



MAKING EDUCATION  
A COMMUNITY PASSION

**2024-2025 Parent Handbook**

## Table of Contents

<b><u>Section 1: Indigo Program Philosophy</u></b>	<b>4</b>
<u>Mission Statement</u>	4
<u>Program Philosophy</u>	4
<u>Developmental Philosophy</u>	4
<b><u>Section 2: Indigo Discipline Philosophy</u></b>	<b>4</b>
<u>What is Positive Discipline?</u>	4
<u>Positive Discipline Basics for Parents</u>	5
<u>Positive Suggestions Really Work</u>	5
<u>Encourage self-reliance</u>	5
<u>Respecting the child as an individual</u>	5
<u>Problem Solving</u>	5
<u>Here is a 5-Step Problem-Solving Process you can use with the students:</u>	6
<u>Mistaken Goal Chart</u>	7
<u>Wheel of Choice</u>	8
<b><u>Section 3: Family Participation Commitments</u></b>	<b>9</b>
<u>Family Commitments</u>	9
<u>Indigo Family Commitments</u>	11
<u>Commitment Fulfillment</u>	12
<u>Medical or Maternity/Paternity Leave</u>	12
<u>Parent Participation Options</u>	12
<u>Student &amp; Family Participation Waiver</u>	13
<u>PTA Parent's Approval, Student, Family, and Participant Waiver</u>	13
<u>Oak Grove School District Indigo Program Parent Agreement</u>	13
<u>Expectations for Working in the Classroom</u>	14
<u>Role of the Classroom Volunteer</u>	14
<u>Classroom Substitute Procedures</u>	15
<u>Yard Duty Rules / Responsibilities / Procedures Guidelines</u>	15
<u>Recess Procedures</u>	16
<u>Map of Indigo Play Areas</u>	17
<u>Middle School Yard Duty</u>	17
<u>Rainy Day Recess Procedures</u>	18
<u>Basic Playground Rules</u>	18
<u>Indigo General Rules</u>	18
<u>In case of emergency</u>	19
<u>Birthdays at Indigo</u>	19
<u>Teacher Appreciation at Indigo</u>	19
<u>Indigo Traditions</u>	20
<u>Food Labeling Policy</u>	20
<u>Field Trip Guidelines</u>	20

<a href="#"><u>Overnight Field Trip Chaperone Guidelines</u></a>	21
<b><a href="#"><u>Section 3: Financial Procedures</u></a></b>	<b>22</b>
<a href="#"><u>Reimbursements</u></a>	22
<a href="#"><u>Returned Checks</u></a>	22
<a href="#"><u>Indigo refund/exchange policy</u></a>	22
<a href="#"><u>Fundraising</u></a>	23
<b><a href="#"><u>Section 4: Communication and Contact Information</u></a></b>	<b>23</b>
<a href="#"><u>Communication Guidelines</u></a>	23
<a href="#"><u>Who To Contact If You Have Questions</u></a>	24
<a href="#"><u>Indigo Program Responsibility Chart</u></a>	25
<a href="#"><u>Indigo PTA Board</u></a>	25
<a href="#"><u>Indigo Office</u></a>	25
<a href="#"><u>Attendance/Absence Procedures</u></a>	26
<a href="#"><u>Approval</u></a>	26
<b>Appendices</b>	
<a href="#"><u>A - Community Committee Descriptions</u></a>	27
<a href="#"><u>B - Privacy Policy and Toolkit Communication Guideline</u></a>	40

NOTE: In this handbook, “parent” refers to any family member or caregiver that takes responsibility for the Participation Commitments of the Indigo Program.

## **Section 1: Indigo Program Philosophy**

### **Mission Statement**

Indigo is a safe and caring K-8 program designed to educate the whole child. We provide multi-age interactions and constructivist learning activities through a positive discipline approach. This approach is supported by strong parent involvement. Indigo values the unique learning styles, skills, and abilities of each child so they will be prepared to make a positive impact on the world.

### **Program Philosophy**

Our program is founded on the following beliefs:

- Children learn through a Constructivist Model, which includes discovery, hands-on, minds-on, real-life experiences and developmental practices.
- Learning is enhanced through stimulating and challenging work at the children's ability level.
- We use the "whole child approach," in which all domains of growth: social, physical, emotional, and intellectual, are equally valued.
- Curriculum is integrated and skills are taught in meaningful contexts.
- Children's social-emotional development is supported through teaching them and their families to solve problems using Positive Discipline.
- Enrichment programs enhance academic performance.

### **Developmental Philosophy**

Just as each child cuts a first tooth or takes a first step according to a personal inner clock, so each child breaks the reading code, skips, or associates an abstract symbol with a particular concept at the right time for that child. In a class of 30, there are 30 levels of competency, readiness, interest and emotional make-up. In this context, a child's development can best be maximized by providing an experiential hands-on approach, promoting an awareness of self and one's relation to others, and providing an opportunity to learn at their own pace within an integrated curriculum. Our program is based on these premises. Research shows that a basic education must address the needs of the whole child; social, physical, emotional and academic areas of growth are interrelated and are of equal value. When a child's whole being is honored and respected, the innate desire to learn is developed and enhanced.

## **Section 2: Indigo Discipline Philosophy**

### **What is Positive Discipline?**

The Positive Discipline approach used at Indigo teaches students valuable social and life skills by creating a school environment that is based on mutual respect, social understanding, encouragement, and education. These methods are respectful of the child's developmental learning process and value the whole child. A core value of the school community (teachers, students, and families) is to create a feeling of belonging and significance through respectful relationships, which in turn create an individual sense of the following:

- "I am capable."
- "My life has meaning and purpose and I contribute in meaningful ways."
- "I can influence what I do in life and am accountable for my actions and choices."

Positive Discipline focuses on solutions instead of punishment so that students can learn to problem solve, use their personal power in positive ways and understand that mistakes are opportunities to learn. All Positive Discipline tools work towards the goal of developing highly resilient and capable people who have the following:

- Intrapersonal skills – the ability to manage personal emotions through self assessment, self control and self discipline.
- Interpersonal skills – the ability to communicate, cooperate, negotiate, share, empathize, listen and work effectively with people.
- Systemic skills – the ability to respond to the limits and consequences of everyday life with responsibility, adaptability, flexibility, and integrity.
- Judgmental skills – the ability to make decisions based on moral and ethical principles, wisdom and understanding.

## **Positive Discipline Basics for Parents**

Adults receive training in how to use kind and firm methods that teach skills and address challenges. We value the “long view” and take the time to look beyond the misbehavior to find the true root of the child’s discouragement. Problems are a catalyst for learning skills, which will serve children throughout their lives.

Children will listen if you do the following:

- Speak in a calm, low voice. It may be necessary to speak firmly, but it should rarely be necessary to shout.
- Speak directly to the child and use his/her name. Do not call to a child across the room; use close proximity.
- Get down to the child’s physical level so he/she can see your eyes and face.
- Use as few words as possible. Too many words confuse children or cause them to “tune out.”
- It is helpful to give children advance notice of a change in activity.
- When directing a child to another activity, use the words “time” and “need” to make your direction positive and neutral.
- Remember, if you give a child a choice, you must be willing to accept their answer.
- Set limits and boundaries then follow through with them. It is OK to say “No.”

## **Positive Suggestions Really Work**

### **Instead of this:**

Don’t throw the pencil!

Don’t you know it’s group time?

Get over here this minute!

Don’t run! You’ll hurt someone!

Don’t you know how to do that yet?

### **Try this:**

The pencil stays on the table.

It’s group time.

Where should you be?

Walk inside.

Let me know when you need help.

## **Encourage self-reliance**

- Try to allow children to discover their own constructive solutions to problems they encounter, either socially or with school work.
- Never do for a child what he/she can do for him/herself.
- Give help only when clearly needed.
- Remember that mistakes are opportunities for learning. If we do not allow children to make their own mistakes, we are robbing them of the ability to learn things on their own.

## **Respecting the child as an individual**

- Be as courteous and considerate as you would be to an adult.
- When a child shows affection for you, respond in a friendly, genuine manner. However, avoid soliciting affection or recognition, and never force your feelings on any child.
- By respecting a child’s feelings, attitudes, and thoughts, you support their sense of dignity and help elicit cooperative behavior.
- Do not make comments about or discuss a child in his/her presence. Never discuss children within the hearing of any child, and never use children’s names when discussing classroom situations with others in the community.
- Accept each child’s level of development. Avoid judgmental attitudes such as “you’re too old for that.”

## **Problem Solving**

A basic tenet of positive discipline is teaching children to solve their own problems. However, it is still necessary for children to seek help from adults in order to learn appropriate ways to resolve conflicts. Our goal is for children to go to the adult and articulate how they would be helped by the adult’s assistance. Children who learn that adults will help them identify their problems, find solutions, or mediate a discussion between the children will learn how to think for themselves and develop empathy, emotional management, and problem-solving strategies in a prosocial manner.

On the other hand, if a child comes to you and tattles on another child, you can simply ask, “How is that a problem for you?”

This helps them identify whether they really have a problem. Remember that we want the children to see the adults as people who are there to help them learn and keep them safe, not people who get them in trouble. Moreover, children who tattle to an adult and influence the adult to get the other child in trouble are not learning problem-solving skills.

**Here is a 5-Step Problem-Solving Process you can use with the students:**

1. **P**rovide an opportunity to identify the problem
2. **O**ptions should be generated to solve the problem
3. **W**eigh the options
4. **E**lect a choice to solve the problem
5. **R**espond

You might have noticed that the capitals in the process spell the word **POWER**. Even young children know the value of control and respond well when they learn what is in their control and what is not.

**IMPORTANT NOTE:** This program operates under the applicable law and the umbrella of the OGSD Board policy District Handbook regarding discipline, including and not limited to the support of a zero tolerance approach to serious offenses. Issues that involve health and safety will be handled according to the guidelines defined in the OGSD Board Policy Handbook.

