



**APPLE  
PROGRAM**

**T V D S B**

# **PARENT HANDBOOK**

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# THE APPLE PROGRAM

APPLE, which is an acronym for Alternative Parent Participating Learning Experience, is an alternative program located at Arthur Ford Public School within the Thames Valley District School Board. The word “alternative” implies that the program offers a different approach to education by formalizing the participation of parents in the classroom. The phrase “within the public system” clearly differentiates our program from private schools.

The education policies of the Province of Ontario and the Thames Valley District School Board apply equally to APPLE as they do to other schools in London. Our teachers follow the curriculum as mandated by the Ministry of Education. Our children attend school for the same number of hours as other children attending public elementary schools, our supplies are purchased on the basis of enrolment, and our teacher/pupil ratio is the same as other public elementary schools. As well, the full services of the Thames Valley District School Board are available to us, including all special education opportunities.

## **VISION**

Collaborative, Enhanced Learning Environment

## **MISSION**

APPLE recognizes the differences in individual learning style, pace of learning and developmental needs of children and strives to provide a range of opportunities within the curriculum to reflect this diversity. Children will experience a joy of learning in a curriculum enhanced by the personal expertise of parents in collaboration with teachers and administration. This helps to foster a community of lasting relationships and promote critical thinking, skills and knowledge, creativity and personal development.

## **OUR BELIEFS**

- Parental participation and cooperative planning in each class increases opportunities for individual student support and an enhanced classroom environment.
- Parents, Teachers and Administration collaborate to nurture a sense of community between home and school.
- A community atmosphere of acceptance and belonging provides students with a sense of security and personal self-worth, as well as teaching them to respect and care for others.
- Children's natural curiosity and inclination to learn is supported through an integrated curriculum where children are actively involved in a program that incorporates learning centers, teacher led experiences, and individualized support for each child.
- Child-centered learning experiences reflect the strengths, needs, and interests of the group and of individual children, and provide each child with a sense of competence and success.
- Collaborative groupings within and among classes and age-groups foster the skills of leadership and shared responsibility, which make for well-rounded students who feel comfortable in the leadership and learning roles of their lives.
- Group learning experiences promote cooperation and collaboration, encouraging children to assist and support each other in the learning experience.
- Experiences beyond the classroom are valued as an integral part of a dynamic and diverse curriculum.

# **APPLE PROGRAM CONSTITUTION**

## **1. NAME**

- a. The name of the Association shall be: "Parents' Association of the Alternative Parent Participation Learning Experience." The short form of the name shall be: "APPLE Parent Association."

## **2. HEAD OFFICE**

- a. The head office shall be located in the City of London, at an address to be fixed from time to time by the Executive of the Association.

## **3. OBJECTIVES**

- a. The objectives of the Association shall be to promote the welfare and success of the Alternative Parent Participating Learning Experience Program and the pupils enrolled therein; and to work closely with the Thames Valley District School Board and the school administration to that end. Specifically, the goals of the program are:
  - i. To promote enhanced individualized learning.
  - ii. To ensure that Parents' and teachers form an active participatory partnership in the education process.
  - iii. To enhance child-centered learning.
  - iv. To promote the APPLE Program and make it accessible to children in the Thames Valley district.

## **4. MEMBERS**

- a. The members of the Association shall be the parents or guardians of all pupils enrolled in the Alternative Parent Participating Learning Experience Program. Voting privileges shall be on a one per family basis. Honorary membership (non-voting) may also be conferred to interested community members, upon resolution of the Executive and of the Association. Ex-Officio members shall be the Principal, School Council Chair, Teachers, and Educational Assistants of the APPLE Program.

## **5. DIRECTORS AND OFFICERS**

- a. The Parent Association shall be coordinated by the Executive which shall consist of: the Chairperson, the Co-Chairperson or Past Chairperson, Vice – Chairperson of Program, Vice-Chairperson of Participation, Vice-Chairperson of Strategic Planning, Secretary, Treasurer, Registrar, Co-Registrar, Principal (ex-officio) and School Council Chair (ex-officio). These are to be elected at the annual General Meeting and to hold office until their successors are elected or appointed. Executive members shall hold the same office for no more than two consecutive years, with the exception of the Registrar and Co-Registrar, which may hold the same office for no more than four consecutive years.
- b. An exception may be made for all Vice-Chair positions to hold office for three consecutive years if the Executive deems it necessary and the Parent Association supports the decision with a majority vote.
- c. The succession of the Chairperson, Co-Chairperson and Past Chairperson shall move in this manner: One year as Co-Chairperson, two years as Chairperson and one year as Past Chairperson for a total of four years.
- d. The Nominating Committee will present a list of candidates for open positions in the Executive to be voted on by the Parent Association. Nominations will be accepted up to one week prior to the last General Meeting of the year unless no

one has brought a name forward. If the number of nominations does not fill the number of vacancies at the time of the General Election the Executive will appoint new officers to those positions at the following Executive Meeting.

