</sup>  
Jump Rope for Heart – 11<sup>th</sup>

### **March**

General Meeting – 2<sup>nd</sup>

### **April**

TV Turn Off Week – 19<sup>th</sup> through 23<sup>rd</sup>

### **May**

Meet the Candidates Night – 11<sup>th</sup>  
Spring Concert Hospitality – 12<sup>th</sup> and 17<sup>th</sup>  
Staff Recognition Luncheon – 14<sup>th</sup>  
Senior Citizens' Event – 17<sup>th</sup>

### **June**

Spring Carnival – 5<sup>th</sup>  
Volunteer Appreciation Ceremony – 22<sup>nd</sup>

**POCANTICO HILLS PTA COMMITTEE CHAIRS ROSTER  
2009-2010**

**PTA OFFICERS**

President	Brenda Misuraca	239-8668
Vice President- Elementary	Emily Segal	909-0797
Vice President – Middle School	Rachel Gumina	631-8863
Secretary – Recording	Jennifer Leahy	347-2677
Secretary – Corresponding	Carolyn Kaplan	693-1833
Treasurer	Lisa Zimmerman	332-4220

**COMMITTEE CHAIRS**

Awards Dinner	Rachel Gumina	631-8863
	Jennifer Poux	769-0254
	Tiffney Tribble	592-1406
Apparel Sales	Emily Segal	909-0797
Book Fair	Adele Tomasetti	345-9392
	Norma DeSousa	909-6199
Box Tops for Education	Kelly Owen	592-8457
Breakfast & Movie	Brenda Misuraca	239-8668
	Emily Segal	909-0797
Bulletin Board	Gina Downes	909-2978
Children’s Programs	Jennifer Poux	769-0254
Classroom Parent Liaison	Carolyn Kaplan	693-1833
Family Events	Brenda Misuraca	239-8668
	Jacqueline Muniz	345-3056
Flowers	Laura Dineen	631-6962
Hospitality	Theresa Greto	909-0871
	Kelly Owen	592-8457
	Joan Waters	332-6432
Jump Rope for Heart	Mary Ries	592-8832
	Maria Sheehan	347-2670
Membership	Gina Downes	909-2978
Middle School Play – Cast Party	Kim Cognatello	909-2450
School Pictures	Bobbi Minerva	909-6172
Senior Citizen Events	Madeline Misuraca	592-6039
	Kim Cognatello	909-2450
	Sheila Stanton	631-2440
Special Ed. - A.S.K.	Beth Laub	772-6138

