



APPLE PROGRAM

ALTERNATIVE PARENT PARTICIPATING LEARNING EXPERIENCE

PARENT HANDBOOK

Revised: October 2019

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APPLE PROGRAM

THE APPLE Program, 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 the traditional educational learning environment. 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. The alternative enhancement of the program is funded by the fundraising efforts of the program parent body. All APPLE Program teachers are hired, and paid for, by the Thames Valley District School Board. The APPLE Program teacher placement is reflective of the same teacher to pupil ratio as any Thames Valley District School Board classroom. All school curriculum that The Ministry of Education mandates is adhered to in the APPLE Program. Our children attend school for the same number of hours as other children in the public elementary schools. The program then relies on participation of the parents to enhance the learning experience.

**All references to parents in the APPLE Program documentation refer to parents/guardians.*

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 strengthen and foster the link between home, school and community.
- 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 groups within and among classes/ages foster leadership skills and shared responsibility, which make for well-rounded students who feel comfortable in the leadership and learning roles of their lives. Through the group learning experiences, the APPLE Program promotes cooperation, collaboration, and encouragement of children to assist and support each other in their learning experience.
- Experiences beyond the classroom are valued as an integral part of a dynamic and diverse curriculum.

APPLE PROGRAM CONSTITUTION

NAME

- 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 Parents’ Association.”

HEAD OFFICE

- 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.

OBJECTIVES

- 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:
 - To promote enhanced individualized learning;
 - To ensure that parents and teachers form an active participatory partnership in the education process;
 - To enhance child-centered learning; and
 - To promote the APPLE Program and make it accessible to children in the Thames Valley District.

MEMBERS

- 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 school staff affiliated with the APPLE Program.

DIRECTORS AND OFFICERS

- 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.
- 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.

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

STANDING COMMITTEES

- 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.

MEETINGS OF THE ASSOCIATION

- Attendance at 4 out of the 5 General Meetings is mandatory.
- 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.
- 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.
- The quorum for General Meetings of the Association shall be 40 per cent of the member families of the Association.

FISCAL YEAR

- 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.

FINANCES

Funds raised by and for the APPLE Program become the property of the Thames Valley District School Board (TVDSB) and must be spent to benefit the students in the program. Any items purchased with these funds become the property of the TVDSB. In the event of the dissolution of the APPLE Program, funds held in the Arthur Ford Public School board account under the name APPLE Program School

Council, as well as funds held by the APPLE Program in the Trust account at Bank of Montreal in the name of APPLE Parents' Association, would remain the property of the Thames Valley District School Board. The charitable number for the TVDSB is 870182839RR0001 and is attached to the APPLE Parents' Association Trust account at Bank of Montreal for the use of the Lottery License only.

APPLE members do not derive any monetary gain from the Program, and all profits are used solely to promote the Program's objectives. Parents holding positions within the Program are not remunerated for their time out of the APPLE budget.

For additional information, please refer to the following documents:

School Generated Funds Policy No. 1009, Effective Date: June 27, 2017

School Generated Funds Procedure No. 1009a, Effective Date: June 27, 2017

School Generated Funds - Process Manual for Schools and School Councils No. 1009b, Effective Date: February 15, 2018

AMENDMENT

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.

PROCEDURAL RULES

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

Constitution Amended: February 2, 2019 at GM #3 with two-thirds of the members present.

END OF CONSTITUTION

APPLE FINANCES

Records are kept by the school in a School-Generated Funds account in accordance with Canadian Generally Accepted Accounting Principles for a Not for Profit organization. The fiscal year for accounting purposes begins September 1st. APPLE is not registered for any tax status or as a registered charity. The APPLE Treasurer is responsible for the maintenance of records, control and integrity of all funds, and communicating the status of APPLE funds to the Executive, School Board, and APPLE parents, upon request.

All fundraising for APPLE is 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 to fundraising campaigns, the association members may be asked for a voluntary donation 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
- Annual operating budget
 - Social events
 - Publicity
 - Administration
 - Insurance

Items purchased with these funds become the property of TVDSB. 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 ensuring the Vision, Mission and Beliefs are being met. Nine people sit on the Executive and are responsible for conducting General Meetings of the APPLE Parents' Association as well as coordinating the efforts of all other committees and workings of the program. The Executive works collaboratively with the 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).

Definition of ex-officio- "Holding a position or membership due to the power or influence of one's office, and not by election or appointment. A chairperson, for example, can be an ex-officio member of all board appointed committees. Such positions and their attached voting and other privileges are detailed in the bylaws of the organization." According to: www.businessdictionary.com/definition/ex-officio

CHAIRPERSON: 2 years plus 2 years (1 year Co-Chair, 2 years Chair and 1 year Past Chair)
chair@appleprogram.ca

- Signing Officer of APPLE Program bank account.
- Provides leadership to Executive Committee and Parents' Association.
- Organizes and Chairs Executive, Executive/Chair, Advisory Committee 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.
- Revises and updates the Parent Handbook and the Teacher Handbook.
- Oversees Penny Lane Committee.
- Preferably this position is to be held by a parent who has held a leadership role previously and has been in the program for a minimum of 4 years
- Cannot hold any other leadership role in the program.

CO/PAST CHAIRPERSON: 2 years plus 2 years term (1 year Co-Chair, 2 years as Chair, 1 year as Past Chair)
cochair@appleprogram.ca / pastchair@appleprogram.ca

- As Co-Chair, develop an understanding of the workings of the APPLE Program.
- Observes and participates in meetings, committees and School Administration.
- Provides support and advice for the Chairperson.
- Distributes Transportation/Insurance Forms. These forms to be given by parents to the Principal for approval and held in the Transportation Binder in the school office.
- Cannot hold any other leadership role in the program.
- May be involved in committee and other work as needed.

VICE-CHAIRPERSON OF PROGRAM: 2 Year Term

program@appleprogram.ca

- Provides support and guidance for Class Chairs, Field Trip Co-ordinators and Duty Schedulers.
- 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.
- Cannot hold any other leadership role in the program.
- May be involved in committee and other work as needed.
- Preferably this position is to be held by a parent who has held a leadership role previously and has been in the program for a minimum of 2 years.