- e. The quorum for the Executive shall be one-half of the members thereof.

## **6. STANDING COMMITTEES**

- a. Standing Committees may be established, changed or abolished at any General Meeting of the Parent Association. Each committee shall elect its chairperson from amongst its voting members. Chairpersons of Standing Committees shall be responsible to report to the Executive Member who oversees said Committee on a regular basis.

## **7. MEETINGS OF THE ASSOCIATION**

- a. Attendance at 4 out of the 5 General Meetings is mandatory.
- b. A minimum of five (5) General Meetings of members of the Association shall be held during the school year at a time and place fixed by the Executive and set forth in written notice to be reasonably available to every member at least ten (10) days in advance of the meeting. The agenda for each General Meeting shall include accepting of minutes, discussion or concerns that arise from the Executive reports, Principal and School Council Reports, and current issues that affect the workings of the APPLE Program.
- c. The annual election will take place at a General Meeting of the Association and shall be held during the month of June of each year, at a time and place to be fixed by the Executive, newly elected members will take office on July 1 or following.
- d. The quorum for General Meetings of the Association shall be 40 per cent of the member families of the Association.

## **8. FISCAL YEAR**

- a. The fiscal year shall begin on the first of September of the calendar year and end on the last day of August of the next calendar year. A financial report shall be available within sixty days of the close of the books.

## **9. AMENDMENT**

- a. This Constitution may be amended by a vote of two-thirds of the members present at any General Meeting, provided that written notice of the proposed amendment(s) has been made reasonably available to every member at least ten (10) days in advance of such meeting.

## **10. PROCEDURAL RULES**

- a. Robert's Rules of Order shall be the official reference.

# **APPLE FINANCES**

Records are kept in accordance with Canadian Generally Accepted Accounting Principles for a Not for Profit organization. The fiscal year for accounting purposes is August 31. APPLE is not registered for any tax status or as a registered charity. The APPLE Treasurer is responsible for maintenance of records, control and integrity of all funds, and reports to the Executive Committee.

All fundraising programs in APPLE are conducted according to the policies and procedures of the Thames Valley District School Board, and managed by the Fundraising Committee. Funds are raised during the school year to fund the following year's budget. There are a variety of fundraising opportunities throughout the school year in which parents can participate. In addition, member parents will be asked for a voluntary contribution each year to a donation fund that supplements the APPLE fundraising efforts.

The APPLE Fundraising Committee manages these efforts throughout the school year, as these activities need to avoid conflict with other School Council efforts. In addition, fundraising events need to be coordinated with other APPLE events such as Social and Publicity.

The funds raised for APPLE are commonly used as follows (as funds allow):

- Resources for classrooms to aid in the learning experience of the students
- Field trips for the students
- Yearbooks
- Annual operating budget
  - Social events
  - Publicity
  - Administration
  - Program Newspaper

Items purchased with these funds become the property of the classroom. All remaining funds at the close of each fiscal year revert to the APPLE general account for use to fund the following year's budget. An exception is possible if a special request is made in advance to the Executive Committee and approval is given by all classroom parents, the teacher, and administration.

The structure and the objectives of the budget can change from year to year as determined by the Executive Committee. Each budget is presented to the APPLE membership at the first General Meeting of each year for discussion and approval by the membership.

APPLE is a parent-run organization, and all time and work provided is on a volunteer basis. Parents holding positions are not remunerated for their time out of the APPLE budget.



# **APPLE EXECUTIVE**

The APPLE Executive acts as the coordinating body of the Parents' Association and is responsible for conducting General Meetings and coordinating the efforts of all other committees. The Executive works collaboratively with School Council Chair on issues that pertain to the global school community. The School Principal and the School Council chair sit on the Executive in advisory positions. The Executive is comprised of elected members, Principal (ex-officio) and the School Council Chair (ex-officio).

## **CHAIRPERSON**

- Signing Officer of APPLE Program bank account.
- Provides leadership to Executive Committee and Parents' Association.
- Chairs Executive and General Meetings.
- Works closely with School Administration to ensure that Vision, Mission and Beliefs are being met.
- Oversees all aspects of the APPLE Program.
- Oversees parent participation.
- Revise and update Parent Handbook and Teacher Handbook.

## **CO/PAST CHAIRPERSON**

In preparation for the Chairperson position the Co-Chairperson:

- Develops an understanding of the workings of the APPLE Program.
- Observes and participates in meetings and committees.
- Observes and participates in meetings with School Administration.
- May be involved in committee and other work as needed.

The Past-Chair person is responsible for:

- Providing support and advice for the Chairperson.
- May be involved in committee and other work as needed.

## **VICE-CHAIRPERSON PROGRAM**

- Provides support and guidance for Class Chairs.
- In collaboration with school administration works to provide additional clubs and activities.