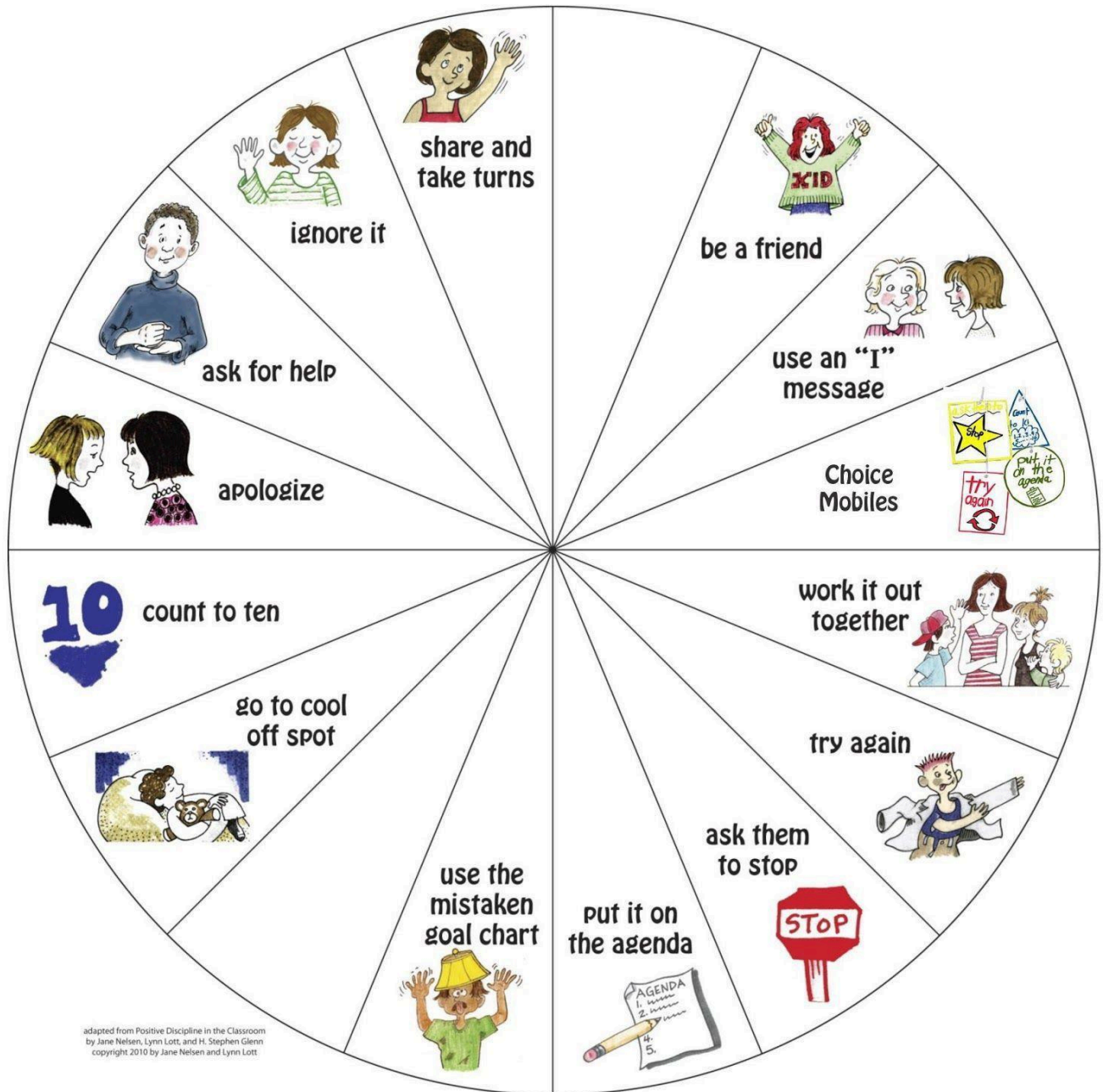
# Mistaken Goal Chart

## Mistaken Goal Chart

www.positivediscipline.com

1	2	3	4	5	6	7	8
The child's goal is:	If the parent/teacher feels:	And tends to react by:	And if the child's response is:	The Belief behind child's behavior is:	How adults may contribute:	Coded messages	Parent/teacher proactive and empowering responses include:
<b>Undue Attention</b> (to keep others busy or get special service)	Annoyed Irritated Worried Guilty	Reminding Coaxing Doing things for the child he/she could do for him/herself	Stops temporarily, but later resumes same or another disturbing behavior. Stops when given one-on-one attention.	I count (belong) only when I'm being noticed or getting special service. I'm only important when I'm keeping you busy with me.	"I don't have faith in you to deal with disappointment." "I feel guilty if you aren't happy."	<b>Notice Me</b>  <b>Involve Me Usefully</b>	Redirect by involving child in a useful task to gain useful attention; Say what you will do, "I love you and ____." (Example: "I care about you and will spend time with you later.") Avoid special services; Say it only once and then act; Have faith in child to deal with feelings (don't fix or rescue); Plan special time; Set up routines; Engage child in problem-solving; Use family/class meetings; Ignore (touch without words); Set up nonverbal signals.
<b>Misguided Power</b> (to be boss)	Angry Challenged Threatened Defeated	Fighting Giving in Thinking "You can't get away with it" or "I'll make you" Wanting to be right	Intensifies behavior Defiant compliance Feels he/she's won when parent/teacher is upset Passive Power	I belong only when I'm boss, in control, or proving no one can boss me. You can't make me.	"I'm in control and you must do what I say." "I believe that telling you what to do, and lecturing or punishing you when you don't do it, is the best way to motivate you to do better."	<b>Let Me Help</b>  <b>Give Me Choices</b>	Acknowledge that you can't make him/her do something and redirect to positive power by asking for help; Offer a limited choice; Don't fight and don't give in; Withdraw from conflict and calm down; Be firm and kind; Act, don't talk; Decide what you will do; Let routines be the boss; Develop mutual respect; Get help from child to set reasonable and few limits; Practice follow-through; Use family/class meetings.
<b>Revenge</b> (to get even)	Hurt Disappointed Disbelieving Disgusted	Retaliating Getting even Thinking "How could you do this to me?" Taking behavior personally	Retaliates Hurt others Damages property Gets even Intensifies Escalates the same behavior or chooses another weapon	I don't think I belong so I'll hurt others as I feel hurt. I can't be liked or loved.	"I give advice (without listening to you) because I think I'm helping." "I expect you to know why I focus more on your grades than I focus on you as a person."	<b>I'm Hurting</b>  <b>Validate My Feelings</b>	Acknowledge hurt feelings; Don't take behavior personally; Avoid punishment and retaliation; Build trust; Use reflective listening; Share your feelings; Apologize; Make amends; Show you care; Act, don't talk; Encourage strengths; Put kids in same boat; Use family/class meetings.
<b>Assumed Inadequacy</b> (to give up and be left alone)	Despair Hopeless Helpless Inadequate	Giving up Doing for Over helping Showing a lack of faith	Retreats further Passive No improvement No response Avoid trying	I don't believe I can belong, so I'll convince others not to expect anything of me; I am helpless and unable; It's no use trying because I won't do it right.	"I expect you to live up to my high expectations." "I thought it was my job to do things for you."	<b>Don't Give Up On Me</b>  <b>Show Me A Small Step</b>	Break task down to small steps; Make task easier until child experiences success; Set up opportunities for success; Take time for training; Teach skills/show how, but don't do for; Stop all criticism; Encourage any positive attempt, no matter how small; Show faith in child's abilities; Focus on asset; Don't pity; Don't give up; Enjoy the child; Build on his/her interests; Use family/class meetings.

# Wheel of Choice



adapted from Positive Discipline in the Classroom  
by Jane Nelsen, Lynn Lott, and H. Stephen Glenn  
copyright 2010 by Jane Nelsen and Lynn Lott



## Section 3: Family Participation Commitments

### **Family Commitments**

It is because of families like you that we are able to offer such a unique program for our children here at Indigo. Families attending Indigo agree to participate in the following:

1. In the classroom:
  - Grades K to 8: one person per family will work a shift of up to 3 hours per week for one child; 2 shifts of about 2 hours for 2 children or a maximum of 6 hours for 3 or more children selected from available, scheduled program work shifts. Classroom shifts are assigned at the beginning of the school year by teacher and class coordinator.
2. Classroom Role(s):
  - Each family covers one job per class they have a child in. It may require work outside of academic hours or involve preparation for a weekly classroom shift (e.g. Errand Runner, Field Trip Coordinator, Photography Parent). Classroom Roles are assigned at the beginning of the school year.
3. Community Committee:
  - Each family is a member of one Community Committee, regardless of how many children they have in the program. The work of the committee may be condensed into one part of the year or spread out throughout the year, and may take several hours, or up to 40 hours/year or more (e.g. Fundraising Committee, Art Committee, Open House Committee, etc). Community Committees are assigned over the summer and at the beginning of the school year.
  - Serving as a member of the Board fulfills this requirement.  
\*See [Appendix A - Community Committee List](#) for more details.
4. New families attend a mandatory orientation & training session in August.
  - All new parents/adults who wish to volunteer in the classroom, on yard duty, or on field trips MUST attend the New Family training session at the start of the year.
5. One adult representative for the family will attend monthly General PTA meetings and Parent Education classes. This would ideally be the person who works in the classroom so they can benefit from the continued positive discipline and progressive education. All voting (for budget, Board and more) happens at the monthly General PTA Meetings. Note: You must have been a PTA Member for 30 days prior to election to vote.
6. Parent Education at Indigo:

As part of the Parent Participation Commitment one parent from each family must complete a yearly Parent Education Course (Examples: Positive Discipline, Progressive Education, Project Cornerstone). The Parent Education courses are offered to parents by the PTA, and both parents are encouraged to attend whenever possible to achieve the best possible home/school connection. One missed class is allowed per year. If more than one is missed, a make-up will be required within 30 days of notification. Families in their first through fifth year at Indigo will attend Parent Education along with General Meetings once a month. In year 6, if the family has attended the previous 5 years of Parent Education, the family is only required to attend the business portion of the General Meeting.

  - If two or more classes are missed in a school year and not made up, the class will be listed as incomplete and will need to be repeated, and a meeting with the Principal will be initiated to follow up on a Plan of Action.
7. Each family will provide a driver or chaperone for 2-3 field trips per child per year depending on classroom needs as determined by the Field Trip Coordinator. If you can not or do not want to drive, you are responsible for finding a suitable substitute driver from your class. They must complete the Positive Discipline Training offered at the start of the school year. Additionally, they will have to provide the following:

-A copy of current California driver's license

-Proof of your current auto insurance. The policy must show the following:

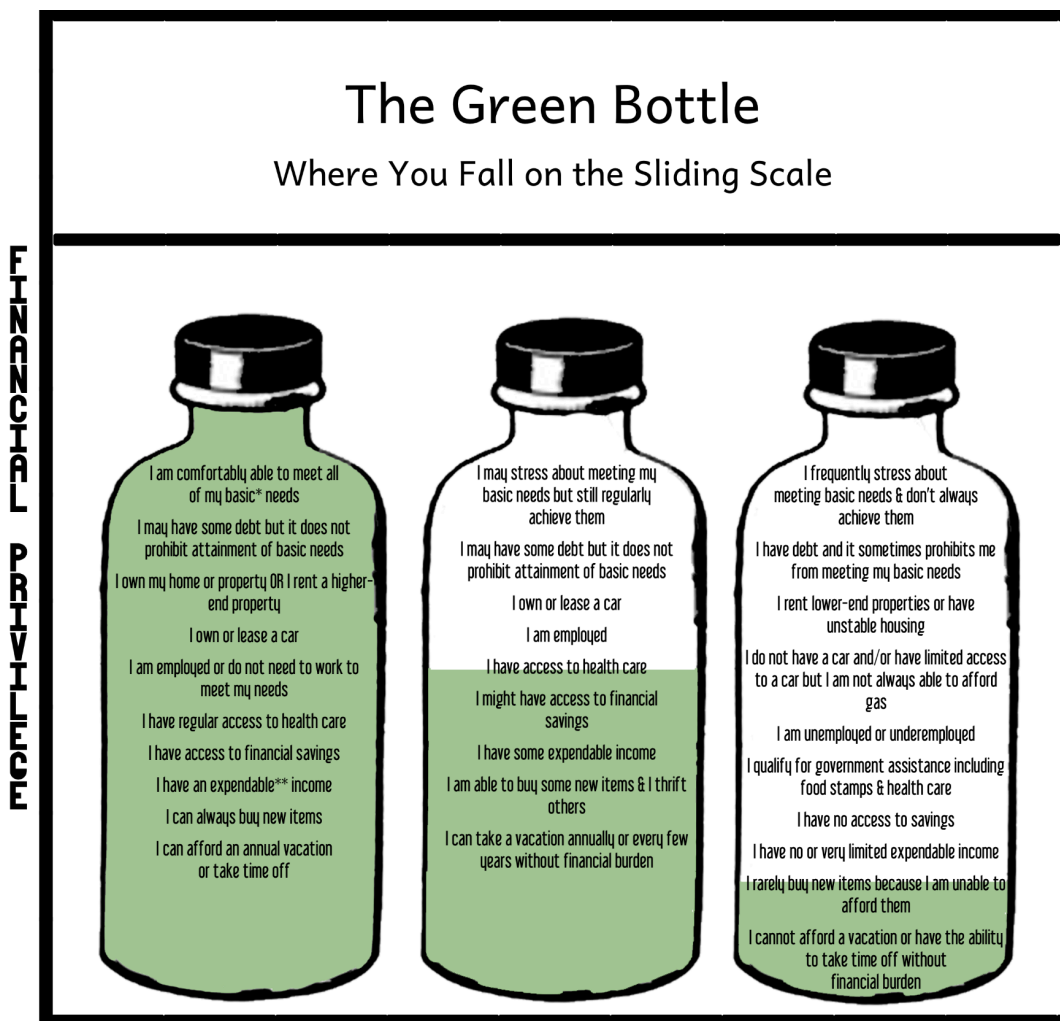
- \$100,000/\$300,000 bodily injury liability and \$100,000 property damage,
- The vehicle(s) covered,
- Names of the individuals covered under the policy, and
- Policy expiration date

Note: Updated insurance information must be turned in at least three weeks prior to the field trip date. The OGSD Driver's Certification Form must be completed and updated whenever there is a change to your vehicle (adding a vehicle or removing a vehicle).

- We estimate that it would take \$500 per child per year in annual donations (non-refundable) in order to fulfill program needs and our proposed budget. These donations make it possible for us to take field trips, offer added Enrichments like sewing, cooking, gardening, makers lab, etc., and have Art and Music Programs with trained teachers.

Each family is expected to participate in fundraising activities, including time and/or money. A good faith effort by every family is required in order to maintain the comprehensive curriculum and enrichments that the Indigo Program provides.

We understand that this amount may cause hardship, and we appreciate whatever donations you can contribute. Here's a graphic that may help you decide what you can contribute:



## PERSONAL FINANCIAL EXPERIENCE

\*BASIC NEEDS include food, housing, and transportation. \*\*EXPENDABLE INCOME might mean you are able to buy coffee or tea at a shop, go to the movies or a concert, buy new clothes, books, and similar items each month, etc.

designed by Alexis J. Cunningfolk | [www.wortsandcunning.com](http://www.wortsandcunning.com)

- A background check and fingerprinting is required for all adults prior to working in the classroom, doing yard duty and /or driving or chaperoning field trips. Parents are responsible for completing this background check at the OGSD office, submit the required TB test and vaccine requirements. In absence of a covid 19 vaccine, weekly testing. (Whatever the OGSD policy is for adults on campus)
- Adhere to the INDIGO PROGRAM PARENT AGREEMENT (shown in the handbook below).

## Indigo Family Commitments

Note: This is for General requirements; those who have an approved Parent Participation Option plan may have different requirements.