VICE-CHAIRPERSON OF PARTICIPATION: 2 year term

participation@appleprogram.ca

- 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.
- Cannot hold any other leadership role in the program.
- May be involved in committee and other work as needed.
- Preferably this position is to be held by a parent who has held a leadership role previously and has been in the program for a minimum of 2 years.

VICE-CHAIRPERSON OF STRATEGIC PLANNING: 2 year term

webadmin@appleprogram.ca

- In cooperation with School Administration organizes and distributes Parent and Teacher Surveys.
- Provides a written report on data collected from surveys.
- Provides the Executive with written Goals and Objectives for the next year based on results from the surveys.
- Under direction from the Executive, will research and report on designated issues (e.g., growth).
- Provides updated electronic information to the school administration in order that the APPLE website may be updated.
- Maintains logins and passwords for all @appleprogram.ca email addresses as well as official social media (e.g., Facebook, Twitter).
- Oversees the Activities Committee.
- Ensures adherence to the Social Media Guidelines .
- Preferably this position is to be held by a parent who has held a leadership role previously and has been in the program for a minimum of 2 years.
- May be involved in committee and other work as needed.
- Cannot hold any other leadership role in the program.

REGISTRAR AND CO-REGISTRAR: 3 year term

registrar@appleprogram.ca

- Hold and maintain the Wait List to the APPLE Program.
- Responsible for completing the Parental Agreement (see Appendix A2) with families.
- Work in collaboration with School Administration for placing students in the APPLE Program.
- Hold Open Houses to help promote the APPLE Program to the general public.
- May be involved in committee and other work as needed.
- Organize New Parent Orientation Meetings in June and September as well as Play in the Park.
- Oversee the Mentor Program (Green Apple Program).
- Oversee the Publicity Committee.
- Cannot hold any other leadership role in the program.
- May be involved in committee and other work as needed.
- Preferably these positions are to be held by parents who have held leadership roles previously and have been in the program for a minimum of 2 years.

TREASURER: 2 year term

treasurer@appleprogram.ca

- Signing Officer of the APPLE Program Lottery Bank Account.
- Responsible for tracking incoming and outgoing funds for the APPLE Program.
- Works with school secretary in transferring 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.
- Cannot hold any other leadership role in the program.
- May be involved in committee and other work as needed.
- Preferably this position is to be held by a parent who has held a leadership role previously and has been in the program for a minimum of 2 years.

SECRETARY: 2 year term

secretary@appleprogram.ca

- Keeps Minutes of all General and Executive Meetings, Executive/Chair Meetings, Advisory Committee and Teacher Meetings.
- Distributes all official APPLE communications via email to parents and the school Principal.
- Oversees the publication of Core Gazette.
- Updates and maintains APPLE Directories.
- Preferably this position is to be held by a parent who has held a leadership role previously and has been in the program for a minimum of 2 years.
- May be involved in committee and other work as needed.
- Cannot hold any other leadership role in the program.

PROGRAM MEETINGS

New Parents' Orientation Meeting

The New Parents' Orientation Meeting, organized by the Registrar and Co-Registrar, takes place in June and early September. Some representatives from the Executive as well as School Administration will be present to welcome the new parents to the APPLE Program. At the June meeting, current program parents will sit 1 on 1 to discuss the new Parent Handbook, which includes: requirements, guidelines, processes, and procedures related to the APPLE Program. New families may be introduced to their mentor family. All new parents will be given the handbook for them to read over the summer. At the September meeting, new parents will have an opportunity to ask any questions they may have as well as sign the parental agreement. Committee chairs will be available for new families to learn about each committee for participation.

General Meetings

General Meetings are an opportunity for the Parents' Association to come together and discuss any issues that affect the APPLE experience. It is a requirement of our program that parents attend at least 4 out of 5 of these meetings.

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. Quorum is required for voting purposes at all meetings. General Meeting agendas will be sent out via email 7-10 days prior to each meeting date.

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. The budget will be voted on by the parent body which requires quorum.

- Send regrets to General meeting attendance to secretary@appleprogram.ca at least two days prior to meeting day.

Executive Meetings (XM)

Executive Meetings are held to discuss committee updates, receive reports from each respective role, and discuss any challenges. Any discussions are voted on for items to be taken to the parent body at the next General Meeting. Collectively meeting to ensure that the APPLE vision, mission, and beliefs are being upheld throughout the program. Meeting minutes are kept by the secretary and distributed

to the executive after the meeting. The program parent body is encouraged to contact any Executive member prior to an XM to request an item be put on the agenda for discussion by the Executive.

Executive and Chair Meeting (XCM)

The Executive and Chair Meeting is an opportunity for the executive members to meet with all Committee Chairs and classroom leadership (Class Chairs, Duty Schedulers and Field Trip Coordinators) in September and February to ensure that all leadership roles are being fulfilled in accordance to the outlined duties of the APPLE Parent Handbook. It is also a time for the executive members to support all of these leadership roles and assist with any conflict resolution.

Advisory Committee

The Advisory Committee consists of all members of the Executive (including School Principal and School Council Chair), Trustees and Superintendent of the Thames Valley District School Board. This committee will meet twice a year, fall and spring, to maintain connection and collaboration with Thames Valley District School Board to ensure the APPLE mission, vision and beliefs are being upheld as well as any other needs or support that the program may have.

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. One executive member is required to attend the School Council Meetings to give an update from APPLE that pertains to the whole school body.

PROGRAM COMMITTEES

Publicity Committee:

publicity@appleprogram.ca

This committee is responsible for:

- The promotion of the APPLE Program.
- Keeping media informed of upcoming events.
- Upcoming Open Houses and other events to be announced through media and posting of flyers etc.
- Scheduling, promoting, and staffing Open Houses with committee members, other APPLE members.
- Organizing and setting up displays as appropriate.
- Publicize within the Thames Valley District School Board
- Preparing and presenting a Committee Report at each general meeting.

The Publicity Committee Chair reports to the Registrar. All Committee Meetings must have minutes taken and sent to the registrar (registrar@appleprogram.ca) within one week after the meeting.