- Maintains APPLE Program calendar.
- Provides support to new teachers in regards to features of the APPLE Program.
- Collaborates with Executive, Administration and Teachers to ensure our beliefs are maintained in the classroom.
- Spearheads the APPLE Celebration

### **VICE-CHAIRPERSON PARTICIPATION**

- Distributes and collects monthly participation forms.
- Inputs information into Excel spreadsheet.
- Provides assistance to parents in fulfilling duty requirements.
- Provides to Executive and Parents' Association a report of participation-hour statistics.
- Oversees the Social Committee.

### **VICE-CHAIRPERSON STRATEGIC PLANNING**

- In cooperation with School Administration organizes and distributes Parent Surveys.
- Provides a written report on data collected from surveys.
- Provides Executive in writing with Goals and Objectives for the next year based on results from the survey.
- Under direction from Executive Strategic Planning will research and report on designated issues, i.e. growth.
- Oversees maintenance of APPLE website.

### **REGISTRAR AND CO-REGISTRAR**

- Holds waiting list to APPLE Program.
- Responsible for completing parental agreement (see Appendix A) with families.
- Works in collaboration with School Administration for placing students in the APPLE Program.
- Holds Open Houses to help promote the APPLE Program to the general public.
- May be involved in committee and other work as needed.
- Organizes New Parent Orientation.
- Oversees the Mentor Program (Green Apple Program)
- Oversees the Publicity Committee.

## **TREASURER**

- Signing Officer of APPLE Program Bank Account.
- Responsible for tracking incoming and outgoing funds for the APPLE Program.
- Works with school secretary in distributing funds for field trips.
- Keeps clear records of all transactions.
- Provides financial statements upon request to members of the Parents' Association.
- May be involved in committee and other work as needed.
- Oversees the Fundraising Committee.

## **SECRETARY**

- Keep Minutes of all General and Executive Meetings.
- Distributes all official APPLE communications.
- Oversees the publication of Core Gazette.
- May be involved in committee and other work as needed.

# **MEETINGS AND COMMITTEES**

## **New Parents Orientation Meeting**

The New Parent Orientation Meeting is organized by the Registrar and Co-registrar and takes place in early September. Some representatives from the Executive as well as School Administration and School Council will be present to welcome the new parents to the APPLE Program. During this meeting new parents will be introduced to their mentor families. The Registrar and Co-registrar will lead a discussion regarding the requirements, guidelines, processes, and procedures related to the APPLE Program.

## **General Meetings**

General Meetings are an opportunity for the Parents' Association to come together and discuss issues that affect the APPLE experience.

Members of the Executive will provide an update and answer any questions from the Parents' Association. The school administration will provide clarification on issues pertaining to the APPLE Program as they relate to the policies and procedures of the Thames Valley District School Board and any other issues that are the responsibility of the School Administration. The School Council Chair will update the Parents' Association on issues pertaining to the global school community.

Upcoming events and items related to our Vision, Mission Statement, and Beliefs may be reviewed and discussed. The General Meeting is an appropriate forum to discuss questions and concerns from the Parents' Association.

General Meetings provide an opportunity to come together as a community and focus on our common interests and goals.

During the first General Meeting of the year parents will be introduced to the APPLE Executive, School Administration, and School Council Chair for the current school year. Executive members will explain their respective duties and present the committees that report to them. Committee sign up tables will have representatives from each committee available to discuss responsibilities and tasks.

## **Advisory Committee**

The Advisory Committee consists of all members of the Executive and Trustee and Superintendent of the Thames Valley District School Board. This committee will meet from time to time to maintain communication and collaboration in regards to the APPLE Program.

## **School Council**

Members of the Parents' Association can sit on the Arthur Ford School Council in accordance with their by-laws. All members of the Association are invited to attend School Council meetings.

### **Publicity Committee**

This committee is responsible for:

- The promotion of the APPLE Program.
- Keeping media informed of upcoming events.
- Announce through media and posting of flyers etc. upcoming Open Houses.
- Scheduling, promoting, and staffing Open Houses with Committee members, other APPLE members, and an APPLE teacher.
- Organize and set up displays as appropriate.

The Publicity Committee Chair reports to the Registrar.

### **Fundraising Committee**

The fundraising committee works according to the policies and procedures of the Thames Valley District School Board and is responsible for:

- Organizing events to raise money to support the APPLE operating budget.
- Working collaboratively with School Council Fundraising for joint fundraising efforts.

The Fundraising Committee Chair reports to the Treasurer.

### **Core Gazette Committee**

The Core Gazette Committee is responsible for:

- Producing a newsletter called the Core Gazette regularly to keep members of the Parents' Association informed of program activities and classroom happenings.
- Gathering information (submitted by parents, teachers, committees and students).
- Ensure that copies of the Core Gazette are delivered via email to all APPLE families, School Administration, School Council Chair, and any interested group. (Board members, trustees, etc.).

The Core Gazette Committee reports to the Secretary.