<b>New Families</b>	<b>One-Time Paperwork and Training</b>
	<ul style="list-style-type: none"> <li>● <u>BEFORE any volunteering can happen</u> <ul style="list-style-type: none"> <li>○ Fingerprinting &amp; Background Check (see full instructions in New Family communications)</li> <li>○ New Family Positive Discipline Training - offered at several times in the start of the year</li> <li>○ Copy of driver's license</li> <li>○ Proof of a negative TB test or a TB Risk Assessment</li> </ul> </li> </ul>
<b>Class Commitments</b>	<b>Class Shift</b>
	<ul style="list-style-type: none"> <li>● <b>1 weekly shift per CHILD</b></li> <li>● 2-3 hours per shift (maximum 2 hours if you have more than one child in the program)</li> <li>● Done in the classroom during school hours</li> </ul>
	<b>Class Role</b>
	<ul style="list-style-type: none"> <li>● <b>1 per CHILD</b></li> <li>● Some jobs are during the school day while others can be completed off campus</li> <li>● Some Class Shifts will count as your Class Role (ex: Garden, SEL, Art)</li> </ul>
	<b>Field Trips</b>
	<ul style="list-style-type: none"> <li>● Drive or chaperone <b>2-3 field trips per family, per class.</b></li> <li>● Must provide a copy of a valid driver's license and proof of automobile insurance beforehand.</li> </ul>
<b>Community Commitments</b>	<b>Community Role</b>
	<ul style="list-style-type: none"> <li>● <b>1 per FAMILY</b> (no matter how many children you have, you will only have one community role)</li> <li>● Hours depend on the role assigned</li> <li>● Some roles can be completed off-campus on nights/weekends</li> </ul>
	<b>Monthly Parent Education and General Meetings</b>
	<ul style="list-style-type: none"> <li>● One representative from the family (ideally the one doing the classroom shift) will attend a <b>monthly meeting</b> that includes a parent education portion and a general meeting portion.</li> <li>● You may miss 1 meeting per year</li> <li>● Families who have fully completed 5 years of parent ed are only required to attend the general meeting portion</li> </ul>
	<b>Annual Donation</b>
<ul style="list-style-type: none"> <li>● <b>\$500 per CHILD</b></li> <li>● Participation in fundraisers is greatly appreciated as well!</li> </ul>	

### **Commitment Fulfillment**

We value your contribution. Those families who are not meeting their commitments will receive email or letter reminders and/or be contacted by the PTA President and/or school Principal. In order for our program to work effectively, your involvement and commitment are critical. If you fail to complete your assigned community commitment after multiple attempts of contact a meeting will be set with the principal to discuss your participation options.

### **Medical or Maternity/Paternity Leave**

As a community, we recognize there are times when a family requires an exemption from duties for Maternity/Paternity Leave, Medical Leave, or due to personal reasons. Maternity/Paternity leave is to be taken within 6 weeks of delivery date. Medical leave will follow your physician's guidelines. All leave requests will provide exemption from all volunteer commitments: Classroom shift, Field Trips, Classroom Role, Community Committee, Parent Education/General Meetings. Should the need arise, please contact your Classroom Coordinator at least 30 days prior to leave for details on how to proceed.

### **Parent Participation Options**

Please read through these to ensure you have a clear understanding of the 2024-2025 Parent Participation Option Plan and before you submit your preference forms.

1. There are limits on the number of families who can select the Flexible or Funded options while still maintaining the level of volunteer support our program needs. We will do our best to give every family their first choice of Participation Options however flexibility is truly appreciated. Families who have requested Flexible or Funded will receive final confirmation of their option selection by late August.
2. Flexible and Funded Options are not available for New or Kinder Grade Families.
2. If a Participation Option is not selected by July 19, 2024, we will assume the General Option will work best for your family for the 2024-2025 school year.
3. Participation Options will be reviewed during the year to ensure the process is working for families, teachers and our community.
4. The Participation Option you select pertains to the 2024-2025 school year only. The process and options will be reviewed at the end of the next school year.
5. Families who choose Flexible or Funded as an option are required to attend one of the PPO Office Hours. All families are welcome to attend these office hours for questions pertaining to the 2024-2025 Parent Participation Options.

## 2024-2025 Parent Participation Options

	GENERAL	FLEXIBLE	FUNDED
<b>Requirements</b>	<i>Available to ALL Families</i>	<i>Not available for New Families</i>	<i>Not available for New or Kindergarten Families</i>
<b>Classrooms Shifts</b>	Not to exceed 3 hours per week, per child <b>or</b> Up to 2 hours per week for each child for families with 2 or more children.  Not to exceed 6 hours per week per family	Classroom Shifts are preferred and will be flexible to allow for as much in-class time possible based on your schedule/constraints.  This will be determined during the individual PPO meeting	No classroom shift
<b>Financial Terms</b>	None	Determined during individual PPO meeting	\$1,750 investment per child (Due September 13, 2024) <i>*Annual Donation is not included in this total</i>
<b>Classroom Jobs</b>	One (1) classroom job per child	Determined during individual PPO meeting	One (1) classroom job per child
<b>Field Trips</b>	Up to three (3) per class, per child	Determined during individual PPO meeting	Optional
<b>Community Committee</b>	One (1) Community Committee role per family	Determined during individual PPO meeting	One (1) Community Committee role per family
<b>General Meetings</b>	Encouraged for all families	Encouraged for all families	Encouraged for all families
<b>Parent Education</b>	Parent Ed required for new through 5th year families	Parent Ed required for new through 5th year families	Parent Ed required for new through 5th year families
<b>Annual Donation</b>	Yes	Yes	Yes

\*General is the only option allowed for New Families

\*\*Flexible is available for all returning Indigo Families, including Kinder and 6th grade families

### **Student & Family Participation Waiver**

A signed copy of the Student & Family Participation Waiver is required to participate in the program and is part of the membership packet families complete when first entering the program.

### **[PTA Parent's Approval, Student, Family, and Participant Waiver](#)**

### **Oak Grove School District Indigo Program Parent Agreement**

The Oak Grove School District values a safe, nurturing, child-centered environment in which student success is the major focus in each of our schools. This agreement is intended to specify the school and district's expectations and the rules surrounding parent participation and parent behavior while their child is enrolled in Oak Grove School District's Choice Parent Participation Program, Indigo.

Norms/Expectations/Behaviors - I agree to:

- Comply with classroom, school and district rules and guidelines.
- Comply with the requirements and responsibilities as set forth in the Indigo Parent Handbook and Membership Packet, including but not limited to, the [Family Commitments](#).
- Sign in at the School Office, when on campus to work in the classroom, supervise yard duty, chaperone field trips, or for other activities (e.g., committee meetings/jobs). Community Events are not subject to this requirement.
- Respect that staff areas are for staff members only unless authorized to be there.
- Allow the teaching-learning process to proceed without interruption.
- Attend and/or visit my child's classroom only during my scheduled times.

- Obtain teacher approval at least 24-hours in advance before observing a classroom.
- Stay within the designated parent role as defined by the [Indigo Responsibility Chart](#) in the Indigo Program Handbook.
- Model respectful behavior in the classroom and the campus.
- Promote the program's success through your words and actions.

I have read and understand the documents cited in this packet.

I/We \_\_\_\_\_, parents/guardians of \_\_\_\_\_ have read

Parent's names

Student(s)

the Oak Grove School District Indigo/Parent Agreement and agree to abide by its terms. I understand that participation in the Indigo Program is voluntary and based upon my child and I abiding by all of the terms set forth in this Agreement and any other applicable rules or policies that apply to the Indigo Program. I further understand that if I violate the terms of this Agreement and/or any other applicable rules or policies that apply to the Indigo Program, then the District may reassign my child(ren) to his/her home school. Requests to have any such decision reviewed must be filed within 5 calendar days of notice of the reassignment. After receipt of the review request, the School Principal shall either meet with the individual(s) in person or shall provide the individual(s) with the right to respond in writing to the alleged violations. After the meeting or receipt of the individual's written response, the District will issue its final decision.

\*All documents cited can be found on the OGSD and the Indigo Program websites

### **Expectations for Working in the Classroom**

- Be a role model. The most powerful teaching is by example. Demonstrate appropriate behavior in the classroom and on the playground, as well as in the community.
- Speak positively about the children with whom you work. Share concerns and problems respectfully with unconditional positive regard always in the forefront.
- Learn from your mistakes. Be flexible and self-reflective. This gives children a chance to witness mistakes as learning and offers a unique opportunity for mutual learning and contribution.
- Partner in the discovery of learning in the moment. Admit when you don't know.
- Be empathetic and patient with children.
- Ask questions when you don't understand.
- Give constructive feedback to others.
- Stay child focused and be attentive to the teacher's guidance.
- Be open to the diverse needs and gifts of the students.
- Treat all children fairly and with equal importance and regard.
- Remain calm if a conflict occurs. Ask other parents or teachers for help if you need a personal time-out.
- Contribute to providing a safe, trusting and joyful learning environment. Let the children know through your whole being that you are a committed and trusted partner in their learning experience.
- Be open to feedback and suggestions from others.
- Maintain a cordial working relationship with everyone in the Indigo community and on the Frost School campus.
- Respect the larger Frost/Indigo Campus community and adhere to its policies and practices.
- Respect and honor confidential school matters by not discussing them out in the larger community.

### **Role of the Classroom Volunteer**

Your primary role is that of a classroom aide. Your specific duties will be worked out between you and the classroom coordinator and/or teacher. They will give you jobs, which may include stapling, cutting, copying, helping with bulletin boards, etc. You may be assigned to work with a small group of children in class with reading, math, art, perhaps working one-on-one listening to the child read a passage, or you may circulate through the class making sure all children are working on the assigned task. You may be assigned to work outside the classroom in enrichment sessions which require you to work with the teacher and plan fun learning activities in the garden, cooking, photography, or sewing to name a few. Detailed instructions will be provided and no one will expect you to have prior teaching experience. If you have talents or interests that you would like to share with the students, please let your Class Coordinator know as we are always looking for ways to incorporate our families' skills into our community. Ask the teacher if you are not sure what you are supposed to do during your volunteer hours.

- **Wear your Indigo logo t-shirt and lanyard at all times when on duty.**
- When you arrive on your work day, you must SIGN IN and OUT in the office in P-4. This is very important as we need to know who is on campus for safety reasons.
- Please be on time as a courtesy to the teacher, other parents and children who are all counting on you.

- You are responsible for finding a substitute in the event of an absence. See the classroom Substitute Procedures below.
- Please do not use cell phones during your volunteer hours unless it is an emergency.
- Yard duty is a crucial part of your volunteer commitment. You must be on time, and in your assigned zone ready for the students before or as they come out - if the students are on the field, you are on the field.
- It is an important component of this program to have parents working in the classrooms, but it is a privilege, not a right. Working in the classroom will not be an option for volunteers who are deemed disruptive to the class, individual students, or the teacher.
- If a child injures themselves, needs a change of clothes, or for any other reason a family member needs to be contacted, it is not your job to call the family. Take the child to the teacher or the office and let the school secretary or health clerk contact the child's family member. This will eliminate confusion and is district policy.
- To help ensure the safety of the students, teachers, staff, and other adults on campus, there is a zero tolerance policy for substance use on this campus, and that is extended to the parents who work on the campus in any capacity (classroom, committee work, school/community events). Adults are prohibited from being on campus while they are under the influence of drugs, alcohol, or tobacco, and the use of these substances is prohibited on campus. Adults on campus engaging in any activity or behavior deemed unsafe by a teacher or the principal will be removed from campus.
- Siblings are not allowed in the classroom during volunteer hours for liability reasons.

### **Classroom Substitute Procedures**

The teachers depend upon the parents when planning their curriculum. If you cannot be in the classroom during your scheduled work time, it is your responsibility to help find a substitute (already approved to work in the classroom by the Membership committee) and notify the Class Coordinator.

We encourage you to arrange with one or two other parents ahead of time to be your back-up and swap work days when you require a sub. DO NOT rely on email. It is your responsibility to call parents in your class or on the Sub List to find someone. The current Sub List can be found in the classroom newsletters.

If someone volunteers to sub for you, please consider making arrangements to compensate that volunteer. Swapping shifts is encouraged, but other arrangements may be made between the two parties. That generosity, helpfulness, and community spirit will then be paid forward to the next person who needs it. If someone volunteers to sub for you, you need to offer to work a day for them or make another arrangement.

If you or your child is ill at the last minute and you are unable to find a substitute, please notify both the Class Coordinator and the teacher.

All substitutes must be members of the current year's Indigo community and are subject to the same requirements as parent volunteers (e.g. background/fingerprinting and New Family Training, etc.). Any exceptions must be pre-approved by the Principal. In the event a family cannot fulfill the classroom requirements and will need regular part-time or full-time substitutes, they will need to contact the Principal to fill out a [Special Arrangement Request Form](#).

