

DHS Parent Representative Handbook

Greetings! You have agreed to take on a very important role here at Dublin High School and we Thank You. Being a Parent Rep is a very rewarding job; at times it's a bit challenging but in the end you will be thrilled that you volunteered for the job. Most classes have at least two parent representatives, some have three. This is important because *at least* one parent representative must be at all PFSO meetings, all planning meetings at school with students and the teacher representatives, supervising all Homecoming activities i.e.: float building, skit practices, area building, float construction and deconstruction.

The following are guidelines for all four years, intended to help you in your planning of events. You will have an email account set up for you e.g. Class of [20 @dublinhighpfsocom](mailto:20@dublinhighpfsocom). You will use this for all communication with the parents of your class. Our technology/email parent sets it up for you and will enter the emails received at Registration in August. Every class also has access to a "Class Page" on the DHS/PFSO website for sharing info and resources. Contact the technology parent for login and guideline information.

Freshman Year:

* Fireworks Booth Volunteers (June/July): If DHS is awarded a booth to sell fireworks, all classes are asked to contact their parents. We typically have one person coordinate all of the volunteers, but everyone sends emails to their respective groups in order to get the information out. This presents some difficulty, as incoming freshman parents have not had a chance to give you their email addresses. It is a good idea to get in touch with the communications representatives at both Fallon and Wells Middle Schools and ask that they send out an email to all former 8th Grade Parents on your behalf.

* Summer Check-In (August): Reach out to parents to find volunteers to help with the check-in process. We also ask for Parent Reps to help staff a PFSO table. This is also a good time to have information available for parents about what will be happening during the school year.

* Homecoming (October): This is your biggest event of the year. Your class officers will be elected during the first two weeks of school. With the help of your Teacher Advisors and the Leadership Advisor, they will then choose the Homecoming theme for their class. Freshmen will get last pick, but when they are seniors, they choose first.

Each class designs a t-shirt for homecoming according to their theme. It is a good idea to start this process as soon as possible. The best thing to do is take orders for the shirts with payment in advance. You can mark them up in cost a little bit; it's a good early fundraiser.

Homecoming Week events include: Area Decoration, the Skit Rally, and the Homecoming Parade. At the rally, each class puts on a skit, relating to their theme. The skits are at most 12 minutes long, and they usually include some dance routines. The Area Decoration takes place early in the morning one day during the week, and usually includes the decorations that will be included on the parade floats. The decorations are usually built during the weekends at someone's home leading up to Homecoming (which can include 40-50 students). (You may ask another parent to

host the float building events and/or the skit rehearsals.) The floats are assembled after school on the Thursday of Homecoming Week, in preparation for Friday's parade.

It is a good idea to get a supply list together to send out to parents asking for donations. Please see the end of this packet for more detailed information regarding Homecoming Week.

- * Help provide volunteers and planning for the annual Raise Your Class Gaela held usually in January/February.
- * Block D Awards (March): The freshman class provides water and/or lemonade and cookies for this event. The cookies and water can be donated or purchased. PFSO usually has funds to cover the cost. Contact the Counseling Secretary to find out how many people will be attending the event. Plan on roughly 1/3 of the people attending having refreshments.
- * Throughout all four years, you will need to hold fundraisers so that you can earn money for your class' Senior events. It takes a lot of money to put on Senior Banquet, Grad Night, etc. The City of Dublin has some events (St. Patrick's Day and "splatter") where your class parents can donate some time to earn money for your class account. Portions of fireworks sales, PFSO donations, and the "Raise Your Class Gaela" also get transferred into your class account.
- * The students also need to be holding fundraisers to raise funds to help with the cost of Junior Prom and Senior Ball. These funds are held in the students ASB account at school. Your Teacher Representatives will help the students with fundraisers for the ASB account.
- * Help provide food and staff the Teacher Appreciation Lunch, typically held in May.