### **Social Committee**

The Social Committee is responsible for:

- Organizing Family Fun Nights.
- Organizing other special events throughout the year.

The Social Committee reports to the Vice-Chairperson of Participation.

### **Penny Lane Committee**

The Penny Lane Committee is responsible for:

- Working with the Arthur Ford Nature Park Committee.
- Updating the Executive and the Association with respect to both Arthur Ford Nature Park and Penny Lane.

The Penny Lane Committee reports to the Chair of the APPLE Executive.

# MONTHLY PARTICIPATION

## Achieving Your Commitment of Monthly Participation

- Families are accepted into the APPLE Program after speaking to the Registrar or the Principal of the school and the Registrar on a first come first served basis.
- The expectations regarding commitment to the program are clearly outlined in the Parental Agreement that is renewed annually (**Appendix A**).
- Families who are involved in the APPLE Program agree to a minimum monthly participation of ten hours. Many families participate on a regular basis in the classroom and are members on one or more committees. The maximum participation is unlimited and usually a matter of time availability. APPLE tries to maintain a flexible approach to participation, recognizing that circumstances arise that may affect the amount of monthly commitment.

Opportunities for participation include:

- In the classroom - Parent participation in the classroom as a duty parent is the backbone of our program (see **Appendix B**).
- Attendance at Enhancement Meetings - It is a requirement of our program to attend at least 3 out of 5 of these meetings.
- Attendance at General Meetings - It is a requirement of our program to attend at least 4 out of 6 of these meetings.
- Outside class prep work - Preparation/planning of classroom activities and materials, which can be done at home.
- Committee work - Actively working on a committee or volunteering for classroom support (i.e. field trip coordinator).
- Special events - Special events, such as presenting or demonstrating an experiment, craft, instrument, etc., relating to the topic of study. This also includes helping with special theme days and providing assistance on field trips.
- Kiss'n'Ride Program - Assisting school staff in the orderly arrival and departure of vehicles before and after school.
- APPLE hours for Child Care: Hours can be counted for offering childcare to another APPLE parent. The following outline applies:
  - The childcare is given free to another current APPLE family who is doing work for APPLE (Classroom Duty, Enhancement Meeting, General Meeting, etc.).
  - The hours spent doing the childcare count for ½ of regular hours.
  - These hours can total a maximum of 3 per month.

APPLE hours for Grade 7/8 APPLE Students

- The hours spent helping in the school count for ½ of regular hours. These hours can total a maximum of 3 per month.

Note: Duty parents may or may not be scheduled in the classroom for September or June. This is at the discretion of the teachers.

- Families unwilling to fulfill their commitment to the program will be reminded of their commitment by the Executive and Principal, if necessary. A family that is unable to fulfill their commitment for more than one year will be asked to leave the program. For a sample of the reminder letters sent to families see **Appendix E**.
- Families unable to fulfill their commitment to APPLE due to specific reasons, such as a new baby, serious illness, or a major crisis, are asked to contact the Executive or the Principal. It will be understood that the family will not be participating as usual and after an agreed upon timeframe the family will return to completing the regular 10 hours of participation per month.
- It is the responsibility of every family to communicate their hours to the Vice-Chair of Participation. Please contact the current Vice-Chair or Class Chair if you have any questions or concerns.
- If any parents are having difficulty finding an avenue of involvement, please contact their Class Chair or the Vice-Chair of Participation.

### **Enhancement Meetings**

Enhancement Meetings allow teachers and parents to meet regularly to discuss the material being taught and how it can best be enhanced with valuable parent resources. The ultimate goal is to broaden the scope of the program, thus enhancing the learning experience of our children. Generally, each class has a Chairperson and certain members who will be assigned various responsibilities as outlined below. This group usually meets once every six weeks.

The following positions are typically available and are usually assigned at the first Enhancement Meeting of the year, with the exception of the Chairperson, Field Trip Coordinator and Duty Scheduler who are chosen in June by the teacher in collaboration with the Vice-Chair of Program after requests for volunteers are made at the final General Meeting of the year.

### **Chairperson**

- In collaboration with the teacher the Chairperson plans and draws up an Agenda prior to the Enhancement Meeting.



- Chairs each Enhancement Meeting and reports on the classroom budget.
- Acts as a liaison between Vice-Chair of Program and Vice-Chair of Participation.

### **Duty Scheduler**

- In conjunction with the teacher's schedule the Duty Scheduler is responsible for scheduling parent-volunteers in the classroom. Attempts are made to accommodate parents' agendas and requests.
- See attached Appendix C for Guidelines.

### **Field Trip Coordinator**

- In accordance with the Thames Valley District School Board policies and procedures and in conjunction with the school Secretary, researches and books approved trips and visitors.
- Once the field trip is approved by the teacher and administration the coordinator is responsible for distribution and collection of all memos, permission slips and money for all trips, as well as planning transportation.
- See attached Appendix D for Guidelines
- Sends thank you notes when appropriate.