Fundraising Committee:

fundraising@appleprogram.ca

The Fundraising Committee works according to the policies and procedures of the Ministry of Education and 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
- Preparing and presenting a committee report at each general meeting.

The Fundraising Committee Chair reports to the Treasurer. All Committee Meetings must have minutes taken and sent to the treasurer (treasurer@appleprogram.ca) within one week after the meeting.

Core Gazette Committee:

coregazette@appleprogram.ca

The Core Gazette Committee is responsible for:

- Gathering information submitted by classroom reporters, parents, teachers, committees and students.
- Producing an e-newsletter called the Core Gazette five times a year to keep members of the Parents' Association informed of program activities and classroom happenings.
- Ensuring that a digital copy of the Core Gazette is provided to the school Principal for distribution via email to all APPLE families, staff, and any interested group. (Board members, trustees, etc.).
- Prepare and present a Committee Report at each General Meeting.

The Core Gazette Committee reports to the Secretary. All committee meetings must have minutes taken and sent to the secretary (secretary@appleprogram.ca) within one week after the meeting.

Social Committee:

social@appleprogram.ca

The Social Committee is responsible for:

- Organizing Family Fun Nights.
- Organizing other special events throughout the year.
- Preparing and presenting a Committee Report at each General Meeting.

The Social Committee reports to the Vice-Chairperson of Participation. All Committee Meetings must have minutes taken and sent to the Vice-Chair of Participation (participation@appleprogram.ca) within one week after the meeting.

Penny Lane Committee:

pennylane@appleprogram.ca

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.
- Collaborating with Teachers to provide outdoor education opportunities.
- Establishing a summer watering schedule (water key holders) and regular park clean up.
- Planning and executing at least one family event per year in the park.
- Preparing and presenting a Committee Report at each General Meeting.

The Penny Lane Committee reports to the Chair of the APPLE Executive. All Committee Meetings must have minutes taken and sent to the Chair (chair@appleprogram.ca) within one week after the meeting.

Activities Committee

activities@program.ca

The Activity Committee is responsible for:

- Facilitating and organizing activities and clubs for the whole school community.
- Seeking out volunteers to run programs throughout the year.
- Requesting suggestions from each classroom at the beginning of each year.
- Sending permission forms for all activities or clubs outside of school hours via paper and email through school secretary.
- Sending information forms home for clubs that run during school hours. This will outline all items that will be supplied as well as items that will not be supplied. Both paper form and email through school secretary to be sent out within 2 or 3 weeks of intended club start date.

The Activities Committee reports to the Vice-Chair of Strategic Planning. All Committee Meetings must have minutes taken and sent to the Vice-Chair of Strategic Planning (webadmin@appleprogram.ca) within one week following the meeting.

MONTHLY PARTICIPATION

Achieving Your Commitment of Monthly Participation

1. The expectations regarding commitment to the program are clearly outlined in the Parental Agreement that is renewed annually (Appendix A2).
2. 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. Participation in the classroom is not a mandatory requirement. 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.
3. In unusual circumstances, exceptions or modifications are made to the ten hour/meeting commitment with the approval of the Principal, Vice-Chair Participation, APPLE Chair and APPLE Co-Chair.

Opportunities for participation include:

- Parent participation in the classroom as a duty parent is the backbone of our program (Appendix B). Classroom participation is not restricted to your child(ren)s specific class.
- Participation commitment includes 10 hours per month volunteered in the program/school
- Attendance at Meetings: It is a requirement of the program to attend at least 4 out of 5 General Meetings and 3 out of 5 Enhancement Meetings. Should a parent not attend the required number of meetings, their commitment status will be deemed "incomplete" and they will receive a reminder letter from the Executive.
- Outside class prep work: Preparation/planning of classroom activities and materials, which can be done at home (e.g., crafts).
- Committee work: Actively working on a committee or volunteering for classroom support (e.g., 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.
- 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.

All Other School Duties:

- APPLE parents may volunteer in any other school activities and have it count towards the APPLE commitment. Some examples of this include Kiss and Ride, Breakfast Club, School Council, Track and Field Day, and hot lunch.

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 (by more than one reminder letter and a probationary letter) 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 after a probation process has been implemented.
- Families unable to fulfill their commitment to APPLE due to specific reasons, such as a serious illness or a major crisis, are asked to contact the Executive or the Principal to discuss modifications to participation hours. It will be understood that the family will not be participating as usual and after a mutually agreeable modified commitment time frame has ended, the family will meet with the Vice-Chair of Participation and another executive member to re-evaluate the family situation. Following the Re-Evaluation Meeting, 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. Each class has a Chairperson and certain members who will be assigned various responsibilities. This group usually meets once every six weeks.

- If you are unable to attend the Enhancement Meeting, send regrets to the Class Chair at least two days prior to the meeting day.

CLASSROOM POSITIONS

The following positions are typically available and are usually assigned at the first Enhancement Meeting of the year, with the exception of the Class Chair, Field Trip Coordinator and Duty Scheduler. These positions are chosen in September by the teacher, in collaboration with the Vice-Chair of Program.

Class Chair

- In collaboration with the teacher, the Class Chair plans and draws up an Agenda prior to the Enhancement Meeting. When the teacher has selected dates for all five Enhancement Meetings, the Class Chair will book the classroom for these dates through TVDSB Community Use of Facilities. (Appendix F)
- Chairs each Enhancement Meeting and reports on the classroom budget.
- Ensures the Enhancement Meeting minutes are sent to the Vice-Chair of Program within one week of the meeting.
- Acts as a liaison between teacher, parents, and Vice-Chair of Program.
- See Appendix C1 for Guidelines.

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 C2 for Guidelines.
- Copies of monthly schedules must be sent to Vice-Chair of Program. (program@appleprogram.ca)

Field Trip Co-ordinator

- Researches possible field trip opportunities linked to the curriculum in coordination with the teacher.
- Once a field trip is approved by the teacher and school administration, the Field Trip Co-ordinator is responsible for the co-ordination of parents as drivers/supervisors, where appropriate.
- See attached Appendix C3 for Guidelines.
- Sends thank you notes, when appropriate.