### **Yard Duty Rules / Responsibilities / Procedures Guidelines**

- Interact with the students and engage with the children in play.
- Cell phones should be put away during recess.
- Show up on time.
- Nurse and office passes are available from the district yard duty if you need to send someone to the nurse/office for any reason. Please send students to the nurse/office with a buddy. Do not leave the yard to accompany them.
- Students are not allowed to share/swap food due to possible food allergies and dietary restrictions.
- If your class is on a field trip during your yard duty shift, you are not required to work your yard duty shift. However, if the class is returning to campus before/during lunch, please check in with the Field Trip Coordinator to ensure that your shift is being covered by the parents who attended the field trip or if you will need to come in to work your shift.
- Remember positive discipline and use the choice wheel on your lanyard.
- Ask questions if you are unsure how to handle certain situations.
- HAVE FUN!

Working Yard Duty is a chance for adults to connect with the students and create trusting and fun relationships that will ultimately benefit the tone in the classroom. Please remember to "connect before you correct" and use this time to model the

behaviors we are trying to teach.

### **Recess Procedures**

Parents must wear their Indigo shirt and lanyards while on duty.

Snack Recess (9:50am-10:05am for grades 1-5, Kindergarten recess is 9:45am-10:05am, 10:25am-10:40am for Middle School)

- Once you have signed in, spread out across the field and playground area, use the map below for guidance.
- Kinder students spend snack recess in the Kindergarten Play Area near the Garden.
- Help those students who need assistance opening packages, fruit, etc.
- Ask children to pick up all their trash before going back to class.
- Students should remain outside the corridor not past the Ball Room during recess, if they need to get something important from their backpack they should be escorted by a parent volunteer. Classrooms are closed at this time.
- Remind students to return any Ball Room equipment and walk back to class when the bell rings.

Lunch Recess Grades: K-5 (11:25am-12:10pm total; Play: 11:25 - 11:50am, Eat: 11:50am -12:10pm)

- Once you have signed in, proceed to the yard to supervise any area that looks like it needs more coverage.
- When the bell rings at 11:25am, students are released for lunch recess.
- Spread out across the field and playground area, use the map for guidance.
- Activity Bins will be available in the Ball Room for parents who would like to lead/supervise an activity or game.
- Students should remain outside the corridor not past the Ball Room during recess, if they need to get something important from their backpack they should be escorted by a parent volunteer. Classrooms are closed at this time.
- At 11:50am, yard duty will signal for students to head to the tables to eat lunch.
- Assist students in walking towards the cafeteria or to the picnic tables to get their bagged lunches.
- At least one to two parents should walk over towards the cafeteria (on the parent room side) to assist cafeteria students in lining up and finding their cards.
- Students are to sit at their class table and may ask an adult to get up only to use the restroom or throw away trash.
- Help those students who need assistance opening packages, fruit, etc.
- At 12:10pm, the bell will ring to signal students to return back to their classrooms.
- Please remind students to pick up trash before they leave and return balls back to the ball room.

Lunch Recess Grades:6-8 (12:20pm-1:03pm)

- Once you have signed in, spread out across the field and the area next to the middle school basketball court.
- Please remind students to walk to the cafeteria.
- Please remind students to pick up trash before they leave the lunch tables, the grass, and baseball dugouts.
- At 1:03pm, the bell rings telling students to return balls/equipment and cafeteria helpers to go to the cafeteria.

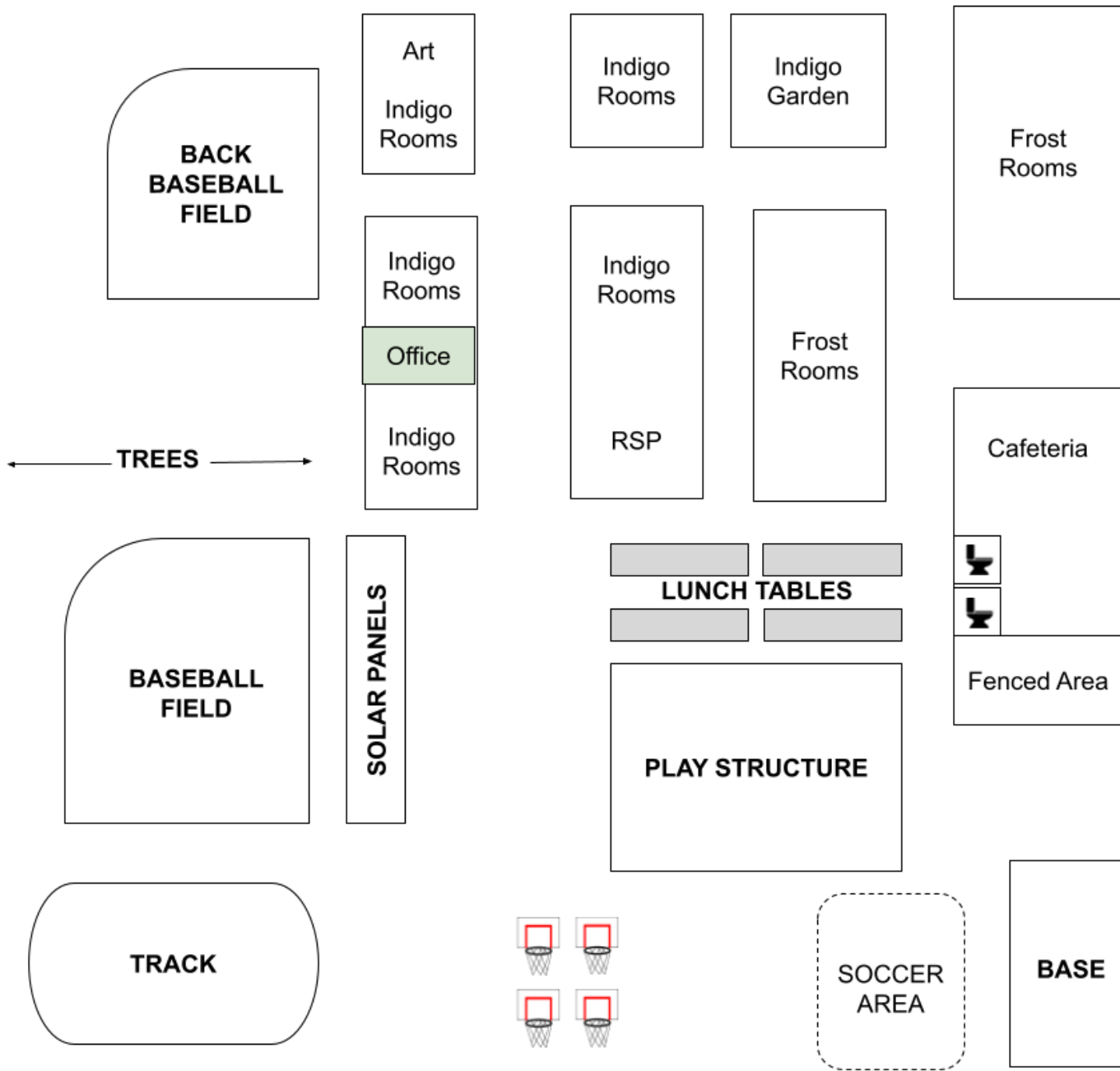
\*If eating indoors - lunch carts are to be against the back cafeteria wall.

Snack Recess and Lunch Grades K-3:

- At both recesses, yard duties need to also run the Chill Space and Structured Recess Games using the [Recess Game Plan Schedule](#).



## Map of Indigo Play Areas



### Middle School Yard Duty

Parents should come in their Indigo shirts and lanyards so they can be easily identified. Please make sure to sign in at the beginning of your shift in P4, the Indigo Office.

Parents are to supervise the following areas:

- The baseball diamond
- The grass area from the trees to the back of the fence
- The Middle School courtyard/black top/ basketball/four square area

- The Middle School Alley - picnic tables

Students are NOT allowed in the following locations:

- Behind the Art room
- On the ramps to the classrooms
- In the walkway between the 4/5 classrooms and the Art room

### **Rainy Day Recess Procedures**

Snack Recess:

- Children will eat their snack and play a quiet game in the classroom.
- Students will remain in the classroom unless they need to use the restroom and then are to be sent to the bathroom with a buddy.

Lunch Recess:

- Escort all children into the cafeteria through the hot lunch doors to their class table.
- Once seated, the students should not be getting up to throw away trash. They will throw away trash on the way out.
- Students must stay in the cafeteria until their class is dismissed.
- When dismissed, students will exit through assigned doors and walk quietly back to the classroom. Please help the students clean up and leave the cafeteria on time.
- In the classroom, lead students in a quiet game or let them do a solo activity until the end of recess time.

### **Basic Playground Rules**

Ask the three questions: Is it safe? Is it respectful? Is it responsible?

#### **Indigo General Rules**

	<b>Bathrooms</b>	<b>Picnic Tables</b>	<b>Cafeteria</b>	<b>Indigo Corridors</b>	<b>Blacktop &amp; Field</b>	<b>Play Structure</b>
<b>Is It Safe?</b>	<ul style="list-style-type: none"> <li>• Bathrooms are for toileting and washing only, we do not hide or play in the bathrooms.</li> <li>• We flush the toilets when we are done using them.</li> <li>• We only sit on the toilet seats, we don't stand on them.</li> <li>• We push or pull on stall doors gently to open them, we do not kick them open.</li> </ul>	<ul style="list-style-type: none"> <li>• We walk only in the table area.</li> <li>• We eat our own food only.</li> <li>• We sit only on the benches;</li> <li>• We don't sit or stand on table tops.</li> <li>• We don't stand or walk on benches.</li> </ul>	<ul style="list-style-type: none"> <li>• We stay in our seats and ask for permission to get up.</li> <li>• When the bell rings, we wait for our teachers to dismiss us.</li> </ul>	<ul style="list-style-type: none"> <li>• We walk in the Indigo corridor.</li> <li>• We respect and are mindful of personal space and are careful not to push or bump into others.</li> </ul>	<ul style="list-style-type: none"> <li>• We stay in our designated boundaries.</li> <li>• We are careful of people's personal space.</li> <li>• We only climb the play structure, not the trees, solar panels, or fences.</li> <li>• We only throw balls or frisbees, not rocks, sticks, dirt, pine cones, etc.</li> <li>• We ask parents for help when we or our friends are hurt or need help.</li> </ul>	<ul style="list-style-type: none"> <li>• We slide down the slide, feet first, on our back sides only.</li> <li>• We swing across the monkey bars one at a time, starting from the outside ladder and work our way to the platform.</li> <li>• We play no more than 3 at a time on the flip bar.</li> <li>• We walk only in the play structure area.</li> <li>• We play tag on the grass, not the playground.</li> </ul>
<b>Is It Responsible?</b>	<ul style="list-style-type: none"> <li>• We only use toilet paper, soap, water, and hand dryers for their intended purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• We focus on eating lunch or snack.</li> <li>• If we drop something or it blows away, we</li> </ul>	<ul style="list-style-type: none"> <li>• We keep our lunch cards in good working order by not folding or bending them.</li> </ul>	<ul style="list-style-type: none"> <li>• We are focused on getting our minds and bodies ready for learning -</li> </ul>	<ul style="list-style-type: none"> <li>• We take a break &amp; cool down when we get upset.</li> <li>• We return balls and</li> </ul>	<ul style="list-style-type: none"> <li>• We are careful on the structure &amp; respect personal space.</li> </ul>

	<ul style="list-style-type: none"> <li>● We leave the restroom in clean, working order.</li> <li>● We use water, toilet paper, and soap sparingly - we don't leave water running, throw toilet paper, or play with soap.</li> </ul>	<p>pick it up &amp; throw it away.</p> <ul style="list-style-type: none"> <li>● Food is for eating only - we do not throw, play with, or share food.</li> <li>● We pack our lunches and throw away trash when the bell rings.</li> <li>● We wait at our table for our teacher to come meet us.</li> </ul>	<ul style="list-style-type: none"> <li>● We keep our voices low (aka - inside voices, level 1 voices)</li> </ul>	<p>Calm body, calm mind.</p>	<p>equipment to the ball room.</p> <ul style="list-style-type: none"> <li>● We help keep our environment clean by picking up after ourselves and others.</li> </ul>	
<b>Is It Respectful?</b>	<ul style="list-style-type: none"> <li>● We stay in our own stall.</li> <li>● We keep our distance from stalls when others are using them.</li> <li>● We respect personal privacy by not peeking under, over, or through stalls.</li> <li>● We use stalls one person at a time - we do not share stalls.</li> </ul>	<ul style="list-style-type: none"> <li>● We keep voices down.</li> <li>● We make room for classmates.</li> <li>● We walk carefully in the dusty area and try not to kick up dirt.</li> <li>● We clean up after ourselves &amp; help others keep our community clean.</li> <li>● We keep cards, instruments, toys, etc. off the tables during eating time - table tops are for lunches only.</li> </ul>	<ul style="list-style-type: none"> <li>● We keep our conversations and language clean and respectful</li> </ul>	<ul style="list-style-type: none"> <li>● We whisper or keep our voices low when traveling between rooms, to the bathroom, and to &amp; from recess.</li> </ul>	<ul style="list-style-type: none"> <li>● We invite others to join our games.</li> <li>● We use our minds and words to solve problems.</li> <li>● We are encouraging to others.</li> <li>● We leave the baseball field base stoppers and home run fence spokes in the ground.</li> <li>● We take turns and share equipment and resources.</li> <li>● We follow yard duty instructions, if we have questions or concerns, we raise them respectfully</li> </ul>	<ul style="list-style-type: none"> <li>● We share the flip bar, taking turns if more than 3 people are interested.</li> </ul>

### **In Case of Emergency**

If there is a serious injury, if you ever feel uncomfortable about a situation or see suspicious activity, get the District yard duty lead to radio the principal, send one parent to the office or use your cell phone to call for assistance. The number is (408) 225-1881 extension 315250.