### **Library Gopher**

- Responsible for selecting books from the Public Library to enhance the current theme.

### **Secretary**

- Keeps minutes of the Enhancement Meetings and distributes them to the Parents' and APPLE Executive within one week of meeting.

### **Laminator**

- Laminates any material required in the classroom.

### **Core Gazette Reporter**

- Gathers information on classroom activities, events, and children's submissions for inclusion in the Core Gazette.

### **Yearbook Committee Representative**

- If the current class chooses to have a yearbook, then this person coordinates with the Teacher and Yearbook Committee to publish a yearbook.

**Please note that there may be other class positions as required (i.e., Snack Coordinator, Craft Coordinator, Photographer, etc.).**

## COMMUNICATION

Since Parents in the APPLE Program are working closely with the school, it is vital that we have open and honest communication. Please respect each family's right to confidentiality. Discussion of individual children (i.e., their successes, failures, and behavioral incidences) with other parents is inappropriate. This can be harmful to the child, the family, and the Program.

The following are methods in which APPLE families maintain communication.

### **Mailbags**

The Mailbag System is used to send written information, consent forms, student planners, and homework between home and school. Mailbags are used by School Administration, Teachers, Committee Members, and Parents. The Mailbag System and APPLE Family Directory are for APPLE purposes only and are to be considered confidential. It is the responsibility of Parents' to familiarize themselves with the Mailbag System and to encourage their children to bring their mailbags to and from school daily.

The Registrar will provide a mailbag for each APPLE student at the beginning of the school year with a "\*" indicating the youngest sibling in the family and when only one form is to go home per family, it will be sent home via the youngest sibling's mailbag.

If the mailbag is damaged or lost during the school year it is the parent's responsibility to replace it with an equivalent mailbag.

### **Core Gazette**

The Core Gazette is the APPLE newsletter published and distributed every second month. It includes summaries of events, classroom reports, Executive and Committee updates, and upcoming events and meetings.

### **Minutes**

Minutes are kept for all General Meetings and distributed via email to the Parent Association, Principal, and School Council Chair within one week of the meeting.

Enhancement Meeting minutes are distributed within one week to the Teacher, the Vice-Chairperson of Program and all parents in the class.

# CONFLICT RESOLUTION

The APPLE Program is designed to support and nurture the learning environment of our children. We all strive to accomplish what is best for our children by applying our time and efforts into quality education. We need to acknowledge that individuals will differ in their opinions and that all are important and respected. Sensitivity and tolerance is vital, and confidentiality is key to successfully responding to and resolving any disagreements.

The following points are guidelines to be considered when facing issues that need attention:

- Define the issue and consider who is best able to resolve the issue.
- If either the issue or who is responsible are in doubt contact an Executive Member for clarification.

The following points are guidelines to be considered for determining who should be approached.

- If the problem is related to the APPLE Program, its philosophies, and day-to-day workings contact any Executive Member.
- If the problem is classroom/school related make an appointment to speak to the teacher involved. If resolution is unsatisfactory or further discussion is desired, you should speak to the Principal, and if necessary, the discussion may be continued at the Superintendent level.
- If the concern involves another parent make some time to speak directly to that parent. If further discussion is required bring the matter to the attention of the Executive.

APPLE Parents understand that each classroom is a working environment where the teacher must be comfortable with the parents in the classroom. If a conflict arises where a teacher is not comfortable with a specific parent in the classroom, a teacher may request, via the principal, that the parent be barred from doing classroom duty.

# PARENT PROTOCOLS

This list of Parent Protocols reflects actions that need to be taken while involved with the students and the teacher.

- Cell phones are used only in case of emergency while in the classroom and on trips.
- Driving on field trips is restricted to the route given for the trip. Drivers cannot stop or do errands, i.e., picking up a coffee, en route.
- Driving lists for trips can only be changed by the teacher.
- When returning from trips, please wait outside of the classroom with the students until the teacher arrives.
- If you plan to transport a younger sibling not in the APPLE Program, or class, but still wish to drive your child, you may transport only your child. You cannot be considered a supervisor on the field trip and your younger child cannot participate in the field trip.
- Address the teacher formally, schedule meetings to discuss concerns, and contact them if you are unable to do scheduled duty and cannot find a replacement.
- Please report to the office to sign in and sign out when on duty.
- At the Enhancement Meetings, suggestions and discussions should be related to the Agenda.
- Please do not discuss other teachers, students or parents during field trips, Enhancement Meetings, or while on classroom duty.
- Classes sometimes have scheduled buddy time. If you are in the room without the teacher, you can buzz the office for help, via the PA system, at any time, if students are not following directions or are being unsafe. Buddy time will be outlined on duty schedules so that you are aware of when it will occur.

Please also refer to Appendix A which outlines specific guidelines for classroom duty.