Class Secretary

- Keeps minutes of the Enhancement Meetings and sends a draft copy to the teacher and the Class Chair. Once the minutes have been approved, distributes them to the Parents' and Vice-Chair of Program within one week of the meeting.

Library Gopher

- Responsible for selecting books from the Public Library to enhance the current theme.
- Responsible for returning books to the Public Library such that no overdue fees are incurred.

Laminator

- Laminates any material required in the classroom. There is no longer a laminator at the school so this position will be to drop off and pick up materials at the board office to be laminated on behalf of the teacher.

Core Gazette Reporter

- Gathers information on classroom activities, events, and children's submissions for inclusion in the Core Gazette. Sends submission prior to due date, provided by the Core Gazette Chair, to coregazette@appleprogram.ca. Ensures that only students' first names and first initial of surnames are used in publications.

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 (e.g., 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:

Email

Email is the primary mode of communication. All emails that go to the whole APPLE parent body are distributed through and by the Program Secretary and must be approved by an Executive member prior to being distributed. Class chairs will email individual classes and committees will also communicate via email.

Social Media

Facebook

- APPLE has two official pages: APPLE Program and APPLE Fundraising Committee. Both of these pages are public and moderated by APPLE parents.
- Other Facebook pages or events are opened from time to time for APPLE families and may relate to informal APPLE activity and networks (e.g., fundraising event invites, ELPPA Galas or APPLE Family Buy and Sell)

Twitter

- Official Twitter page: @APPLEtvdsb

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. 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 Mailbag System and APPLE Family Directory are for APPLE purposes only and are to be considered confidential.
- To send items through the mailbag include the following information:
 - To: APPLE parent name, c/o APPLE child's name, Teacher Name, Grade
 - Example: To: Joe Apple, c/o Sammy Apple, Mr. Teacher, Grade 1

Core Gazette

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

Minutes

Minutes are kept for all General Meetings and distributed via email by the Program Secretary to the Parents' Association, teachers and Principal within one week of the meetings.

Enhancement Meeting minutes are distributed via email 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 acceptance are 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 "to support resolution" are in doubt, contact an Executive Member for clarification.

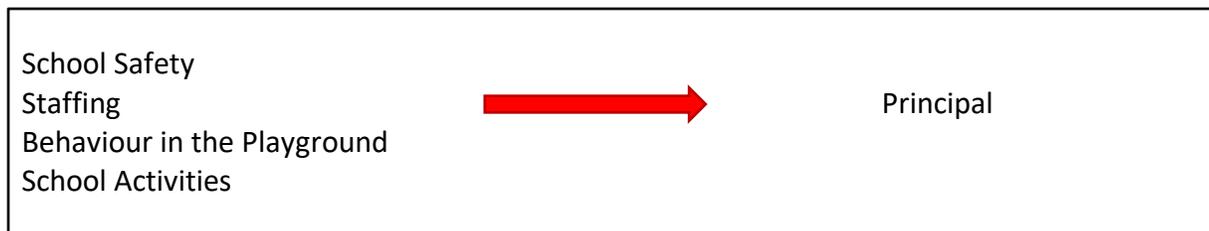
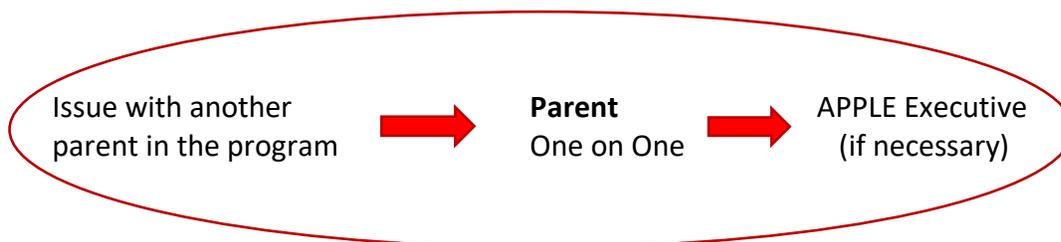
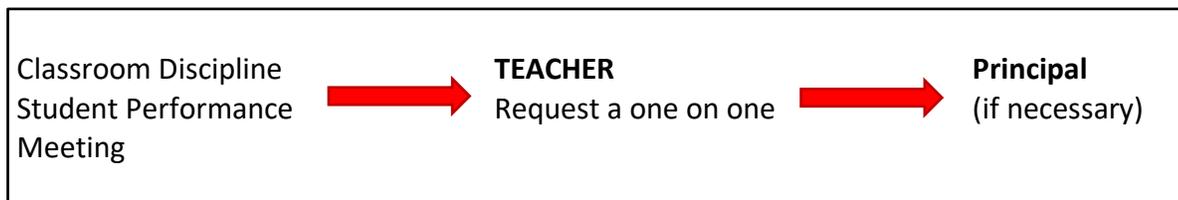
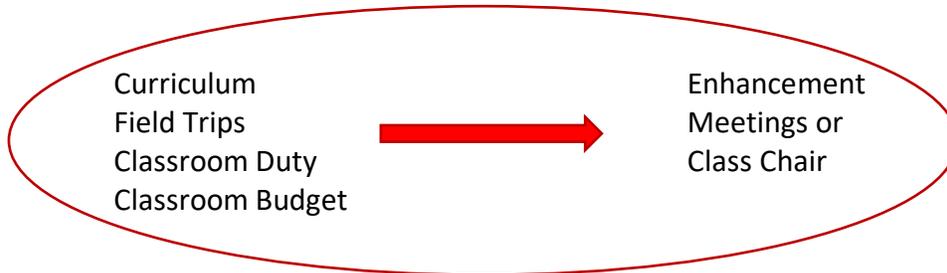
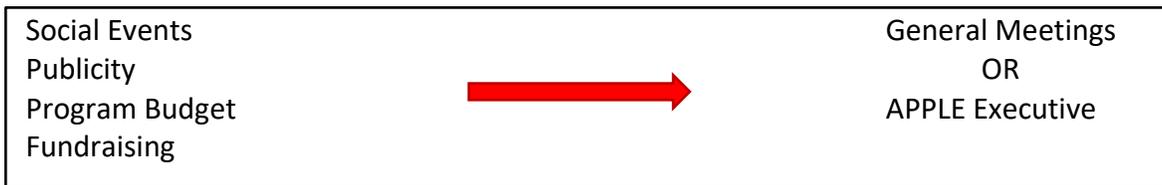
The following points are guidelines to be considered for determining who should be approached.

