

Montague Elementary School PTA Class Coordinator Responsibilities

As a member of the Montague PTA, selected to serve as the class coordinator for your child's class, please be aware of the following guidelines;

Responsibilities include:

- To assist the teachers in the arrangement of activities for the children of Montague Elementary school.
- To participate in PTA functions throughout the school year.

Class Parent Guidelines

All school rules/policies must be adhered to, including:

- **TURN CELL PHONES OFF OR TO VIBRATE. CELL PHONE USE, INCLUDING TEXTING, IS PROHIBITED INSIDE THE BUILDING.**
- Register in the office when arriving at school for assigned activities.
- Wear a visitors badge at all times when in the building.
- Do not wander around the building. (No "visiting")
- Care for non-school age siblings should be arranged prior to your school visit.
- Coordinate activities with the teacher, cooperation and communication between both class parents and the teacher is imperative.
- When using items from the PTA closet, please return items to their proper place.
- At the request of the hospitality committee, organize hospitality items from your class.
- Send letters for each class event requesting assistance or donations needed at least two weeks in advance of the event.
- All letters must be approved by Mrs. Hodge.
- Coordinate the efforts of **all** willing to help parents to make planned events successful for the class.
- Photos taken during school events should be submitted to the yearbook committee in a timely fashion.

Your involvement in this program is vital to the teacher and to the success of Montague School. If you should have any questions, please contact a board member. Thanks to parents like you, the Montague PTA can continue to "make a difference."