### **Birthdays at Indigo**

We recognize that birthdays are special days for our children. In order to promote healthy habits, avoid allergy issues and support our commitment to language arts, we ask that, in lieu of bringing a birthday treat to share with the class, families donate a book to the classroom library on their child's special day. This can be a new book or gently used book. Teachers will recognize your child's birthday and accept the book on behalf of the class.

### **Teacher Appreciation at Indigo**

We celebrate our amazing Indigo teachers several times during the year on designated dates. Please keep in mind that all donations are suggested, and families should only give what is within their means. The following celebrations are recognized:

- Teacher Appreciation Week: Beginning of May

Day	Token of Appreciation
Monday	Bring a flower from home.
Tuesday	Families write a thank you note.
Wednesday	Bring a snack or fruit from home.
Thursday	Kindness Coupons from families (or other small gift decided by the PTA)
Friday	PTA Members (via PTA Budget) buy lunch for the teachers

- Teacher Birthday: No gift, students make birthday cards or sign a class card.
- Winter Gift (Before Holiday Break): Suggested donation per student is \$15-25. With input from classroom families, the Class Coordinator is responsible for organizing the gift.
- End of Year Gift: Suggested donation per student is \$15-25. With input from classroom families, the Class Coordinator is responsible for organizing the gift.

### **Indigo Traditions**

Date	Activity	Date	Activity
August	Drop in Day Community Picnic	February	Exploration Night Book Fair
September	Tie Dye Fun Run	March	Spring Fling
October	Harvest Festival Costume Parade	April	Plant Sale
November	Read and Relax Day Potluck	May	Art Show Exhibit Night
December	Multicultural Potluck	June	Olympic Day Eighth-Grade Graduation Ice Cream Social
January	Talent Show	Throughout the year	Linger Longer

### **Food Labeling Policy**

To ensure that our students, staff and families can make safe decisions at our class and community events, Indigo has adopted a food labeling policy for all food brought on campus to share.

- Food packaging with ingredient labels should be provided for all store bought items.
- A list of ingredients should be provided for homemade items.

### **Field Trip Guidelines**

- Teachers and OGSD are responsible for all students during field trips. Behavior expectations are the same at school and on field trips.
- During field trips, students and parents are expected to follow school rules and field trip guidelines: Follow directions, listen to teacher (or parent), participate, and act in a respectful manner.

- Field Trip Coordinator (FTC) MUST have a signed permission slip for every student on the trip and the teacher keeps the slips with them the whole trip. Some venues will ask to see them before entering the building.
- All signed permission slips (one for every student for each individual trip) must be turned into the teacher or the Field Trip Coordinator AT LEAST five days before the field trip.
- If there is no signed permission slip (turned in 1 week before the trip) the student will report to his/her classroom and then be assigned to another classroom for the day. The student's teacher will provide appropriate activities to complete during the day.
- Keep your fully charged cell phone on for emergencies only. Your FTC will give you a list of phone numbers to keep with you, including FTC, the school number and all chaperones for the day.
- Students must bring their own appropriate car seats, if required by law, to use on the trip.
- Students may be transported in passenger vehicles only.
- Students may ride only in the back seats of the vehicle.
- Everyone is always seat-belted. One person per belt. No exceptions.
- Establish behavioral expectations for your automobile before leaving the school.
- Drive safely. Do not answer phone or text while driving and obey all traffic laws.
- Follow the designated route that your FTC has mapped out. All drivers will take the same route to the destination.
- Should you get lost, have a car accident or any problems while traveling pull over to a safe spot and call the Indigo office. The secretary or principal will then contact the teacher.
- Students and chaperones in all grades must wear a lime green t-shirt (with Indigo logo preferred) on all off-campus field trips unless given other instructions. Grades 6-8 have the option to wear a purple t-shirt.
- Students need to be supervised by an adult at all times. Accompany students to water fountains and bathrooms – even if you have to go as a group.
- Read all field trip information that comes home in white envelopes or through email– this will help you bring needed items (lunch, water, wipes, money, etc.)
- If students are playing in a large group – parents are still responsible for their assigned students.
- Help students stay focused on choosing positive behaviors for the day.
- Do not switch automobile assignments without the permission of the Field Trip Coordinator and teacher. Students are assigned to drivers at the discretion of the teacher and/or field trip coordinator.
- Do not “pass off” students to another adult. If you are assigned a student who you feel unprepared to chaperone, please notify the teacher.
- Never leave the students assigned to your care. Never drop them off and park.
- Do not bring siblings or pets on field trips.
- No other parents or family members may attend the trip unless they have been specifically assigned by the Field Trip Coordinator to drive or chaperone.
- Students and parents are not allowed to visit or purchase items from gift shops or snack bars.
- While on a trip, do not stop at any location to purchase anything without prior consent from the teacher and/or Field Trip Coordinator.
- Do not stop for strangers or hitchhikers.
- Please stop to read maps, correct behaviors, or if confused.
- Do not drive if you question the safety or reliability of your automobile.
- Do not drive if you are ill, under the influence of medication or non-prescription drugs, excessively stressed, or fatigued.
- No smoking, alcohol, or weapons permitted.
- Always return the students assigned to your care to their teacher at school at the end of the field trip. Do not sign a student out before leaving on the field trip. Staying longer, even with their parents' permission, is also not allowed due to liability.
- When returning to school, do not leave until the teacher has assumed responsibility for the students.
- Field trip drivers must complete the OGSD Driver Certification Form and submit a current copy of their California Driver's License and Auto Insurance Policy 3 weeks before the field trip. Parents or family members may not drive even their own child without the proper insurance coverage and driver's license.
- All drivers must be at least 25 years of age.
- No Social Media posting during field trips and on-duty chaperone time.
- Failure to follow these rules can result in you and/or your student being excluded from future field trips.

### **Overnight Field Trip Chaperone Guidelines**

- Chaperones should regularly work in the classroom, understand positive discipline, and have participated in our

monthly education sessions.

- Chaperones are on duty and will need to help with student care, safety and participate in activities as required/needed.
- Save receipts for gas reimbursement. Begin with a full tank and return to full on the day of return. All receipts need to be turned in to the budget owner within one week of return from the trip, so that our budget can be balanced.
- Chaperones need to attend all chaperone meetings for the field trip.
- Teacher/Field Trip Coordinator will provide an outline of responsibilities or any details you require.
- Chaperones are on duty for the class, chaperones will not be paired up with their own child unless there are very special circumstances that have been approved by the teacher and the site manager.
- Chaperones/drivers need to follow all Indigo Field Trip guidelines including sticking to planned itinerary, routes and stops.
- Chaperones will be informed of all financial responsibility for overnight trip in advance.
- Chaperones are subject to the same requirements as all adult volunteers (i.e. background check / fingerprinting, New Family Training, etc.)

## **Section 3: Financial Procedures**

### **Reimbursements**

After the first PTA Membership/General Meeting in the fall, PTA Board Members will receive a pre-approved budgeted amount to spend on projects throughout the year. It is the budget owner's responsibility to approve expenses and to keep track of their budget balances. If committees have spent their budget, it is necessary to gain board approval for any future expenditure and/or request reallocation of the budget in the Mid-Year Budget Review in December.

- When requesting reimbursement, the requester must complete the Indigo [PTA Reimbursement & Check Request form](#). The requester should include the budget category, expense line item, dollar amount requested, and attach original receipts or invoices. Forms can be downloaded and printed from the Indigo Membership Toolkit. It is advisable to keep a copy for your records. The budget owner in charge of this budget must approve the expense by either signing the top of the form, or emailing their approval for the exact dollar amount and items that are to be reimbursed. The requester should include their name and best contact information for any questions or changes needed on the Indigo PTA Reimbursement & Check Request form.
- If you are asked to purchase an item that does not appear to be budgeted, then it will be necessary to gain PTA Board approval for this expenditure PRIOR to purchase. If you do not gain prior approval there is a chance your expenditure may not be paid, so it is vital to get PTA Board approval prior to spending money on any item.
- Approved (signed by budget line owner) Reimbursement requests are to be placed in the Treasurer's file prior to the monthly deadline. The deadline normally falls two weeks prior to the monthly board meeting. Checks are processed once a month at board meetings, and will be distributed or mailed to vendors within 5 days. The only checks that will be processed outside of board meetings are checks where the board has authorized the funds at a prior board meeting for vendor payments, deposits, and funds needed for immediate payment.
- Any reimbursement check not cashed within 90 days will be canceled. A request for the check to be reissued can be submitted with a reimbursement form. Include the uncashed check or note that it was lost.

### **Returned Checks**

- If a family has 2 checks returned, then future payments will have to be paid in cash or money order.
- Individuals will be responsible for any bank fees for returned checks.

### **Indigo refund/exchange policy**

- Participation Donation - Indigo PTA is a tax-exempt 501(c) (3) non-profit organization. Your payment is considered a tax deductible donation, and you'll receive a donation receipt for your tax filing by the end of January. All donations are non-refundable once received via check, credit card or cash by the Indigo PTA.
- Indigo Spirit Wear: All Indigo PTA sales are final, and no refunds will be given on the purchase of green and purple T-shirts/gray sweatshirts/black hoodie sweatshirts/lanyards. These items are pre-paid and made on order only, and therefore we can not grant refunds after the order has been placed.

The Indigo PTA will make every effort possible to deliver items as advertised. If you find any damage on the delivered item, report it to Public Relations and we'll do our best to fix/exchange the item on a

case-by-case basis in agreement with all parties concerned.

If for any reason you need to cancel your order, the deadline for any order cancellation is one week after the order form has been turned in and/or before the order is placed. You are responsible to find out if the order has been placed before requesting any cancellation.

In the event of a wrong size on t-shirt and other apparel, we can offer an exchange for the same item in the correct size, with the understanding that the item has not been worn and/or washed. The deadline for any exchange is one week after the item has been delivered. We'll exchange only a T-shirt for a T-shirt; we cannot exchange a sweatshirt for a T-shirt.

### **Fundraising**

In keeping with the Indigo mission, we are focusing on a comprehensive, whole-child program that includes field trips, science, physical education, music, art, gardening, cooking, multimedia, government, drama, and more. Only with your support can we continue to fund all of the optimal Enrichment programs. You can make a difference in your child's education by participating in the fundraising efforts organized by our Fundraising Committee in addition to volunteering your time at these fundraising events. Some of the fundraising at Indigo might include the following:

- Fun Run
- Harvest Festival
- Spring Fling
- Dinner Night Out events
- Plant Sale
- Corporate Matching (from a participating employer)
- General Monetary Donations (unrelated to a specific event)
- Box Tops for Education
- Amazon Associates
- Free Money Programs

Most of the donations that you give to the Indigo program could be tax deductible. As always, if you are unsure of the deductible, please contact your tax consultant.

## **Section 4: Communication and Contact Information**

### **Communication Guidelines**

- Go to the source of the problem.
- Be mindful and avoid spreading rumors. (Is it true, Is it kind and Is it necessary?)
- Honor the confidentiality of individuals by not using names during conversations.
- Keep what's best for students at the center of our conversations and decision-making processes.
- Keep developing your equity lens and cultural proficiency. Understand that equity differs from equality. We strive to meet the needs of those that may require more encouragement or assistance to be successful.
- Be authentic, truthful, and open to understanding multiple perspectives.
- All voices are heard and respected within our inclusive community. Don't assume that when you feel strongly about something that others feel the same way.
- Maintain gracious interactions, in person, on the phone and in emails. Model courtesy, good manners and respectful body language. Stay positive, and assume positive intention on the part of others.
- If you have a difference with a member of the community, please speak directly to that person to clear up the issue. Parent-teacher issues should be addressed together before involving the Principal. Wait until you are in an appropriate emotional state, and have the conversation at an agreed upon time.
- To successfully overcome challenging situations, be prepared to offer positive collaborative solutions.
- Accept and trust the will of the community when a decision does not go your way.
- Accept non-closure. Certain issues, meeting items and decisions require additional thinking time, research, personal and professional development and further discussion. Occasionally you will need to respectfully agree to disagree.
- Model attentive listening.
- Follow school and district established procedures and processes.