- 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 restricted from doing classroom duty.

Conflict Communication Guidelines

Follow the diagram below regarding the appropriate path to address your concerns.



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 (e.g., pick up a coffee on 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.
- 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.
- Parents are asked to drop their child/children off at school between 8:45 – 8:55 a.m.. Parents of children in grades 1-8 may use the Kiss'n Ride along Viscount Road. Parents of kindergarten students are required to "hand-off" their children to a staff member thus necessitating that they park on a neighbouring street.

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



APPLE PROGRAM

ALTERNATIVE PARENT PARTICIPATING LEARNING EXPERIENCE

STUDENT REGISTRATION

Application Process

The APPLE Program accepts new students in order of the received application. When an application is received, the Program Registrar will date and time stamp the application. All applications will be held by the Program Registrar in this order. All applications will be recorded in order received into a Google Sheet with viewing privileges given to the school Principal.

Sibling Status

When an application has been received by the Registrar AND a sibling is already an active student in the program, the new application will gain sibling status. The sibling status entitles the new sibling to be moved to the top of the Wait List. Again, the top of the Wait List is for siblings only and will be placed in order that the applications have been received by the Registrar. Sibling status is utilized once upon entry to the program. If a sibling leaves the program for any reason, sibling status is now unavailable for the sibling to use to re-enter the program at any time. The sibling that left the program can return by re-submitting an application and will be put on the Wait List in order of application received by the Registrar.

Right of Refusal

The Registrar will offer spots, when approved by the Principal, in the order of:

1. Sibling status Wait List, in order of receiving date and time.
2. Regular Wait List, in order of receiving date and time.

When a spot is offered to a new student, parents will have one right of refusal. When a spot has been refused once, the spot on the Wait List will remain the same. However, when offered a spot the second time and declined, the new student will move to the bottom of the Wait List.

NOTE: If a new student is offered a spot after September 30 of the school year, the refusal of the spot will not affect the position on the Wait List.

Sabbatical Status

The program will hold a student's spot for up to 2 years at the discretion of the Principal and Program Executive. Sabbatical status is offered to families who have to relocate for short term due to job placement out of the Board. If a parent wishes to pursue sabbatical status, they must contact the Chair of the Program to schedule a meeting with the Program Chair and Principal to discuss the particulars.



APPLE PROGRAM

ALTERNATIVE PARENT PARTICIPATING LEARNING EXPERIENCE

PARENTAL AGREEMENT

Last name(s) of child(ren): _____

Please Print

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 of Participation on a monthly basis.
2. I have read and understood the Parent Handbook. _____
Initial
3. I have read and agree to follow the Social Media Guidelines. _____
Initial
4. I understand and support the philosophy and objectives of the Program outlined in the Parent Handbook.
5. 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.
6. When in the classroom, I agree to help the teacher in any way that they deem necessary. I will support the teacher's final authority.
7. When in the classroom, I agree to respect the confidentiality of the student(s), families and the teacher.
8. In the event that I cannot keep my scheduled class duty day, I agree to call the office so that the teacher is notified.
9. I (circle (a) or (b)):
 - (a) 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 and will be distributed to all APPLE parents; or
 - (b) don't agree to have my name(s), address(es), e-mail address(es) and phone number(s) published in the APPLE Directory.
10. I understand the Thames Valley School Board requires a mandatory criminal background check in order to volunteer within the school.
11. I understand that I am responsible to provide transportation of my child to/from the school.
12. I understand that if I withdraw my child(ren) from the APPLE Program that they will be placed at the bottom of the Wait List should I have future interest in this Program.
13. 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

APPLE CLASSROOM AND DUTY GUIDELINES

- Sign in at the office if you are in the school for scheduled duty.
- Foster a safe caring, respectful and welcoming learning environment.
- Offer support in whatever capacity is needed by the teacher.
- Arrive on time and be prepared to focus your attention on the duties the teacher has for you.
- Find a replacement and inform the teacher if you are unable to do your scheduled duty.
- Do not criticize or over praise children or teachers.
- Model behaviour 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 school staff. If a situation requiring intervention arises, make a staff member 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.
- 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
- Respect the teacher's preparation time. If you need to speak to your teacher, follow your teacher's preferred communication method. Please do not approach the teacher before school starts unless you have a scheduled appointment. Parents that are not scheduled to be in the classroom should not enter the classroom during teaching times. 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 at all times. If your child will be absent or late for school, please use the Attendance Line 1-844-305-3756 or the School Messenger App to report the absence. This will save our Secretary from the task of calling the parents of all the students who are absent.
- If in doubt, ask the teacher for direction.

ENJOY YOURSELF!

CLASS CHAIR GUIDELINES

There are a number of duties to be fulfilled by the Class Chairperson. These duties vary slightly depending on the needs of the teacher and grade of the classroom. There will be a great deal of communication between the teacher and the Class Chair. This position requires flexibility as each teacher will require different duties depending on the structure of their classroom.

Duties/Responsibilities

- Send out a class email every couple of weeks to touch base with parents on any upcoming events etc. in the classroom
- Make sure the APPLE mailbox is being checked for correspondence until the duty schedule starts.
- When sending emails, put the teacher's name in the subject line, helps families with more than 1 child in the program (e.g., E-Meeting – Oswald).
- Send parents a reminder email for E-Meetings and other important Classroom Events.
- Take attendance at the E-Meeting so the Class Secretary can include attendance in the minutes.
- Touch base with the teacher on a regular basis to make sure all is running smoothly.
- Ensure class positions are filled (e.g., Core Gazette reporter, Library Gopher, Class Secretary, etc.).

Enhancement Meetings

- The agenda for the meeting is set with the teacher or by the teacher with your input and then sent to all the parents in your class at least one week before the meeting.
- Contact the Treasurer before each meeting for an updated enhancement and field trip fund update. They will need about one week's notice for this communication.
- The Class Chair should sit at the front of the room with the teacher. They are then in partnership with the teacher and can also see everyone and help the secretary to keep track of names, etc. for the minutes.
- The Class Chair and the Teacher are responsible for running the E-Meeting: to start it, to keep the meeting moving, and to end the meeting.

