



Philadelphia Home and School Council

Working with Your Principal As A Home and School Association

First Steps - Understanding Your Role

The job of a Home and School Association Officer is a tough one. When stepping into this role you should never lose the understanding that you are a parent and have a voice, but you must lose the mentality that YOUR child is all that matters. You are now an Advocate and possibly an Activist for your school community and must present yourself like that at ALL TIMES!

Please use the HSA guides to help you better understand your role or contact the Membership Chair for guidance. You may also contact PHSC via email @ philadelphiahsc@gmail.com to request additional supportive services.

Meetings with Your Principal

1. **Respect your Principals time!** They have a lot to deal with in and outside of the building; **being on time** is a keyway of showing that you respect him and her and a great way of starting a great relationship.
2. **Be presentable and dress appropriately!**
3. As a member of your Executive Board, a Principal **should/must be invited** to your Executive Board Meetings. They should/must have the understanding that **they will be asked to leave** once private voting matters occur, concerns of parents need to be addressed, and/or board issues need to be discussed.
4. When going into a meeting with a Principal have an **agenda and yearly budget ready**. Along with a copy of the **Treasurer's Report**, a copy of your **Events Calendar**, and an email/**written request** for any new flyers to go out to parents and students. Principals should sign off on all requests. During this time please allow the Principal to share their goals and agenda with your board.
5. A Principal does not get a vote on your board unless specified in your association's Bylaws. **PHSC Bylaws do not give Principals that authority.**
6. Keep a positive attitude even if you do not agree with what is being said or done!!
7. **Never have a one on one private meeting with your Principal.** There should always be with a second board member or member at large present with you if meeting with the Principal.
8. All meetings, including a request from principals in passing, **should be followed by an email** with a summary of the **major points** and **highlights** of the meeting. Make sure **all officers are CC'd or given a copy of those emails.**



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How to build a Relationship with your Principal

- Communication is key
- Ask how your HSA can support the Principal's goals
- Be a good partner/Set clear and respectful boundaries
- Operate with a purpose
- Consider the Principal's point of view
- Help foster a Parent-Principal connection
- Show some appreciation
- Always invite your principal
- If the leadership is changing at your school, take advantage of the opportunity to find a true partner
- Controlling behavior tends to be rooted in fear, don't take it personally
- Ensure that your communication to the Principal states that all request from the school must be made in a realistic time frame
- Have a budget created so that your Principal has a clear understanding of where money is being allocated.
- Help with rumor control
- Understand school policies and procedures
- Be visible
- Promote Volunteerism
- Learn to agree to disagree but still try to support the efforts of your Principal
- Stay Organized!!!!
- Always put children first