Sophomore Year:

- * Fireworks Booth Volunteers (June/July): If DHS is awarded a booth to sell fireworks all classes are asked to contact their parents. We typically have one person coordinate all of the volunteers, but everyone emails out to their respective groups to get the information out regarding sign-ups.
- * Summer Check-In (August): Reach out to parents to find volunteers to help with the Check – In Process. We also ask for Parent Rep's to help staff a PFSO table. This is also a good time to have information available for parents about what will be happening during this school year.
- * Homecoming (October): Please see information above and below.
- * Throughout all four years, you will need to hold fundraisers so that you can earn money for your class' Senior events. It takes a lot of money to put on Senior Banquet, Grad Night, etc. The City of Dublin has some events (St. Patrick's Day and "splatter") where your class parents can donate some time to earn money for your class account. Portions of fireworks sales, PFSO donations, and the "Raise Your Class Gaela" also get transferred into your class account.
- * Help provide volunteers and planning for the annual Raise Your Class Gaela held usually in January/February.

- * Senior Award Night (May): Provide refreshments for the evening. The DHS Catering Class is a great resource - they can make deserts and usually provide student help.
- * Starting in January, it is time to start thinking about planning Junior Prom for next year. Junior Prom should take place in March, so that there is not an overlap with Senior Banquet and Senior Ball. Junior Prom is to be held in the Tri-Valley (typically at Canyon View in San Ramon). This is mostly the responsibility of the Student Leadership and the class' Teacher Advisors. That being said, the Parent Reps need to be involved with the planning process.
- * The students also need to be holding fundraisers to raise funds to help with the cost of Junior Prom and Senior Ball. These funds are held in the students' ASB account at school. These fundraisers are to be coordinated with the Teacher Advisors, but Parent Reps can help as well.
- * Help provide food and staff the Teacher Appreciation Lunch, typically held in May.

Junior Year: There is a Junior Binder with details about events

- * Fireworks Booth Volunteers (June/July): If DHS is awarded a booth to sell fireworks all classes are asked to contact their parents. We typically have one person coordinate all of the volunteers, but everyone emails out to their respective groups to get the information out regarding sign-ups.
- * Summer Check-In (August): Reach out to parents to find volunteers to help with the Check – In Process. We also ask for Parent Rep's to help staff a PFSO table. This is also a good time to have information available for parents about will be happening doing this school year.
- * Homecoming (October): Please see information above and below.
- * Apply for the City of Dublin's grant for Grad Night (November). There is a grant from the City of Dublin for \$4000.00 to go towards Grad Night, but it must be applied for the year before your class' Grad Night. Each class is responsible for applying for their grant for Grad Night. Please check with the current Seniors and or current PFSO President for the documentation needed for application process.
- * Throughout all four years, you will need to hold fundraisers so that you can earn money for your class' Senior events. It takes a lot of money to put on Senior Banquet, Grad Night, etc. The City of Dublin has some events (St. Patrick's Day and "splatter") where your class parents can donate some time to earn money for your class account. Portions of fireworks sales, PFSO donations, and the "Raise Your Class Gaela" also get transferred into your class account.
- * Help provide volunteers and planning for the annual Raise Your Class Gaela held usually in January/February.
- * Senior Breakfast (June) the Friday of the week before Graduation: the Junior Class hosts the Senior Breakfast before they leave for their senior picnic. (See Binder)
- * Plan refreshments for Senior Baccalaureate held the Saturday before Graduation. (See Binder)

- * Starting in January, planning and booking for Senior Ball (held the following May). This is done with Student Leadership, Teacher Advisors and Administration.
- * Starting in January/February, book Senior Banquet (held the following April). Starting around March/April book Senior Picnic (held the following June), Baccalaureate (held the following June), Grad Night (can be booked closer to the end of the school year).
- * Help with concessions for Talent Show (February/March). This is primarily a Leadership event, but Parent Reps do help.