- When discussing an issue, ask the other person to clarify their point. Connect with and expand upon the ideas of previous speakers. Allow think-response time.
- When expressing your ideas, include knowledge and evidence rather than relying on just emotive statements and personal opinions.

### **Who To Contact If You Have Questions**

- |                                    |  |
|------------------------------------|--|
| • About Your Child                 | Your student's Teacher                         |
| • Curriculum                       | Your student's Teacher                         |
| • Classroom Participation          | Class Coordinator                              |
| • Field Trips                      | Field Trip Coordinator                         |
| • Membership/Insurance Forms       | membership@indigoprogram.org                   |
| • Annual Donation                  | financialsecretary@indigoprogram.org           |
| • Report Absence                   | Indigo Office 1 (408) 225-1881 ext 315250      |
| • Yard Duty                        | execvp@indigoprogram.org                       |
| • Tardies                          | Indigo Office 1 (408) 225-1881 ext 315250      |
| • Community Committees             | VPk5@indigoprogram.org or                      |
|                                    | VPMiddleSchool@indigoprogram.org               |
| • Participation Commitments        | VPk5@indigoprogram.org or                      |
|                                    | VPMiddleSchool@indigoprogram.org               |
| • Campus Concerns                  | Principal                                      |
| • Indigo Program Website           | www.indigoprogram.org                          |
| • Member Site (Membership Toolkit) | www.indigoprogram.membershiptoolkit.com        |
| • District Website                 | <a href="http://www.ogsd.net">www.ogsd.net</a> |

Follow the [Indigo Program Privacy Policy and Toolkit Communication Guidelines](#) (appendix B)



## Indigo Program Responsibility Chart

# Indigo Program Responsibility Chart



MAKING EDUCATION  
A COMMUNITY PASSION

### **Administrator**

- Maintains a safe and caring community
- Liaison between district, staff and community
- Supports teachers and students with behavioral and academic issues
- Supervises and evaluates teachers
- Uses interactions to model Positive Discipline
- Builds community and common goals
- Collaborates with representatives from all other quadrants to maintain the mission of our program

### **Teachers**

- Aligns curriculum with grade level standards and students' developmental needs
- Plans integrated and hands-on curriculum
- Mentors parents in the classroom
- Models Positive Discipline
- Participates in parent meetings
- Collaborates with parents for enrichment programs
- Fulfills Indigo professional development plan requirements.
- Collaborates with representatives from all other quadrants to maintain the mission of our program

### **School Site Council**

- Obtain recommendations for, review and approve Single Plan for Student Achievement from all school advisory committees
- Oversee budget for local and district wide services
- Collaborates with representatives from all other quadrants to maintain the mission of our program

### **Indigo PTA/Families**

- Families support teachers and program
- Ensures family involvement is organized and carried out
- Coordinates use of funds from families and fundraising
- Works with teachers on curriculum development for enrichment centers
- Plans General Meetings and communication on community events
- Families honor the participation agreement
- Collaborates with representatives from all other quadrants to maintain the mission of our program

### **District Office/Staff**

- HR responsibilities, e.g. hires staff, evaluations
- Alignment and implementation of state standards and assessments
- Supports school and program
- Monitors enrollment process, e.g. choice
- Collaborates with representatives from all other quadrants to maintain the mission of our program

## Indigo PTA Board

The Indigo PTA board has an advisory role in the decision-making process for the Indigo Community. The PTA board, with input from Oak Grove School District, establishes policy regarding parent participation, orientation, parent training, support, and fiscal responsibilities. Please refer to the membership website for current board member and contact information. General questions can also be sent to [PTABoard@indigoprogram.org](mailto:PTABoard@indigoprogram.org).

## Indigo Office

The Indigo Office is located in P4. The Indigo Office is open from 7:00 A.M. to 3:30 P.M. daily. This is where you will sign in and out for your shifts. Our secretary will be more than happy to help you with any questions or concerns you may have. Should you need to be in contact or set up a meeting with the Indigo Principal, please first see the secretary, and she will let you know of the principal's availability. The principal is located in the main building right off the staff room.

There is a key available in the Indigo Office for the Portable Restroom. Adults only please.

If you are bringing your student to school after school has already started, or signing them out early, please do so at the Indigo Office. Should our secretary not be in the office, please go to the Frost Office to sign your student in/out. Should you need to contact the Indigo Office, the phone number is 1 (408) 225-1881 extension 315250. All absences may be called in to the Indigo Office at any time.

Indigo Program  
530 Gettysburg Drive  
San Jose CA, 95123-3234

**Attendance/Absence Procedures**

Please see the District Handbook for details.  
Call school secretary for absences: 1 (408) 225-1881

**Appendices**

[A - Community Committee Descriptions](#)

[B - Indigo Program Privacy Policy and Toolkit Communication Guidelines](#)

**Approval**

<b>Approved by PTA Board</b>
------------------------------

6/19/2024
-----------

## **Indigo Parent Handbook Addendum A**

### **Community Committee Descriptions**

#### **PTA BOARD**

The PTA board positions are filled during the spring through a nomination and election process per PTA guidelines. All board members attend the monthly board meetings in the evening and provide support for fundraisers where cash is accepted (e.g. Book Fair, Plant Sale, Harvest Festival, Spring Fling raffles, etc...) as needed. Release funds for approved reimbursements at the monthly Board meetings. Board positions also fulfill the Community Committee commitment as well as all Classroom Role commitments.

#### **President**

- Oversee Committees: Board Advisors, DEIB Liaison, ELAC & DAC liaisons, Grants, Hispanic Parent, African American Koffee Klatch Parent, IT Admin, Administrative Assistant, and Participation Options Coordinator.
- Organize and lead Orientation for new and returning families at the start of the school year in collaboration with other board members, specifically Exec VP and Membership.
- Preside at all meetings of the PTA association and the executive board.
- Coordinate the work of officers and committees of the association in order that the purposes may be promoted.
- Plan and preside at all meetings of the PTA association and the executive board.
- Be a member of all committees except the nominating committee.
- Appoint the Auditor, Parliamentarian, DEIB Liaison, the chairmen and members of sub-committees, subject to the ratification of the executive board.
- Prepare the list of association officers and chairmen required for directory data and submit through channels as directed by the district. The deadline for directory data to the district is May 15th.
- PTA insurance/liability handbook: Keep on hand at all times for PTA sponsored events.
- Maintain software used by various committees including Google Drive, Google Docs, Auction Tracker, etc. Majority of work can be done outside of school hours.
- Sign all authorizations for payment as required by the executive board or association.
- Be responsible for preparing the association annual report required by the California State PTA.
- Be the official representative of the association at council and district meetings.
- Sign all contracts and/or legally binding documents on behalf of the Indigo PTA.
- Be authorized to sign checks, and not be related by blood or marriage or reside in the same household as the other authorized signers for the association's financial accounts.
- Monitor the participation requirements and initiate the review process for families that are not meeting the program requirements.
- Participate in Open House Presentations as needed by Public Relations.
- Oversee annual agreements/contracts with Art and Music contractors. Source new contractors as needed.
- Maintain Indigo PTA asset inventory list.
- Work with IT Admin and connect with VPs who need software support.
- Maintain a relationship with Frost Home & School Club.
- Update monthly duties via online doc for incoming VPs and committee members.
- Approve all reimbursement requests submitted from committees and teachers under this position before routing to the Treasurer.
- Release funds for approved reimbursements at the monthly Board meetings.
- Train and supports the incoming President at the end of the term.
- Participate in the Parent Participation Options (PPO) Committee.
- Perform such other duties as may be prescribed in these bylaws or assigned by the association.

#### **Executive VP**

- Oversee Committees: Yard Duty, Communication Lab, Project Cornerstone, General Meeting Committee, Parent Education, Laundry Parent, Lost & Found Parent.
- Serve as the primary aide to the President.
- Attends President/Principal monthly meetings.
- Perform the duties of the President in the absence or disability of that officer to act.
- Organize and lead Orientation for new and returning families at the start of the school year in collaboration with other board

members, specifically President and Membership.

- Oversee Art and Music Committees and end of year shows.
- Handbook: organizes and tracks updates every other year or as changes are needed, including Community Committee List, for Board Vote at April Board Meeting.
- Authorized to sign checks as needed when the President is not available. Attends budget review meetings (start/mid/end of year).
- Oversee mandatory Parent Education program, following approved Parent Education schedule working with Parent Education Lead and trainers.
- Works in partnership with Principal to ensure Parent Education program meets community needs.
- Responsibilities for Parent Education: Engage speakers or arrange special programs for the adult education portion of each General Meeting and publicize them to the community. Introduce the speaker at General Meetings. Manage Adult Education Budget including hired speakers.
- Organize Drop In Day, Support President with Orientation Night.
- Support Yard Duty Organization start/end of year, work with Principal.
- Maintain a relationship with Frost Home & School Club along with the President.
- Update monthly duties via online board documents.
- Approve all reimbursement requests submitted from committees under this position before routing to the Treasurer.
- Participate in the Parent Participation Options (PPO) Committee.
- Trains and supports the incoming Executive Vice President at the end of the term.
- Perform such other duties as may be prescribed in these bylaws or assigned by the association.

### **VP Membership**

- Oversee Committees - All Records, New Families, Toolkit Administration, Insurance, Background, & Requirements Tracking.
- Lead person for the Membership Committee and responsible for membership budget.
- Track family registration, completion of required forms and distribution of membership packets.
- Organize and lead Orientation for new and returning families at the start of the school year in collaboration with other board members, specifically President and Exec VP.
- Maintain the Membership Toolkit system that contains family registrations, requirements tracking, newsletters, spirit wear shop, volunteer sign in and sign out, and roster.
- Work with school secretary to gather and track the auto insurance documents, driver licenses, and OGSD Driver Certification Form for each family.
- Work with the school secretary to track background checks on all adults working in the classroom.
- Send updates to Membership Toolkit Volunteer Hours Coordinator for classroom shift and general meeting attendance corrections
- Notify key community members of changes in family status such as new arrivals or departures.
- Perform End of Year reset of Toolkit to prepare the software for the next school year.
- Update monthly duties via online board documents.
- Approve all reimbursement requests submitted from committees under this position before routing to the Treasurer.
- This role continues through June 30 of each school year.
- Trains and supports incoming VP Membership at the end of the term.
- Other duties as assigned by the President.

### **VP Fundraising**

- Oversee Fundraising Committees.
- Responsible for operating within the fundraising budget and achieving fundraising goals.
- Oversees and supports Overnight Field Trip (ONFT) fundraising committees & budget.
- Plan, propose, and implement fundraising activities with your committee members within PTA guidelines. Present plan to the Board and obtain approval.
- Prepare and present committee reports at board meetings regarding fundraiser activities and profit.
- Inform the community of what fundraising money is used for.
- Maintain detailed records of expenses & profits and be able to provide ongoing status of fundraising efforts at each Board and General meeting.
- Update monthly duties via online board documents.
- Approve all reimbursement requests submitted from committees under this position before routing to the Treasurer.
- Maintain an inventory of items the committee owns and update at least once yearly.
- Write newsletter articles announcing upcoming fundraiser details and announcing profits.
- Trains and supports incoming VP Fundraising at the end of the term.

- Other duties as assigned by the President.

### **VP Public Relations**

- **Oversee Committees:** Website Committee, PR Committee, Graphic Support, Social Committee, Indigo Ink, T-Shirts, and Open House.  
Lead person for the Public Relations Committee and responsible for the Public Relations budget.
- Answering inquiries about the school, coordinating tours of the school, emailing information packets to prospective applicants.
- Organize, prepare, market and run the annual open houses and school tours. Work with VPCI of Middle School for the Middle School Open Houses (held twice a year).
- Recruitment of new students and publicizing the school to the OGSD community, residents of San Jose and surrounding areas.
- Organize the beginning of the year Teacher Breakfast or Lunch.
- Outreach to appropriate preschools including presentation if necessary.
- Design and management of an advertisement campaign.
- Update monthly duties via online board documents.
- Approve all reimbursement requests submitted from committees under this position before routing to the Treasurer.
- Assess # of t-shirts needed for school year, identify inventory, and order t-shirts
- Trains and supports incoming VP Public Relations at the end of the term.
- Other duties as assigned by the President.

### **VP Programs**

- **Oversee Community Event Committees:** including Event Audio Team, Tie Dye, Talent Show, Exploration Night, and Olympic Day.
- Oversee Garden Maintenance committee.
- Oversee Classroom Garden Committee.
- Oversee Naturescape Committee.
- Oversees community wide programs, marketing and budgets affiliated with each event. Support teams as needed.
- PTA insurance/liability handbook: Keep on hand at all times for PTA sponsored events.
- Update monthly duties via online board documents.
- Approve all reimbursement requests submitted from committees under this position before routing to the Treasurer.
- Trains and supports incoming VP Programs at the end of the term.
- Other duties as assigned by the President.