**APPLE PROGRAM PARENTAL AGREEMENT**

Name of child(ren): \_\_\_\_\_

- 1) In keeping with the philosophy of the APPLE Program, I agree to spend a minimum of 10 hours per month, per family, in the classroom, and/or on a committee and/or by organizing school functions. I will record and submit participation hours to the Vice-Chair Participation on a monthly basis.
- 2) I understand and support the philosophy and objectives of the Program outlined in the Parent Handbook.
- 3) I agree to attend a minimum of 4 General Meetings and a minimum of 3 Enhancement meetings throughout the school year. In the event that I cannot attend the General or Enhancement Meetings, I need to forward my regrets within a minimum of 2 days in advance of the scheduled meeting.
- 4) When in the classroom, I agree to help the teacher in any way that she/he deems necessary. I will support the teacher’s final authority.
- 5) When in the classroom I agree to respect the confidentiality of the student(s), families and the teacher.
- 6) In the event that I cannot keep my scheduled class duty day, I agree to arrange my replacement with another APPLE member, or call the office so that the teacher is notified.
- 7) I agree to have my name(s), address(es), e-mail address(es) and phone number(s) published in the APPLE directory. This list is to be used for APPLE purposes ONLY.
- 8) I understand that the Thames Valley District School Board requires a mandatory criminal background check in order to volunteer within the school.
- 9) I understand that I am responsible to provide transportation to/from the school.
- 10) I understand that if I do not participate, as outlined in this Parental Agreement, that I will be reminded of my commitment by the APPLE Executive and the principal of the school. I will then be given an opportunity to do the work required by APPLE but if I do not, my family’s enrolment in APPLE will be rescinded at the end of the school year.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

## APPENDIX B

### APPLE CLASSROOM AND DUTY GUIDELINES

- Foster a safe caring, respectful and welcoming learning environment and atmosphere.
- Offer help and support in whatever capacity is need by the teacher. Arrive on time and be prepared to focus your attention on the duties the teacher has for you. BE SURE TO FIND A REPLACEMENT AND TO INFORM THE TEACHER IF YOU ARE UNABLE TO DO YOUR SCHEDULED DUTY.
- Do not criticize or over praise children or teachers. Model behavior that is interactive, open and honest to help build trust and commitment.
- Discipline during the school day and/or on the school property is always the responsibility of the teacher and/or the Principal. If a situation requiring intervention arises, make the teacher immediately aware of the situation.
- Parental assistance with student work will be at the discretion of the teacher. Each teacher will offer their own guidelines with respect to helping students and parent participation. Parents' are asked to be supportive, but not take the responsibility for children's actions or activities away from them. Students may be solving the problem themselves and premature intervention becomes interference. If adult intervention is needed, do so by encouraging the child to identify the problem, discuss possible solutions, and choose one.
- Please respect the confidentiality of our teachers and students and keep a positive attitude towards all aspects of the operation of the classroom. In other words, what happens in the classroom, stays in the classroom
- Please respect the teacher's preparation time. If you need to speak to your teacher, please write a note and send it through the mail system or make an appointment. Please do not approach the teacher before school starts unless you have a scheduled appointment. Our teachers need to focus on the class between 8:30am and 9:30am, and cannot address concerns. There is a fine balance between nurturing the "open communication" policy we all cherish between teacher and Parents' and overstepping boundaries.
- If you need to pick up your child from school early or drop them off after the morning bell, please report to the school office and sign your child in or out. This is part of our **Safe Schools Policy** and must be adhered to. Please also make sure you sign in at the office if you are in the school for scheduled duty.
- If your child will be absent or late for school, please use the Absentee Hot Line and leave a message. The number is 519-452-8020. This will save our Secretary from the task of calling the Parents' of all the students who are absent.
- ENJOY YOURSELF!

## APPENDIX C

# DUTY SCHEDULING GUIDELINES

Prior to the 1<sup>st</sup> of the month, check with the teacher to find out their requirements for the following month (days where they do not require duty, days when extra parents are needed, etc.).

On the 1<sup>st</sup> day of the month, e-mail your class parents a list of duty dates required in the class for the following month and ask them to respond to you by the 10<sup>th</sup> of the month with their availability and how many duty shifts they would like. Remember to note any school holidays, field trip dates, etc. Remind them to respond even if they cannot do any duty that month. \*Send a hardcopy ONLY to those without e-mail.

As you receive their requests keep a list so you can check them off and note their requests (a spreadsheet is helpful – see below). After the 10<sup>th</sup> of the month if anyone's is missing then send them one more request asking for an immediate response.

Parent	Availability
Baker - mom	any one Wednesday
Black - dad	12th or 20th
Brown - mom	any dates - wants 1
Brown - dad	no duty days
Carter - mom	Mon, Wed or Fri - 1 date
Johnson - dad	2nd week of the month - 1 date
Johnson - grandma	any dates -wants 2
Jones - mom	3rd Thurs of the month
McDonald - mom	17th
Smith - dad	any date - morning only - 1 date
Smith - mom	open for anything
Town - mom	2nd, 5th, 8th, 15th, 23rd, 28th

When scheduling, try to place those with limited availability on the calendar first (single dates, certain day of the week, etc) then fill in with those that have more liberal availability. Also, try to keep track from month to month and rotate popular requests (if everyone wants Fridays then make sure you rotate month to month to give everyone a fair chance).

