



# Who's Who in Your School

Use this **FUN ACTIVITY** to familiarize parents/caregivers with school community representatives and their roles

## Prepare the Activities for Your Event

- Select up to six representatives from your school community to feature in the activity
  - **Recommended:** (Principal, Vice Principal (if applicable), \*PTA President, ESL/ELL/ESOL Teacher, School Nurse, Guidance Counselor)
- Invite the representatives selected to be present for the activity
  - **Plan to give each representative 2-3 minutes to introduce themselves**
- Collect each representative's name, title and brief description of their role and contact information
- Insert photos of your six school representatives into the templates of the Mix and Match Activity and The Who's Who in Your School Chart
- Insert the official titles of the six school representatives on the Who's Who in Your School Chart
- Write a brief description of each representative's role (3-4 bullets) and how it pertains to parents/caregivers and insert on the Who's Who in Your School Chart
- Insert a scenario of when a parent/caregiver would need to reach out to the respective school representative on the Mix and Match Activity. Additional examples provide on page 2
  - **Some examples are provided, customize them as needed**
- Print the Mix and Match Activity and cut out the different pieces for each parent (or small groups). Shuffle each set and package together with a paperclip or rubber band

## Things to Consider Before You Start

- Who is in the room? Don't assume that all parents are familiar with the roles of school staff or even PTA. Our communities are diverse in terms of knowledge, culture, nationality, education, etc.
- Think about how different school is today from when you went to school, how different schools are from one town to the next and even from one state to another! First-time parents might need a refresher. It's also important to note that, in other countries, education systems may be more/less structured and the concept of K-12 free public education may not be the norm.
- If you have veteran parents in the room who might feel this is repeat information, encourage them to team up with a parent/guardian who is new to the school community.

## Event Instructions

**STEP 1—PTA Leader:** Welcome parents/caregivers and school staff.

**STEP 2—School Representatives:** Take 2-3 minutes to introduce themselves: give their name, title, and a brief description of their job. They may verbally mention when a parent/caregiver would need to reach out to them.

**STEP 3—Teamwork:** Pass out a set of the tiles from the Mix and Match Activity (already cut out) to parents. They may choose to work in small groups. Allow about 3-5 minutes to work on the activity.

**STEP 4—Teamwork:** Pass out the Who's Who in Your School chart. Invite all parents/caregivers to keep an open line of communication and join PTA!

\*If the PTA President is not available, please make sure to have another PTA leader present to represent the PTA and invite parents/caregivers to join.





## Activity Instructions

Cut out the following two pages and clip together. Pass out the clippings after school representatives introduce themselves and encourage school staff and PTA volunteers to work with parents who are new to school. You may allow parents/caregivers to work in small groups



<b>Guidance Counselor</b>	<b>Insert Name</b>	Your child is unsure about what they want to be when they grow up. They have big dreams but don't even know what steps to take or what schools to apply for to fulfill their dreams.
<b>Principal</b>	<b>Insert Name</b>	You have talked to your child's teacher about him needing to be more challenged in class (when he is bored, he acts up), but haven't seen anything change and he is getting suspended for a recent incident.
<b>ESL/ESOL/ELL Teacher</b>	<b>Insert Name</b>	Your child is primarily getting help learning English from another bilingual student in class that she doesn't like.
<b>PTA President</b>	<b>Insert Name</b>	You are wondering whether other parents are interested in creating a "Reading buddy" program.
<b>School Nurse</b>	<b>Insert Name</b>	Your child has struggled with anxiety and can sometimes throw up if she gets too nervous or embarrassed.
<b>Other</b>	<b>Insert Name</b>	<b>Insert a scenario of when you would need to reach out to someone.</b>









## ANSWER KEY: Who's Who in Your School Chart

If you've been volunteering with PTA or if you're school staff, the school building may seem like a second home to you. However, that might not be the case for other parents/caregivers who are new and/or are from a different country or even a different city!

Navigating the different policies, assignments, tests and grades can be exhausting—especially if you don't know who to reach out to for help. This chart help make those connections.

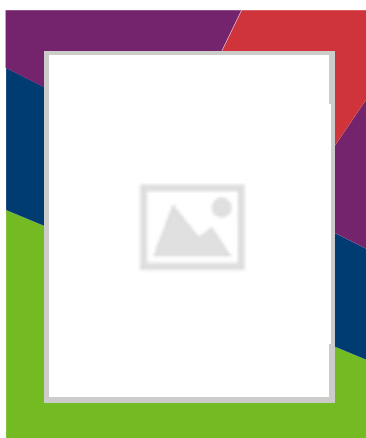


### PRINCIPAL

Insert Name

Brief Description of Role

Contact Information



### PTA PRESIDENT

Insert Name

Brief Description of Role

Contact Information



### SCHOOL NURSE

Insert Name

Brief Description of Role

Contact Information



### ESL/ESOL/ELL TEACHER

Insert Name

Brief Description of Role

Contact Information



### GUIDANCE COUNSELOR

Insert Name

Brief Description of Role

Contact Information



### OTHER

Insert Name

Brief Description of Role

Contact Information





## Who's Who in Your School—Additional Scenario Examples

### Guidance Counselor

- Your child is new to the school and is having trouble fitting in and finding their way around.
- Your child needs help picking their classes for their next school year schedule.

### Principal

- My child's teacher has not addressed the bullying problem in the classroom despite my many emails and phone calls.

### ESL/ESOL/ELL Teacher

- My child has low grades and I think it is because of the language difference.
- My child is not proficient in English yet and she is worried about comprehending the state tests.

### PTA President

- You've heard many parents complain about the dress code. Many parents think it is discriminatory and you want to join your voices to bring this issue to school administrators.
- You're concerned that the school budget continues to decrease. You want to find a way to advocate for public education funding within your school district.

### School Nurse

- Your child's pediatrician has asked you not to send your child to school as his flu is very contagious.
- You are worried because he spent the first half of the day at school.
- Your child has been having allergic reactions. You want to make sure he has medicine and an EpiPen available.

### Optional

#### *Front Desk Staff*

- You will be picking your child up early to go to a dentist appointment.
- You need to update the emergency contact for your child.
- You got a new phone number and you want to make sure the school has it to contact you for any news about your child.

#### *Nutrition/Lunch Staff*

- You want to fill out the application for free and reduced lunch and have a few questions.