### **VP Classroom Involvement K-5**

- **Oversee Committees:** Class Coordinators (CC), Field Trip Coordinator Lead (FTCL), Field Trip Coordinators (FTC), Enrichment Lead, Enrichments, and Community Committee Coordinator.
- Work closely to support FTCL as needed to support training of Field Trip Coordinators (FTC).
- Work closely with Enrichment Lead as needed to manage budget and enrichment materials.
- Responsible for the field trip budgets (including Overnight trips).
- Train Class Coordinators, Field Trip Coordinator Lead, Enrichment Lead and Jobs Coordinators.
- Oversee Enrichment Programs and Budgets.
- Support Overnight Field Trip (ONFT) Coordinator.
- Work with the Community Committee Coordinator to get all families assigned to a Community Committee.
- Compiles all Classroom Roles lists and shares the spreadsheet with Community Committee Leads.
- Coordinate Teacher Gifts, Teacher Appreciation Week, and Teacher Appreciation Lunch for teachers.
- Participate in the Parent Participation Options (PPO) Committee.
- Update monthly duties via online board documents.
- Approve all reimbursement requests submitted from committees under this position before routing to the Treasurer.
- Trains and supports incoming VP Classroom Involvement K-5 at the end of the term.
- Other duties as assigned by the President.

### **VP Classroom Involvement 6-8**

- **Oversee Committees:** Class Coordinators (CC), Field Trip Coordinators(FTC), Electives, and Community Committee Coordinator.
- Oversees PE Equipment Maintenance and Ball Room Lead.
- Work closely to support FTCL as needed to support training of Field Trip Coordinators (FTC).

- Work closely with Enrichment Lead as needed to manage budget and enrichment materials.
- Responsible for the Field Trip Budgets (including Overnight Trips).
- Train Class Coordinators, Field Trip Coordinators, and Classroom Roles Coordinators.
- Oversee Elective Programs and Budgets.
- Oversee 8th-Grade Graduation and Budget.
- Support Overnight Field Trip Coordinators.
- Work with the Community Committee Coordinator to get all families assigned to a Community Committee.
- Makes Google Form for Indigo Sub List and maintains and publishes the list.
- Makes Google Form for Class Coordinators to make corrections to the volunteer sign-in record.
- Makes Google Form for Class Coordinators to record Special Arrangements, Parent Participation Options (PPO) arrangements, Permanent Subs, etc.
- Makes Google Form to record Medical and Maternity Leave and notify Membership, Executive VP, and President about excuses from volunteering, Parent Education, Field Trips, etc.
- Work with VP of Public Relations and Middle School teachers to plan the Middle School Open House (to be held twice a year).
- Serves as a liaison between the board and the Student Council. Checks in monthly with the students. Submits calendar requests for the Middle School dances and Spirit Days. Supports other Student Council activities as needs arise.
- Participate in the Parent Participation Options (PPO) Committee.
- Coordinate Teacher Gifts, Teacher Appreciation Week, and two lunches for teachers.
- Update monthly duties via online board documents.
- Approve all reimbursement requests submitted from committees under this position before routing to the Treasurer.
- Trains and supports incoming VP Classroom Involvement 6-8 at the end of the term.
- Other duties as assigned by the President.

#### **Treasurer**

- Oversee Committees: Budget Committee.
- Work with the Financial Secretary and Auditor to complete the bank reconciliation in a timely manner agreed upon by the PTA Board Members.
- Maintain the login IDs for PTA Board Members and other members of the association on the PTAEZ accounting system.
- Use PTAEZ to track gross income, receipts and disbursements of the association, dues collected and the total per capita dues remitted to the Sixth District California State PTA and other public agencies.
- Make these financial records available for inspection by an authorized representative of either the California State PTA or National PTA.
- Chair the Budget Committee and coordinate input into the budget from the Financial Team and budget owners for adoption by the association.
- Provide tax donation receipts for any in-kind donations to contributors.
- Remind membership to gather all other donation cash receipts from the Membership Toolkit.
- Review copies of the Financial Secretary's deposit slips and associated documentation for any deposit made.
- Pay all bills and reimbursement requests as authorized by the associated budget owner, executive board or the association and on receipt of payment authorization signed by the president and the recording secretary.
- Secure two authorized signatures on all checks. The Treasurer signs, then the President signs. If the President is not available then the Exec VP or Financial Secretary can sign the checks. Refer to bylaws to determine who is authorized within the unit, council or district PTA.
- Keep an accurate record of receipts and disbursements in PTAEZ, which is a permanent record of the association.
- Print out the "Treasurer's Report", "Budget to Actual" and "Checks Issued" from PTAEZ to share the receipts and expenditures to the board members and membership as they relate to the budget adopted by the association.
- Prepare a summary report of financial highlights for the PTA Membership at the general meetings, as needed.
- Each month, remit portions of per capita dues to the Sixth District PTA.
- Complete and forward all necessary report forms required by the California State PTA for insurance and for filing all tax returns and other forms required by government agencies, including RRF-1 form.
- -Make and submit an Annual Financial Report to the association that includes gross receipts and disbursements for the fiscal year, ending on June 30th.
- Answer inquiries and provide information to the board and association regarding finances, as needed.
- Advise board members of the status of the treasury and their individual budgets through PTAEZ.
- Be aware of due dates (including postmark dates) for all financial transactions.
- Prepare for a mid-year and year-end audit with the Financial Team in the months stipulated in the bylaws.
- Other duties as needed to clean-up the financial records and remit funds in current and prior fiscal years.

- Update monthly duties via online board documents.
- Trains and supports incoming Treasurer at the end of the term.
- Other duties as assigned by the President.

### **Financial Secretary**

- Collect, track, and deposit all Indigo monies.
- Records all deposits within Indigo's accounting software (currently PTAEZ).
- Updates tax deductible donation entries into the Membership Toolkit, and emails donation receipts to parents and other donors as needed.
- This position also tracks corporate matching, book fair deposits, and assists with the tracking of overnight field trip (ONFT) donations.
- The Financial Secretary will assist the Treasurer with other duties when necessary.
- Provide Board Member support for fundraisers where cash is accepted (i.e. Book Fair, Plant Sale, Harvest Festival, Spring Fling Raffle, etc...) as needed.
- Email reminders to parents (utilizing Membership Toolkit) who have not made an annual donation or have partially paid an annual donation if they have approved receiving reminders.
- Submit reminders through the Sunday Community Newsletter about making annual donations, corporate matching, stock donations, checking donation balances, printing tax receipts, and reimbursement request deadlines.
- Create monthly Financial Secretary reports for board meetings.
- Update Toolkit purchases of any kind when money is not received through a transaction in Membership Toolkit.
- Update monthly duties via online board documents.
- Train and support the incoming Financial Secretary at the end of the term.
- Other duties as assigned by the President.

### **Secretary**

- Oversee Committees: Lamination Parent, Minutes Review Committee.
- Responsible for sending out Indigo Community Chat emails.
- Work with the Indigo School Secretary to oversee the master calendar and its distribution to website and membership committees.
- Maintain field trip master calendar.
- Maintain a monthly list of important links and board documents.
- Prepare Weekly Sunday Community Newsletter information for Class Coordinators.
- Responsible for updating Parent and Board folders in the school office at the beginning of each school year.
- Keeps master list of all Indigo online account information.
- Ensure that ballot forms and election rules are available in the event of a contested PTA Association election.
- Obtain secretary's minute book with minutes of previous meetings and other materials from predecessor, including the master set of the bylaws, list of members, and other official documents and records of the PTA.
- Keep an accurate, concise, permanent record of the proceedings of all meetings of the association and of the executive board. These minutes are the legal record of the PTA and the original copy of the minutes is known as the master copy.
- Minutes are entered into a bound book, handwritten in permanent ink or typed, and the original copy is pasted into the bound book. Minutes are entered into PTA Board Google Drive. The secretary is responsible for maintaining the Google drive folder for meeting minutes and ensuring backups of meeting minutes are done regularly. This book is kept in the possession of the Secretary. Minutes contain a record of action taken by the group, with action recorded in the order it took place. Personal opinions and individual names are not included. Prepare a list of unfinished business items for the President and assist with preparation of the agenda, if requested. Read the minutes of any previous meeting, when called upon to do so. With approval of the association, reading of the minutes may be postponed to a succeeding meeting, or a Minutes Review Committee may be formed. Minutes shall not be posted on any website; however, a summary of association minutes is appropriate.
- Work with the President to make corrections to the official minutes.
- Sign, with the President, authorizations for payment after the association votes to pay a bill. Record all expenditures in the minutes.
- Update monthly duties via online board documents.
- Approve all reimbursement requests submitted from committees under this position before routing to the Treasurer.
- Train and support the incoming Secretary at the end of the term.
- Other duties assigned by the President.

### **Historian**

- Oversees: Yearbook, Photo Lead, Digital Document Tracker, Parent Room Committee, Kitchen Maintenance Committee, Emergency Supply Committee.
- Maintain supplies and organization of Parent Room and Kitchen.
- Emergency Supply committee works to ensure inventory and bins per class are up to date on needs and numbers at the start of year should an event occur. Work begins in early Aug.
- Compile a comprehensive list at the end of the school year of important links and board documents from the monthly list maintained by the Secretary.
- Gathers and records information on the PTA's yearly activities, policies and procedures.
- Plan/organize and budget for the end of year Ice Cream Social. Event coincides with Olympic Day during the last week of school.
- Back Up Scan of important historical Indigo documents and store them in Google Docs.
- Update monthly duties via online board documents.
- Train and support incoming Historian at the end of the term.
- Other duties as assigned by the President.

#### **Auditor (appointed by PTA President)**

- Work with the Treasurer to complete twice yearly audits (covering July 1 - December 31 and January 1 to June 30).
- Determine the accuracy of the books and records of the financial officers.
- Detect and recommend correction of errors.
- Protect the financial officers and relieve them of responsibility except in case of fraud.
- Verify funds have been transferred through approved channels (e.g., membership, insurance).
- Ensure that the association's resources and funds are being managed in a businesslike manner within the regulations established for their use.
- Update monthly duties via online board documents.
- Trains and supports incoming Auditor at the end of the term.
- Other duties as assigned by the President.

#### **Parliamentarian (appointed by PTA President)**

- Oversee Committees: Nominating Committee.
- Yearly review of bylaws. If changes are required, ask the President to appoint a committee for this review and update.
- Keep track of proposed bylaw changes at each board meeting to include in yearly review and update.
- Verify that the PTA officers and district PTA have a current copy of the unit's bylaws.
- With community feedback, create slate for Nominating Committee.
- Support Nominating Committee in their role.
- Update monthly duties via online board documents.
- Train and support incoming Parliamentarian at the end of the term.
- Other duties as assigned by the President.

#### **DEIB Liaison (appointed by PTA President)**

- Acts as a liaison between DEIB Advisory Committee and PTA Board, report DEIB goals, actions, and 5 year plan to PTA committee and solicit feedback, serve on staff hiring committees with PTA President or other board members if PTA president is unavailable, when appropriate, present DEIB goals at PTA general meetings.
- Supports DEIB Advisory Board Lead, DEIB Advisory Board Members, and DEIB Task Force.

### **COMMUNITY COMMITTEES**

#### **PRESIDENT OVERSEE**

- Board Advisor(s): Appointed by PTA President and principal, has served on the Indigo PTA Board for at least 2 years, but is not a member of the current PTA board. Acts as a consultant for current board members and also provides historical information as needed. May be asked to attend monthly board meetings as a nonvoting attendee.
- DAC (District Advisory Council) Liaison: Attend monthly District meetings and report back to the PTA board and/or community through general meetings. Must be available for scheduled evenings, approx 4-5 per year.
- ELAC (English Language Learners Advisory Council) Liaison: Must be available for 4-5 one hour meetings with the Principal plus quarterly meetings at the District office. Must be a parent of a student who speaks more than one language.
- DEIB Liaison: Act as a liaison between DEIB Advisory Committee and PTA Board, report DEIB goals, actions, and 5 year



plan to PTA committee and solicit feedback, serve on staff hiring committees with PTA President or other board members if PTA president is unavailable, when appropriate, present DEIB goals at PTA general meetings

- Hispanic Parent Group: Attends District Parent Hispanic Group Meetings and periodic meetings with the Principal. Must be available for 4-5 one hour meetings.
- African American Koffee Klatch: Attends District Meetings and periodic meetings with the Principal, helps plan on campus and district activities for students/families. Must be available for 4-5 one hour meetings.
- Participation Options Coordinator (POC): Work with Classroom Coordinators (CC's), Parent Education and Membership teams to coordinate, track and follow up with families regarding alternate participation options. The POC also follows up with families missing two or more general meetings and have not made alternative arrangements to make up for the missed meetings. The POC produces a report (gathering info on missed class shifts, monthly Parent Education / General Meetings, yard duty shifts) 3 times per year for the PTA President to review.