If you find that you do not have about 60% of your duty schedule filled then contact those that may have open availability to see if they want any other dates. Please feel free to contact your class chair for assistance.

Once your draft schedule is complete please pass it on to the teacher for a final approval.

The duty schedule should be e-mailed out to all families by the 20<sup>th</sup> of the month (hardcopies ONLY to those without e-mail). Post a copy of the duty schedule outside the classroom door and parents can sign-up for any remaining time slots. Once the duty schedule is "published" parents are responsible for their shift and must follow protocol if they cannot complete their duty. The scheduler is not responsible for any updates after "publishing".



## APPENDIX D

# FIELD TRIP COORDINATOR GUIDELINES

A copy of the **APPLE Field Trip Parent Protocol** is attached to this document and should be provided and discussed with all parents at the first enhancement meeting of the school year.

### Field Trip Forms

At the beginning of the school year, have parents fill out the TVDSB Parent/Guardian Permission Form for Specific School Field Trip Section B with all of the “starred” information completed (see attached example). The Destination, Dates, Signatures and Volunteer Availability will all remain blank. This form will now serve as your template for each student for all field trips for the rest of the year. Take this completed form and photocopy it double-sided so you have at least 10 copies. Clip your master copies and set aside in case they are needed throughout the year.

For each field trip you will need to fill out the destination and date on each form and send one of these personalized (Section B) forms home via the mailbags and attach it to the TVDSB field trip information form (Section A) which is filled out by the teacher. Parents keep the Information Section A form at home for reference and they will sign Section B and return it to you via the mailbags. When the forms are returned to you please check them to ensure all areas have been completed and signed – if needed highlight the omissions and return to the parents to complete. A suggestion would be to keep a class list spreadsheet to keep track of all returned forms. Once all Section B forms are returned they need to be given to the teacher at least a few days prior to the trip.

Try and have the field trip forms sent out **two weeks prior to the trip**. This gives everyone a few days to get the forms back, and then one week prior to the trip you can send an e-mail reminder to any parents who have not sent their child's form back. This also gives you time to send out duplicate forms if a student's form was lost in the mailbag process and still get them back. **Each student MUST have a filled-out field trip form for each trip or they cannot attend.**

### Field Trip Planning

As the Field Trip Coordinator it is extremely important to have clear communication with both the teacher and the Class Chair. As volunteers we are here to assist the teacher and make the planning and executing of field trips as

simple and seamless as possible, always keeping in mind that it is the teacher who makes the final decisions regarding field trips.

**Never** book a field trip without the teacher's permission. Generally, most classes do about one field trip each month – but this may fluctuate depending on the class. Some may wish to do more, some less. Some teachers may rely on the Field Trip Coordinator and other parents in the class for ideas, while others may already have specific trips in mind.

Most field trips are planned well in advance, and the dates should be in the Agenda of your class' Enhancement Meeting to give everyone time to plan for it—however, if the date was not available at the Enhancement Meeting, as soon as the trip is confirmed by the teacher, please send an e-mail to your Class Chair so they can send an e-mail out to the entire class making them aware of the date. With work, children at home, and other obligations, everyone appreciates as much lead-time as they can get for field trips or special days.

A few helpful hints for field trip planning:

It's always a good idea to make the destination aware of the number of parent volunteers coming on the trip as some sites are not always prepared for the number of volunteers that we typically have on our trips.

Confirm the trip with the destination contact about a week prior to the trip (especially if the trip was planned well in advance) – at this time you can also confirm the final number of students and volunteers.

### **Driving Lists**

Discuss with the teacher in advance whether he/she wishes to make up the driving list or whether he/she would be okay with you drafting it up. Either is fine, just please confirm this before your first parent-driven field trip. Some teachers prefer to do it themselves; others enjoy handing off that responsibility. The teacher will need to give their final approval before the driving list is distributed so it should be prepared at least 48 hours in advance of the trip.

Make parents aware that if they would like to request that their child be driven by a particular parent they need to make note of that on the field trip form when they send it back in to you. **This will not however guarantee that placement as the teacher will have the ultimate authority on driving lists.**

Teachers may choose to limit the number of parents attending/driving on field trips. Some trips may become difficult or cumbersome if there are too many parents and it is completely acceptable for the teacher to do so. It may be preferable on certain trips to have a lower ratio of parents to students. If this is the case for multiple trips then every effort should be made to alternate volunteers so everyone is given equal opportunity.

