Kamehameha Schools

Kapālama Middle School

Student Activities Department

**Class Parent Application Form**

Application Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Office Use Only)

Name:       Child’s Name(s)

Address:

Best Contact Phone:       Email:

Please help us to get to know you by completing the information below

1. Why do you want to be a Class Parent?
2. What qualities or skills do you possess that will assist you in fulfilling the duties of Class Parent?
3. Availability and Schedule Flexibility – Many of our class events or activities occur during the normal school day, some extend into the late afternoon and early evening and some activities occur on the weekends. How flexible is your schedule?

Please return this form to the Student Activities Office, Keliʻimaikaʻi 106 by August 18, 2017. You may email gavannat@ksbe.edu or fax your application to 843-3517.

**Class Parent Responsibilities**

The Class Parent plays an important role in the implementation of student activities held during the school year. It is a two year commitment. The responsibilities listed below encompass all tasks but are not limited to:

1. Working closely with the Class Advisor, other grade level class parent and the Student Activities office personnel in supporting class and school activities as assigned.
2. Meeting with Class Advisor, student activities personnel, student leaders, parents and if, necessary the Student Activities Coordinator to coordinate parent support.
3. Assist in supporting the Class Advisor and student leaders in scheduling parent manpower to assist with class or all school activities during and after school such as community service projects, dances, career/health fair, socials (evening and day), Performing Arts Concerts and Ka Mälamalama O Ke Ao Nei.
4. Composing an End of the Year Report, stating highlights of the year, etc. to be submitted to the Class Advisor.
5. Serving as a liaison between the Student Activities Coordinator, Class Advisor, ATP Parents and KMS parents with regard to implementing policies and procedures required by the Kamehameha Schools and/or Kamehameha Middle School.
6. Support KS initiatives and decisions to the wider KS community of parents and within the community.
7. Assist to promote greater family class unity within their respective class.
8. Serve as a parent leader and serve as a positive role model as a KS representative.
9. Attend school parent meetings such as the monthly ATP Council meeting.
10. Handle confidential data with due diligence and care.