Liaison for APPLE Executive

- Please contact the Vice-Chair of Program immediately with any issues in your classroom; particularly, any issues pertaining to classroom duty, Enhancement Meetings, and field trips so we can work with you to find a resolution.
- While keeping families' privacy in mind, please let the Vice-Chair of Program know of any serious illnesses or losses which the Executive should be aware of, and perhaps acknowledge on behalf of the APPLE Program.
- Assist the Chair of Participation in reminding APPLE families to submit their hours by the 5th of the following month. Please encourage parents that are struggling to reach their monthly obligation to contact the Vice-Chair of Program or the Vice-Chair of Participation for support.

DUTY SCHEDULING GUIDELINES

- Teachers are the ultimate authority of volunteering within the classroom. They have the ability to set the hours and days for volunteering, the tasks performed when in the class, and the parents allowed to volunteer. Only parents who have submitted a clear Criminal Background Check to the Principal may volunteer in classrooms or on class trips. The Principal will provide to each classroom teacher and Duty Scheduler a list of the parents who have met the requirements for the role of classroom volunteer (i.e., submission of appropriate documentation related to a clear Criminal Background). Duty Schedulers are not to share the contents of this confidential list with anyone.

The following are some guidelines for Duty Scheduling which will be reviewed in the Duty Scheduling Guidelines Handbook to be received at the beginning of the school year

- Determine teacher preference - Prior to the 1st 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.).
- Solicit parent availability - On the **1st** day of the month, e-mail your class parents a list of duty dates required in the class for the following month. Ask them to respond to you by the 10th of the month with their availability and how many duty shifts they would like. Remember to note any school holidays, field trip dates, etc.
- Track volunteer availability - As you receive their requests keep a list so you can check them off and note their requests (a spreadsheet is helpful – see below).

Draft the schedule - After the **10th** of the month start to draft the schedule.

- Gain schedule approval - Once your draft schedule is complete, pass it on to the teacher for a final approval.
- Communicate schedule - e-mail the schedule to all families by the **20th** of the month (hardcopies ONLY to those without email) and send a copy to the Vice-Chair of Program.

FIELD TRIP CO-ORDINATOR GUIDELINES

Field Trip Parent Participation

- The Field Trip Co-ordinator will email a Field Trip Volunteer Form to each parent for each field trip, noting trip particulars, to ascertain their level of interest in participating as a driver/supervisor for the trip noting that those selected for participation on the trip will be notified via email.
- Cross-reference parent interest with the list of parents approved as drivers/supervisors as provided by the Principal.
- Clarify with the classroom teacher the number of drivers/supervisors needed for the specific trip.
- With the classroom teacher, select the required number of drivers/supervisors needed for the trip.
- Notify the selected parents of their participation on the upcoming field trip. Provide any additional details, as needed.
- Maintain a list of parent interest in trip participation throughout the year so that opportunities may be provided to a variety of parents over time.

Field Trip Planning

Parents may research possible field trips opportunities but the booking must be completed by school staff. Some teachers may rely on the Field Trip Co-ordinator 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.

Driving Lists

- As per the TVDSB Procedure entitled Transporting Students for Co-Instructional Activities, volunteer drivers may only be utilized in grades 4 through 8.
- Field Trip Co-ordinators of students in grades 4 through 8 must discuss with the teacher in advance as to who will be drafting any needed driving list (i.e., the co-ordinator or the teacher). 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.
- Teachers may choose to limit the number of parents attending/driving on field trips. 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 transport.
- Other items to include on the driving list are the date and times, complete address of venue (for GPS purposes) and directions/map.
- Provide driving lists by email or hardcopy at least 48 hours before the trip.

Important Note

1. 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.

Documentation

- The Principal will provide to each classroom teacher and Field Trip Co-ordinator a list of the parents who have met the requirements for the role of driver/supervisor on a field trip (i.e., submission of appropriate documentation related to a clear Criminal Background Check as well as an Application for Appointment by the Principal to Provide Transportation for Students). Field trip drivers/supervisors must only come from this list. Field Trip Co-ordinators are not to share the contents of this confidential list with anyone.

Field Trip Funds

- A field trip fund will be set-up with the school secretary at the beginning of each school year.
- It is imperative that you and the teacher are both aware of all field-trip related costs.
- 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 the documents must contain the teacher's signature. This process should be done at least 2 weeks prior to the trip to ensure there is time to prepare the cheque as it must be co-signed by the Principal. In most cases, the school will be invoiced and payment made directly to the third party.

Please speak with your Class Chair or the Chair of the APPLE Executive if anything requires clarification.



APPLE PROGRAM

ALTERNATIVE PARENT PARTICIPATING LEARNING EXPERIENCE

Social Media Guidelines

Social media is now an essential part of communication for many aspects of society, including communication for the APPLE Program. In order to protect the integrity of our program and the families in our program, it is important that the following guidelines are followed.

The APPLE Program does not allow obscene, explicit or racial comments or posts, nor do we allow comments that are abusive, hateful or intended to defame anyone or any organization.

Any form of social media with the APPLE name on it (e.g., Instagram, Twitter), is not for personal use. Comments involving personal issues with the APPLE Program, Arthur Ford Public School, Thames Valley District School Board, or staff members will be removed by an executive member (the Strategic Planner, who will be listed as an account administrator).

The APPLE Program Executive reserves the right to delete comments that are considered:

- spam
- advertising or promotion of services, products or political organizations
- clearly off-topic or disruptive
- advocating illegal activity
- infringement of copyrights or trademarks
- violation of any Thames Valley District School Board policies
- personal attacks, insults or threatening language
- private, personal information published without consent
- hyperlinks to material not related to the discussion

Posting of photos on any APPLE Program social media must follow the below guidelines:

- All photos with any APPLE family, student or anyone that is identifiable in the picture, must have family consent to post them prior to the posting of the photo.
- Participants use social media at their own risk, taking personal responsibility for all comments.