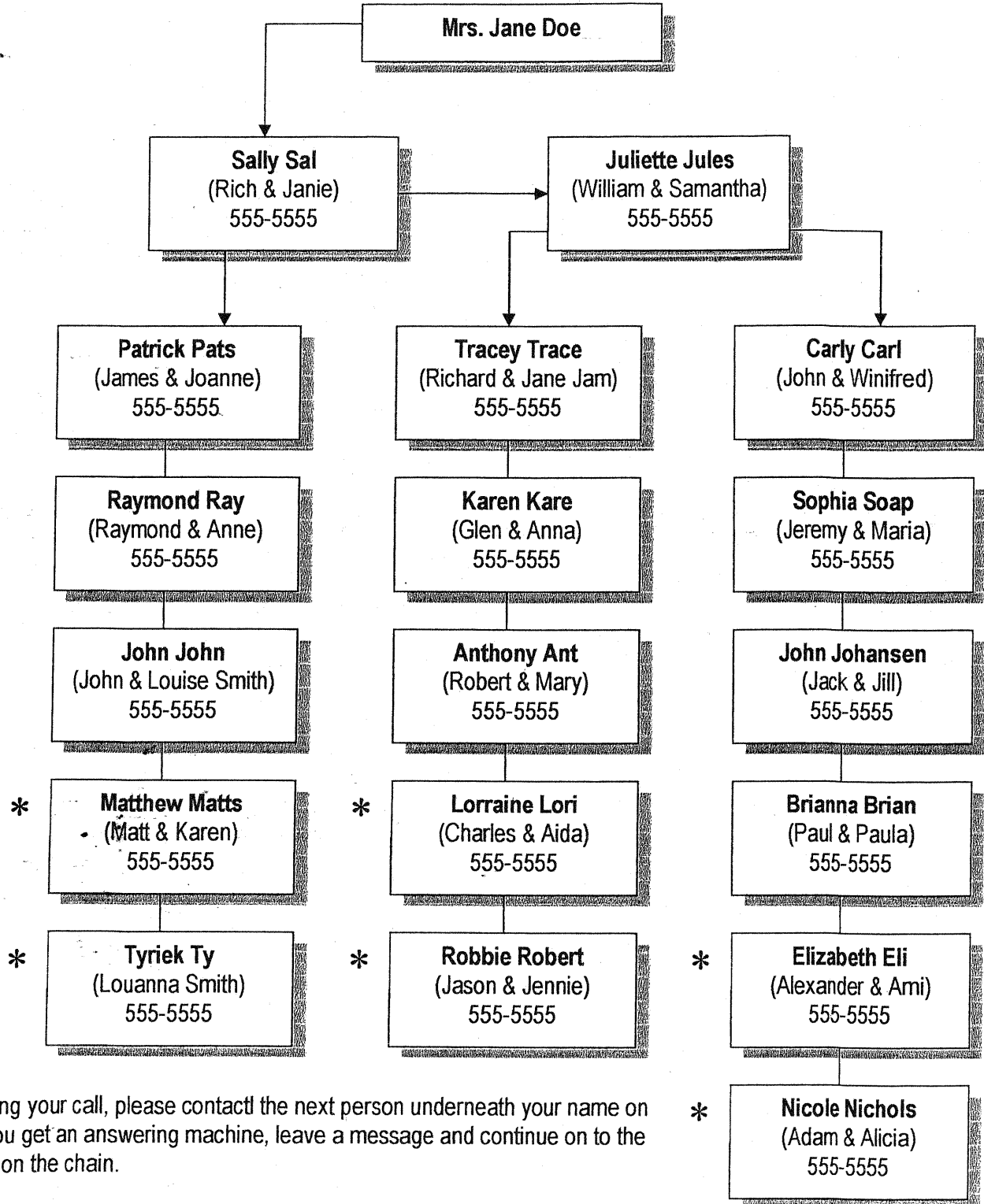
Spring Carnival	Lauren Amsterdam	741-0004
	Evette Guerzon	347-4905
	Rachel Gumina	631-8863
	Jennifer Leahy	347-2677
	Amy Macca	747-0118
	Julie Minerva	449-6808
	Brenda Misuraca	239-8668
	Kelly Owen	592-8457
	Linda Ruotolo	347-3998
	Stefanie Zednik	917-559-4498
Staff Recognition Lunch	Rachel Gumina	631-8863
	Jennifer Leahy	347-2677
Teacher Representatives	Tracy Carrigan	631-2440
	Mario Suarez	631-2440
Truck Day	Laura Dineen	631-6962
	Steve Cowles	592-5722
TV Turn Off Week	Gina Downes	909-2978
	Kelly Lynch	721-4081
Visiting Authors	Alyssa Jacobs	524-7362
	Anne Gordon	631-2440
Wrapping Paper	Amy Macca	747-0118
	Julie Minerva	449-6808

## **Building the Phone Chain**

1. Get both parent/guardian (when possible) names and telephone numbers from teacher's class list.
2. Children with other siblings should be put at the bottom with an asterisk not to call for school delay/closing.
3. Phone Chain should be tested approximately one week from Back to School Night in the evening. Have the last person in each column call you so you know it has been completed successfully.
4. See sample phone chain on the next page for ideas.