Senior Year: There is a Senior Binder with details about events

- * You will need to choose a parent from your class to be the Senior Class Treasurer. This person will work with the PFSO Treasurer to have funds transferred to the Senior Class checking account. The Senior Class Treasurer will work directly with the Parent Representatives for the entire senior year and will handle all check writing, deposits and payments for the senior year activities. It is *very important* that the Senior Class Treasurer keep detailed records, account receivables and payables ledgers of all monies for the class. This accounting ledger is used to apply for the yearly grant toward Grad Night from the City of Dublin. It is a very good idea to have two people sign all checks.
- * Fireworks Booth Volunteers (June/July): If DHS is awarded a booth to sell fireworks all classes are asked to contact their parents. We typically have one person coordinate all of the volunteers, but everyone emails out to their respective groups to get the information out regarding sign-ups.
- * Summer Check-In (August): Reach out to parents to find volunteers to help with the check-in process. We also ask for Parent Reps to help man a PFSO table. This is also a good time to have information available for parents about what will be happening during this school year.
- * Provide lunch for seniors during their Senior Kick-Off day. This is usually held during the second week of school. The Leadership Advisor will select the date.
- * As senior parents you will have the opportunity to work gates for home sporting events and make money to go toward the year's events.
- * Homecoming (October): Please see information above and below.
- * Sell water to students at all of the on-site dances (Back-to-School Dance, Homecoming, Sadie Hawkins, etc.) to earn money for your Grad Night account.
- * Throughout all four years, you will need to hold fundraisers so that you can earn money for your class' Senior events. It takes a lot of money to put on Senior Banquet, Grad Night, etc. The City of Dublin has some events (St. Patrick's Day and "Splatter") where your class parents can donate some time to earn money for your class account. Portions of fireworks sales, PFSO donations, and the "Raise Your Class Gaels" also get transferred into your class account.

- * Help provide volunteers and planning for the annual "Raise Your Class Gaela," typically held in January/February.
- * Help organize and chaperone "Mr. Dublin." (December) The Leadership students will help with this event.
- * Help organize and chaperone the Talent Show. (February/March) The Leadership students will help with this event.
- * Senior Banquet (April)
- * Senior Ball (May)
- * Senior Picnic (June)
- * Grad Night!!!!!!

And then you sleep... zzzzzzz ☺

Homecoming Guidelines
PLEASE NOTE: DATES, THEMES, AREA LOCATIONS
AND DRESS-UP DAYS WILL CHANGE EACH YEAR

By the end of September you should receive a Homecoming Guidelines document from the Leadership teacher at school. It will provide you with detailed information and dates of all the happenings for Homecoming that year. Some things change year by year (Themes, Dress-up days and dates); below is just a sample of the Guidelines.

General:

1.) Each class is limited to a \$250 maximum expenditure for decorating the campus and for float building. Please note that this money comes from your class' ASB Account, which means if you don't need to use it don't. Ask for donations and recycle if at all possible. This way you have more money for Junior Prom and Senior Ball.

2.) Class funds may be spent for supplies only (\$250 max): no food or refreshments may be purchased with class funds. All expenditures need advance approval by class advisors.

Class Colors (other colors may be used, but these are the dominant colors)

Freshmen-red/white
Sophomores-gray/blue
Juniors-blue/white
Seniors-red/white/blue

Homecoming Theme:

The Theme changes every year, you'll get this from Leadership.

Dress-up Days for Homecoming Week:

Monday: Patriotic Day
Tuesday: Pink Day
Wednesday: Super Hero Day
Thursday: Theme Day / Homecoming shirts
Friday: "All Out" Gael Force Day

Building Areas for Decoration (Thursday of Homecoming Week):

Freshman – Between Front of Old Gym and Back of Little Theatre
Sophomores – Front of Little Theatre
Juniors- North side of Home Economics (east of Student Union)
Seniors- Trees in Front of Library

PLEASE NOTE THESE AREAS MAY CHANGE DEPENDING ON CURRENT CONSTRUCTION AT DHS!

1) All classes will decorate their areas before school on Thursday of Homecoming Week. No climbing on roofs is permitted. All decorating activities should be chaperoned by a parent and/or teacher. Blue tape is the only tape that can be used on painted surfaces. Each class is responsible for cleaning up its area at the end of the school day.