THIS POLICY AND GUIDELINE MUST BE POSTED ON ANY SOCIAL MEDIA PAGE UNDER INFORMATION.



APPLE PROGRAM

ALTERNATIVE PARENT PARTICIPATING LEARNING EXPERIENCE

Sample Reminder Letter (1st & 2nd)

Date:

Dear: _____

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

As you may know, opportunities for involvement include:

- Attendance at General Meetings (4 out of 5 are mandatory for every family)
- Attendance at classroom Enhancement Meetings (3 out of 5 are mandatory)
- Class duty or other classroom responsibilities such as craft coordinator or library gopher
- 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 hours to Vice-Chair Participation participation@appleprogram.ca.

If you need to discuss participation directly, please contact myself or an APPLE Executive member.

Sincerely,

The APPLE Executive



APPLE PROGRAM

ALTERNATIVE PARENT PARTICIPATING LEARNING EXPERIENCE

Sample Probation Letter

Date:

Dear _____;

Equal participation by all families in APPLE is the backbone of our Program. The teachers, students and families depend on the active participation of *every* family in APPLE, either within the classroom and/or within committees. As agreed to by the Parents' Association, participation should be tracked and followed up by the Executive and school administration.

Every family who has less than 75 participation hours recorded for this school year is required to submit a written response to the APPLE Chair, **Chair Name** (chair@appleprogram.ca), and the Principal (**Principal email Address**) by **Aug dd, yyyy**, which outlines your plans for achieving the required participation hours for this upcoming school year. If there is no written response or the agreed upon plan is not followed, you may forfeit your placement within APPLE.

Currently there are __ participation hours recorded for your family. If this is incorrect, please submit any outstanding hours to participation@appleprogram.ca as soon as possible.

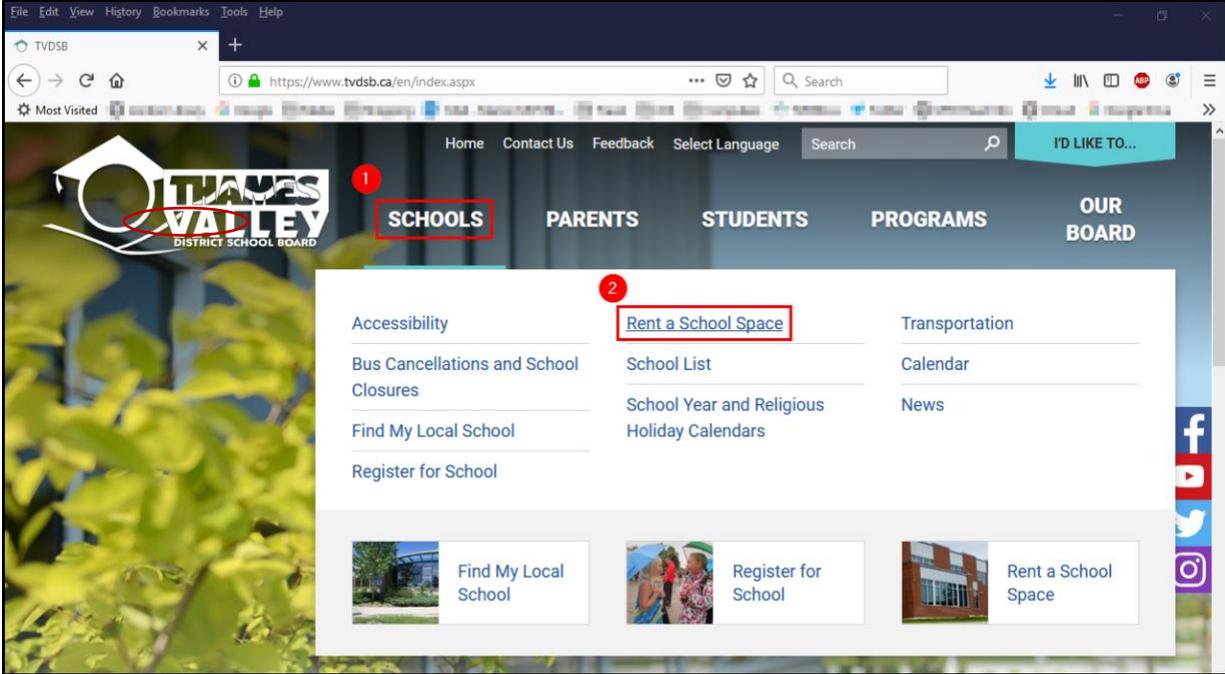
Sincerely,

The APPLE Executive

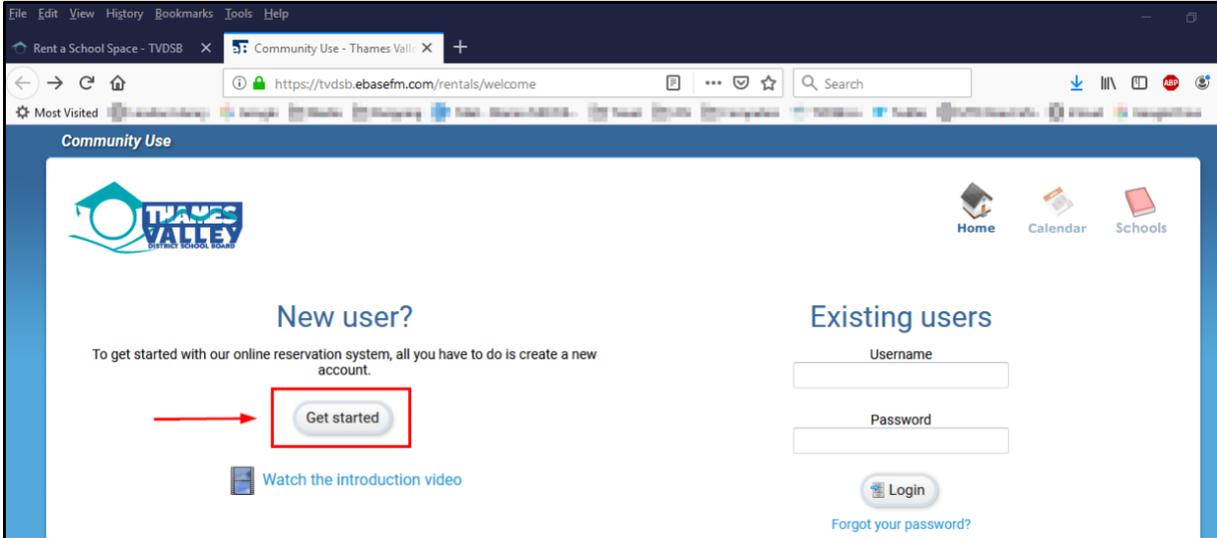
BOOKING COMMUNITY USE OF FACILITY

Instructions to book a room at the school:

- 1. Go to www.tvdsb.ca
- 2. At the top of the screen, select Schools and Rent a School Space.
- 3. Select LOG IN to the Community Use Application.