# Pocantico Hills 5<sup>th</sup> Grade Telephone Chain

## Mrs. Doe 2004-05



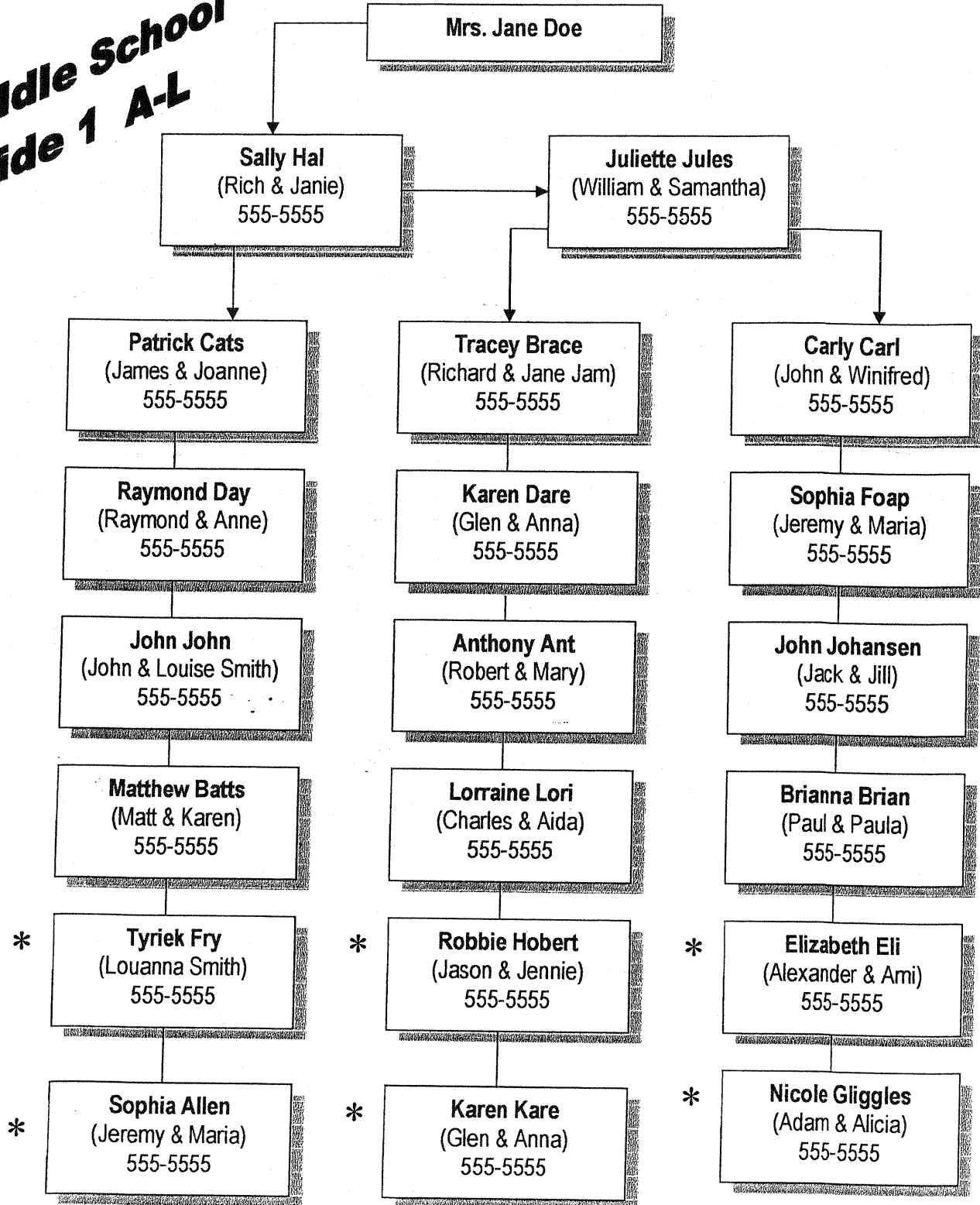
After receiving your call, please contact the next person underneath your name on the list. If you get an answering machine, leave a message and continue on to the next person on the chain.

If you have any questions or need to revise any information on this list, please call your class parents, Janie Sal 555-5555 or Samantha Jules 555-5555

\* Families with older children at Pocantico will not be called for weather related closings or delays.

Pocantico Hills 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> Gr. Telephone Chain  
A - L

**Middle School  
Side 1 A-L**



After receiving your call, please contact the next person underneath your name on the list. If you get an answering machine, leave a message and continue on to the next person on the chain.

If you have any questions or need to revise any information on this list, please call your class parents, Janie Sal 555-5555 or Samantha Jules 555-5555

Families with older children at Pocantico Hills will be called from the list in the order shown below.