



What is a Classroom Parent Representative?

Classroom Parent Representatives at Hosmer assist Classroom Teachers with special school activities for the class, serving as contact person between them, other parents in the classroom, and the PTO support network.

Volunteering as a Classroom Parent Representative is a great opportunity to get involved directly with your child's classroom and to support our teachers.

What can you do as Classroom Parent Representative?

1. **Meet your Classroom Teacher right away**, to let him/her know that you are there to provide support, and are available if your assistance is needed. Some Teachers rely a lot on Classroom Parent Reps, others do not. Be respectful of the teacher's views and stay in touch throughout the year.
2. **Establish an e-mail address directory for the class** that will make sending notes to your parents easy. The process is simple:
 - a. Obtain from the Teacher all the "Classroom Contact" forms filled by parents
 - b. Create a list with all those parents consenting to share information with the class* -> this is your **Classroom List**
 - c. Create a separate list with all those parents consenting to share information with the PTO* -> send to info@hosmerPTO.org

* Please make sure that you have the contact information (email and phone) for all parents who agreed to distribute this, including split households. Retain the original forms for as long you need to verify the lists created. Please treat the forms as confidential.
3. **Distribute the Classroom List** promptly among all those listed, to introduce yourself and allow all to be connected.
4. **Try to attend PTO General Meetings**, to keep up-to-date on plans, and provide input to shape them.
5. **Assist your teacher in the areas that you agree upon**, like:
 - Facilitating communication between teacher and parents
 - Coordinating copying needs with the teacher
 - Helping organize special curriculum-enhancement programs
 - Asking for volunteers to make enrichment activities possible
 - Communicating with the PTO for resources, support, or funds

What is a Grade Level Representative?

The Grade Level Representatives at Hosmer strengthen the communication between Classroom Teachers for each grade and the PTO, creating or facilitating special activities that are in alignment with the curriculum.

Being a Grade Level Representative will help you get to know the school community at large, including teachers, administrators, and other parents and children.

What can you do as Grade Level Representative?

1. **Meet the Classroom Teachers for your grade**, and establish the foundation of your relationship. Set up a time when you can meet with the different teachers to let them know about your role, and the resources available from the PTO to facilitate special programs for the Grade that enhance the curriculum. Be respectful of the teachers' views and stay in touch throughout the year as you develop your joint ideas for these activities.
2. **Try to attend as many PTO General Meetings as possible**, so that you stay informed on current and upcoming events at Hosmer.

Some examples of activities developed during 2012-2013 by Grade Level Representatives:

- The 5th Grade Level Representatives were able to have the Red Coats come to Hosmer for a presentation, free of charge
- They also facilitated a trip to the "USS Constitution" by working with other grade parents to obtain a grant for the bus, and admission to the USS through the Cambridge Savings Bank
- The 2nd Grade Level Representatives arranged to have an officer from the Japanese Consulate come and visit each classroom
- The KG Grade Level Representative negotiated with the Discovery Museum to come at a discount, which saved funds for KG to spend on other activities and materials needed