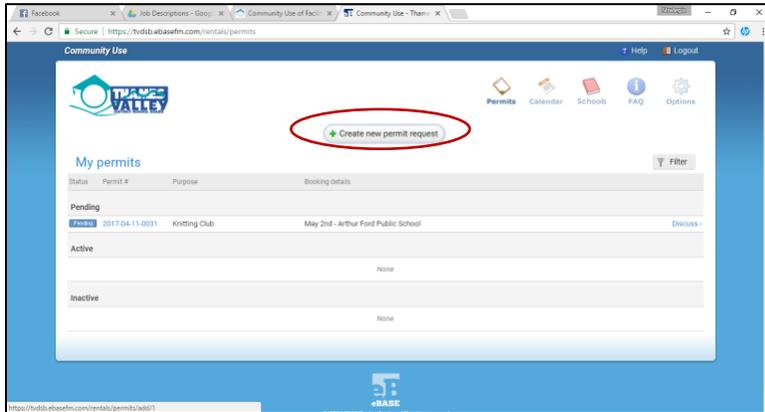
- 4. Once you are in the Community Use Application, select Get Started as a new user.



Make sure you use your PERSONAL email address and not the appleprogram.ca address.

5. Once you have created a new user, your user information will be sent for approval. It usually takes only a few minutes to get an email to advise that you have been approved. After you have been approved, you can go back to the Community Use Application and log in as “Existing User”.

6. Create a new Permit Request.



1. Under the Details:

- 1.1. Permit Type: Group A1-TVDSB Parent Groups
- 1.2. Purpose: What the room will be used for
- 1.3. Attendance: Make sure you **over**-estimate as there cannot be more in attendance than on the permit or the insurance become invalid!
- 1.4. Check off box if there will be attendees under the age 18
- 1.5. Renewal of Permit #: Leave Blank

2. Under Insurance:

- 2.1. Choose: will provide later -- as the Principal will approve the use of facility with board insurance, otherwise they will contact you to advise about insurance

3. Under Equipment:

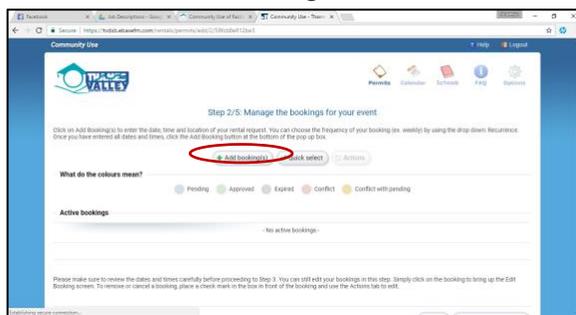
- 3.1. Click on the “+” to add any equipment you require to be set up. For example; chairs, tables, etc.

4. Under Questions

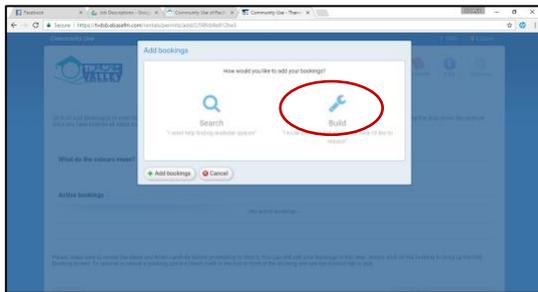
- 4.1. Check age group of participants
- 4.2. Choose the categories which best describe the primary type of activity

5. Click “Continue to next step”

6. Choose “Add a Booking”



7. Choose "Build".



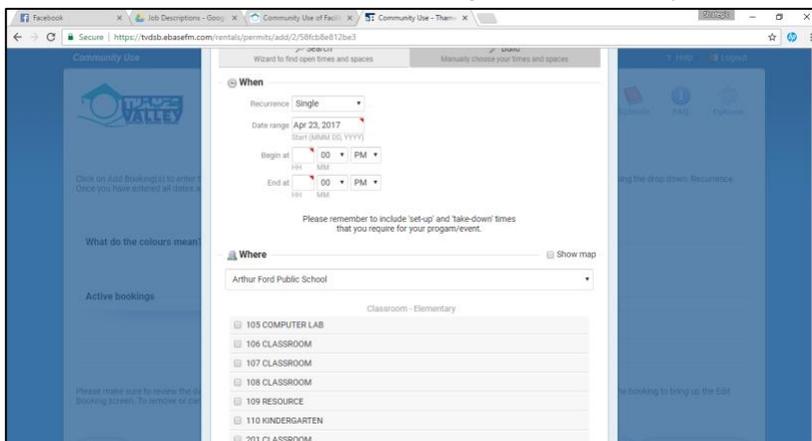
8. This is where you will choose the:

8.1. Reoccurrence: Single/ Daily/ Weekly/ Bi-weekly/ Monthly

8.2. Where: Choose Arthur Ford Public School

8.3. And then choose the location in the school.

8.4. At the bottom click "+ Booking" and it will take you to a screen with pending bookings.



9. Email the Principal to advise that you have booked the facility. The Principal will then approve your booking.

NOTES:

- The permit MUST be in the name of the person who will be using the facility.
- The permit holder MUST stay until everyone has vacated the room that was be utilized.

If you require any assistance in booking a room at the school, contact the School Secretary or APPLE Program Chair (chair@appleprogram.ca).