2) Chalk is not permissible under any circumstances.

3) There will be no vandalism of decorations of other classes.

Skit Rally:

1) The skit rally will be held on Wednesday of Homecoming Week in the Sports Complex at 7:00 p.m. DHS students get in for free as long as they have a valid student ID card. The cost for children younger than high school age is \$3. Adults and high school students from other schools will be charged \$5. There is no rally during the day on either Thursday or Friday.

2) Each class is expected to prepare the following for the rally on Wednesday night:

- A skit or performance based on the Homecoming theme (performed with music and/or dialog). The set-up/performance/take-down should be no longer than a total of 12 minutes. At the Wednesday night rally, we will also crown Prince and Princess for the Freshmen, Sophomores and Juniors. The Senior King will also be crowned, while the Senior Queen will still be crowned Friday night at halftime of the varsity football game.
- Tallies will be taken at the rally for Spirit Points, so it is your job to promote the rally and get students from your class to attend.
- The names of all students performing at the rally must be submitted to the school.
- Classes are responsible for their own music. **DO NOT SUBMIT YOUR MUSIC IN ADVANCE!**
- Official Skit dress-rehearsal practices will be held in the Sports Complex on the Monday of Homecoming Week. All participants need to be present in full costume. **A parent representative and/or class advisor must be present for practice to proceed.** The schedule is as follows:

Freshmen:	Monday 6:00-7:00 p.m.
Sophomores:	Monday 7:00-8:00 p.m.
Juniors:	Monday 8:00-9:00 p.m.
Seniors:	Monday 9:00-10:00 p.m.

Floats:

1) ASB with assistance from Parent Representatives will make arrangements for the rental of all flatbeds and will cover the costs. However, if you are able to secure a donated truck, please contact Mr. Sbranti ASAP.

2) Truck rental period should begin no later than Thursday of Homecoming Week @ 3:00 p.m. Trucks can be dropped off at DHS anytime after 3:00 p.m. on Wednesday.

3) The decorating of floats will take place from 3:00-7:30 p.m. on Thursday of Homecoming Week with the accompaniment of parent chaperones on the black top next to the tennis courts and

behind the gym. Paid security is in place from 7:30 p.m. on Thursday night to 7:30 a.m. on Friday. Students may continue working on the float on Friday morning from 7:00-8:00 a.m., Friday at lunch, and on Friday afternoon until the time of the parade. On Friday school ends at 2:15 p.m., and parent volunteers will guard floats in shifts from 7:00 a.m. until they are picked up.

4) Floats should be driven to Parkway Fellowship Church no later than 2:45 p.m. The parade will begin at 3:45 p.m. and proceeds north on Village Parkway from the Parkway Fellowship Church to Dublin High School. Floats will continue past Brighton and into the Village Parkway parking lot. They will enter the DHS parking lot from Village Parkway and head behind the cafeteria to a designated area on the blacktop for staging until after the football game.

5) All classes should arrange for a committee to take apart the float at the end of the varsity football game. Two dumpsters will be provided in the area behind the gym or near the football field. **Any class that does not adequately clean up their float will be fined in order to pay for the extra custodial help. It is your responsibility to handle all debris when dismantling your floats.**

6) During the parade, students *are not* permitted on the float. They can walk in front of the float and/or on either side.

Judging:

The spirit week judges will judge each class based on the following:

- A. Number of class members in costume and colors at the rally.
- B. Quality of skit or performance at rally. Judges will be looking for skits that are designed to build school spirit for Dublin, while incorporating the Homecoming theme in their performance.
- C. Amount of positive spirit generated by the class as a whole.
- D. Quality of building and float decorations and incorporation of class colors and theme.
- E. Sportsmanlike behavior towards other classes and their performances.
- F. Clean up of decorated area after school on Wednesday of Homecoming Week. Each class should appoint a committee to handle this task.

Final Notes

*The winner of the Homecoming Class Competition will be announced at the end of the third quarter of the varsity football game. A spirit award in the amount of \$100 will be awarded to the class with the highest total of points in all categories.