When creating the field trip driving list make sure that you pay attention to the number of students that a volunteer can drive as they must have space for each child (no children in the front seat). Other items to include would be the date & times, complete address of venue (for GPS purposes) and directions/map. Ideally driving lists should be provided by e-mail or hardcopy at least 48 hours before the trip to allow for parents to make proper arrangements with car seats or seating configurations in their vehicle. See attached for an example of a completed driving list.

**There can be NO changes to the driving list the day of the trip.** The master driving list must go to the office so they know who each child is riding with in case of an accident or any unforeseen problems.

Please be aware which parents have *current and approved Police Checks* or have signed their **Annual Declarations** as well as parents who have completed their **Field Trip Volunteer Application Form** and **Application for Appointment by Principal to Provide Transportation for Students Form**. Each person wishing to volunteer for field trips throughout the year must have all three of these filled out and approved before they are permitted to be a volunteer for any field trips. This information will be provided by the principal. Contact the principal or secretary directly if you have any specific questions or concerns.

### **Field Trip Funds**

A field trip fund will be set-up with the school secretary at the beginning of each school year. The amount of this fund will be dependent on the monies raised the previous year as well as the APPLE Parent Association's approval of the current year's budget. You will be made aware of the amount in this fund and this will serve as your opening balance. It is imperative that you and the teacher are both aware of all field-trip related costs.

Keep track of all field trip expenditures and make sure that you balance it with the amounts provided to you by the APPLE Treasurer. A basic spreadsheet could be set-up to help keep track of your class funds. If you need any assistance please contact the APPLE Treasurer at the beginning of the school year.

The teacher must make the request for payment of any field trip to the School Secretary. The Field Trip Coordinator can help facilitate this process however



## APPENDIX E1



### Sample Reminder Letter #1

Date

Dear \_\_\_\_\_,

Families involved in the APPLE Program agree to an average monthly participation of ten hours. Many families participate in the classroom and also on a committee in order to reach their expected number of hours each month.

To date, \_\_\_% of APPLE families have been able to complete and submit their hours to the Vice -Chair of Participation through their classroom chairs. Participation sheets are due by the first Friday of each month.

As you may know, opportunities for involvement include:

- Attendance at General Meetings (attendance at 4 out of 5 is mandatory for every family)
- Attendance at classroom Enhancement Meetings (attendance at 4 out of 5 is mandatory)
- Class duty or other classroom responsibilities such as library gopher or craft coordinator
- Actively working on a committee or volunteering for APPLE initiatives such as the open houses.

To this date \_\_\_\_\_ participation hours have been recorded for your family. Please forward any outstanding participation sheets to (Vice-Chairperson Participation). If you need to discuss participation directly with an APPLE executive member, please contact yy, at 519-555-1234.

Sincerely,

The APPLE Executive

## APPENDIX E2



### Sample Reminder Letter #2

Date

Dear \_\_\_\_\_,

Participation records for the APPLE program show that your family has recorded a total of \_\_\_\_\_ participation hours this year.

Equal participation by all families benefits your child, the program and our APPLE community. It is the responsibility of involved families to provide their class chair with participation hour information. At times people forget to hand in participation sheets or have a family crisis. This may be the case or you may need some help finding ways to increase participation.

Regardless, please contact the APPLE Executive member listed below to discuss your family's hours and opportunities for greater participation in the APPLE Program.

Sincerely,

The APPLE Executive

Contact: xxx  
519-555-1234

## APPENDIX E3



### Sample Reminder Letter #3

Date

Dear \_\_\_\_\_,

Equal participation by all families in APPLE is the backbone of our program. As agreed to by the Parent Association, participation should be kept track of and followed up by the executive and school administration. Families not able to contribute the standard hours to the program will be asked to meet with the school principal.

To this date \_\_\_\_\_ participation hours have been recorded for your family.

The Principal will be contacting you regarding your participation in the APPLE program. There is a possibility that enrollment in the APPLE program may be rescinded if lack of participation continues.

Sincerely,

The APPLE Executive

cc: ZZ



## Participation - Response Required

Date \_\_\_\_\_

To The \_\_\_\_\_ Family,

The teachers, students and families depend on the active participation of every family in APPLE, either within the classroom or on committees. Your hours for this year fall in the 25-50 hour range. Every family who has recorded participation hours within this range has received this letter and is being asked to submit a written response to the (APPLE Chair) by (date), which outlines plans for participation next year. If this form is not returned or the plan is not followed, you may forfeit your placement in APPLE.

Number of hours	Number of families
0-50	20
51-65	15
66-75	5
76-85	10
86-95	14
96-105	6
106-120	6
Over 120	13

Your range of hours has been highlighted.

Total number of recorded volunteer hours in APPLE in (school year) (up until the end of May) is \_\_\_\_\_.

Number of families attending General Meetings = \_\_\_\_\_

Number of families attending Enrichment Meetings = \_\_\_\_\_

Signed by APPLE Chair \_\_\_\_\_

cc: Principal of Arthur Ford Public School