## **EXECUTIVE VP OVERSEE**

- General Meeting Set-Up/Break Down Team: Responsible for setting up and taking down chairs/tables, preparing the cafeteria for meetings, and ensuring the cafeteria is clean and ready for the next day. Must be available for General Meeting evenings including 30-40 minutes prior to scheduled start of meeting and cleanup at end of meeting.
- Parent Education Lead(s): Provide training to all families by leading group sessions following General Meeting. Over summer prep work (lessons/activities) or work with Exec VP to book speakers, as required. Must be available for scheduled General Meeting evenings. Attend 1-2 trainer meetings per year (most often in the evening). This role fulfills your Community Committee and Classroom Role.
- Communication Lab/Project Cornerstone/Social Emotional Learning (SEL) Lead(s): Oversee the committee, prepare and schedule lessons, confirm plans with facilitators, and liaise with teachers on needs/topics. Provide weekly in-class lessons, and speak at General Meetings a few times a year. Attend monthly Project Cornerstone meetings, provide training for classroom readers, ensure book availability, and conduct yearly inventory. Collaborate with the SEL Liaison to communicate monthly themes via posters, displays, and INK articles. Promote the mission and goals at parent meetings, orientation, exhibit nights, and other events. Availability during school hours and for prep work as needed.
- Middle School SEL Lead(s): Helps preps lessons being provided, sets up schedule, liaison with teachers on needs/topics, provides in class lessons to students. Must be available weekly during school hours, other hours as needed for prep work. This role fulfills your Community Committee and Classroom Role.
- Communication Lab/Project Cornerstone Facilitator (one per class): Facilitates class sessions as per schedule set (currently every other week for 14 weeks/Oct to May), provide interactive lessons, helps leads with creating posters and props, (May need to create some teaching materials, some are pre-made.) providing activity during lessons, presenting concepts via email/INK to the community. Required to communicate with families through use of class newsletter to provide summaries of class lessons. Also required to write 1 article for Indigo Ink during the year. This role fulfills your Community Committee and Classroom Role. Assigned AFTER school starts based on classroom need.
- Social Emotional Learning (SEL) Liaison: Provide weekly SEL Corner articles in the Community Newsletter, connecting our community to the lessons being taught in class with the tools kids are being taught to use. Create a schedule so the SEL team knows when they are to provide details to you for an article. Support Leads with any other duties involving inventory and community information. Rotate posters on campus as required for the SEL program and update the chalkboard in the Parent Room Courtyard with new messages.
- Music Show Lead(s): Work closely with Music Teachers (K-3, 4/5, and MS Band) to plan and schedule the Music Show. Responsibilities include arranging performance schedules, volunteer coordination, program creation, and marketing. Attend planning meetings and be available during school hours, with additional hours needed, especially near show dates (February-May). Duties include managing staging, lighting, sound, and venue logistics. Assist with setup and takedown on show day.
- Music Show Team: Work with Music Show Lead(s) and Music Classroom parent volunteers team, regarding planning, organizing and running/working the music show event at the end of the year. All hands on deck as the weeks leading up to the show, all other hours as needed, will be evening hours required. Planning starts in February - May.
- Laundry Team: Once a week (or as needed), take home laundry from Kitchen and Art room and bring it back clean. Check in with the Art Room Coordinator or Art Teacher to ensure needs are being met with laundry duties. Pick up/ drop off during school hours.
- Art Room Lead(s): Oversees Art Room Team and Laundry Team. Works closely with Art Teacher and Art Show Lead. Prepare art room/volunteer schedule, accountability for volunteers, maintain binders for classroom duties/expectations, support new parents, liaison for the community. Set up a welcome Art meeting for parents within the first two weeks of school starting, this meeting will set expectations in the Art Room for the school year. Create Art Contact Sub List. All hands on deck for all Art Shows during the year (traditionally Feb/May) approximately one month prior/post. Must be

available during school hours, other hours as needed.

- **Art Room Team:** Clean and organize the art room, assure supplies are clean and sufficient, prep supplies as needed, help with inventory/ordering/stocking. Once a week do a deep cleaning of the art area as requested by the Art Room Coordinator and Art Teacher. Help Art Teacher and Art Show Lead with preparation of all art exhibits, art shows: set up/take down/display prep/getting work to and from events 2-3 wks prior/post all hands on deck (traditionally: Feb/May). End of year help to pack up rooms, distribute art to students/classes. Available during school hours (outside of classroom art time), may have other hours around art show events.
- **Art Show Lead(s):** Art Show Lead supports Art Room Lead organizing needs for: District Art Show and End of Year Art Show, regarding Marketing, Location Setup, Scheduling Needs and Art Availability based on Art Teacher's approval. Art Lead works with the Teacher and Art Room Coordinator to support parents/students preparing for the art shows scheduled for the year. Approximately one month prior/post show, all hands on deck as needed to get ready for the event. Duties Include but not limited to: Providing artwork and supporting verbiage creation for ads/scanning to coordinator (e.g. community announcement, posters, FaceBook, INK Article, program, etc.), display boards/setup/working the event/take down, helping to support/organize volunteer duties with Art Room Coordinator. Must be available during the school hours, other hours as needed (especially closer to show dates - after school hours are required). 2 year position preferred.
- **Lost & Found Parent:** Inventory lost and found items monthly, post in newsletter monthly, take unclaimed items to donation center quarterly.

### **VP MEMBERSHIP OVERSEE**

- **Membership Toolkit Admin:** Maintain the Indigo Membership Toolkit software application. Support the users with setup, training, and help, as needed. Facilitate communication with the software vendors for bugs and enhancements. Generate reports and forms, as needed. Must be available during some school hours, otherwise as needed. Year-round commitment.
- **Membership Admin:** goal is to train this person to take over role of Membership eventually, appointed by VP of Membership
- **New Family Lead(s):** Organize all needed activities and events to facilitate welcoming of all new families. Must be available for at least some scheduled day/evening events including Summer Park Days, Orientation and Drop-In Day.
- **New Family Team:** Work with Lead on activities and events to facilitate welcoming of all new families. Must be available for at least some scheduled day/evening events including Summer Park Days, Orientation and Drop-In Day.
- **Documentation Tracker(s):** Works closely with school secretary, parents, and classroom Field Trip Assistant/Coordinators, and VPs of Classroom Involvement to keep track of all Auto Insurance Policies, Driver License, and OGSD Driver Certification Forms that are submitted in Membership Toolkit. Must be available during some school hours, otherwise hours as needed. Most hours at the beginning of the school year; however, Insurance Policies, Driver Licenses, and OGSD Driver Certification Forms are updated throughout the year. Work can be done off campus.
- **Data Entry Team:** Assist in online data entry pertaining to scheduling, Parent Education, completed forms, donation receipts, as well as other important information. Maintains attendance tracking for Parent Ed. Works with Exec VP to send monthly emails for missed parent education classes to the community members and maintains make-ups. Monitors and updates volunteer sign in records for Class Shifts and General Meeting/Parent Education Session attendance in Membership Toolkit, as needed. Weekly hours as needed, the majority of work can be done off campus.

### **VP FUNDRAISING OVERSEE**

- **Assistant to VP of Fundraising:** Must have Indigo fundraising experience, appointed by VP of Fundraising. Role serves to help facilitate fundraising responsibilities and helps delegate tasks to other Fundraising Leads as necessary.
- **Sponsor/Donation Collectors:** Responsible for contacting local businesses and corporations with the intent to get donations/sponsorships for Harvest Festival and Spring Fling and other fundraisers as needed. Must be comfortable and able to approach local businesses in person as well as via phone and email. Some online donations via email solicitations required. Write thank you letters. Hours as needed, the majority of work can be done off campus.
- **Family Night Out/Free-Money Lead(s):** Researches and books monthly Dinner/Family Night Out events with participating restaurants. Submits calendar requests, manages fliers, orders flier copies from District Office Print Shop and distributes to teacher mailboxes, assists in promotion to community. Works on free money opportunities, like Box Tops For Education collection and submission, eScrip promotion, Amazon Associates program, store cards, and researching and organizing other opportunities. Publicize the community. Help coordinate Square 1 Art fundraiser with art teacher. Hours as needed, the majority of work can be done off campus.

- Concessions Lead(s): Plan and lead 3 concession stands per year. Concessions are usually offered on Drop in Day (August), Harvest Festival (October) and Music in the Park (May). Sell concessions at Indigo events which may include the Plant Sale, Exhibit Night and after school programs. Promote events in class newsletters.
- Concession Team: Work with Concession Lead to plan concession stands. Must be available to work events.
- Fun Run Lead(s): Coordinate and manage the September school-wide Fun Run fundraising event. Work with Middle School Event Elective Lead to incorporate student help with planning and running events. Must be available during school hours and on the day of the event; other hours as needed.
- Fun Run Team: Supports the Fun Run Lead with planning leading up to the Fun Run and day of the event. Must be available for planning meetings and days of events (during school hours); other hours as needed.
- Harvest Festival Lead(s): Coordinate the October Harvest Festival class booths and concessions stand (possibly with VPCI Middle School). Work closely with all classroom booth coordinators to plan and organize the classroom carnival game booths. Work with Middle School leads to include students in two event activities that are student driven and carried out. Planning begins in Aug/Sept. Must be available day/night of the event. Works closely with the Concessions Lead. Secure food machine rentals, purchase supplies as required (Confirm budget/needs with VP Fundraising prior to ordering/buying, All purchases/rentals will be reimbursed as per PTA guidelines). Planning begins in Aug/Sept. Must be available day/night of the event; other hours as needed.
- Spring Fling Lead(s): Coordinates the Spring Fling dinner and silent auction fundraising event, oversees Class Basket Coordinators, work with Donation Collectors to secure donations for silent/live auction and raffle prizes, plan and publicize event, utilizes auction software to organize donations and finalize sales at event. Research and secure event location for the following year with current and incoming VP of Fundraising. Planning begins in December, must be available the day of the event, other hours as needed.
- Spring Fling Team: Provide dedicated support to coordinate/run the dinner and silent auction event. Work begins in February, and must be available the day of the event; other hours as needed.
- Plant Sale Lead(s): Manage all aspects of the plant sale, a fundraising event to support the school garden. Coordinating logistics and details involved in plant sale, marketing, starting and maintaining seedlings budget, schedules, coordinating with the Classroom Education Team on needs for plant sale and their tasks. Work all plant sale dates. (Prep begins in January, plant sale in March/April).
- Plant Sale Team: Assist Plant Sale Lead with handling marketing needs including but not limited to flyers, banners, electronic communications, printing, posters, liaison with others hosting concurrent events. Soliciting donations. Work a shift at the plant sale (March/April). Handle seedling needs including selecting and ordering, organizing and supporting classroom garden parents, arranging for both purchase and donated items for plant sale.
- Book Fair Lead(s): Prepare for book fair and liaison between schools (ensure to share information and coordinate with Frost Secretary, Teachers and parent volunteers), volunteers, Indigo PTA and Scholastic. Assist with or appoint committee jobs and duties (including volunteer and classroom visit schedules, preparation and distribution of marketing materials, setup and teardown of the fair). Direct operations of the fair (ensuring continuity at opening and closing of fair), train volunteers, order restock as needed, complete financial forms at end of fair, manage online fair and teacher wish list orders. Hours as needed but majority of hours and work needed 1 month prior to and post book fair dates - some calls required to Scholastic prior to the month before the event. Book Fair is held in Winter - February or March.
- Book Fair Team: Assist lead with planning, preparation and promotion of the fairs. Attend a meeting (with Book Fair Lead) approx. 1 month prior to the event to divide up work. 2 weeks before the event, assist with email/newsletter/INK/website marketing and volunteer sign-ups. 1 week before the event, distribute flyers, laminate and hang posters, assist with Teacher Sneak Peek. Assist with set-up and teardown of the fairs and volunteer for shifts at the fair. Book Fair is held in Winter - February or March.

### **VP PUBLIC RELATIONS OVERSEE**

- Assistant to VP of Public Relations: Appointed by VP of Public Relations. Role serves to help facilitate public relations responsibilities and helps delegate tasks to other Public Relation Leads as necessary.
- Marketing/Communications Team: Update web content via social media, maintain logo usage guidelines. Work to develop and maintain the school's branding and visual identity guidelines for all marketing materials and activities. Create and update marketing and event templates. Under the direction of the VP of Public Relations, will receive assignments based on current campaign plans (i.e. Open House events, etc.). Maintain Indigo marketing calendar and work directly with leads from all areas to help promote both internal and external events. Work can be done off campus, monthly hours as needed.
- Website Admin: Provide assistance maintaining and updating Indigo website. Maintain domain, host site information, contracts, and renewals. Work can be done off campus, monthly hours as needed.

- **Canvasser(s):** Deliver flyers to surrounding neighborhoods for community events including Harvest Festival, Open Houses and Plant Sale. This can be done in the evenings or on the weekend as directed by the VP of Public Relations. Flyers are usually distributed 3 times per year.
- **Graphic Designer(s):** Assist in designing flyers and other promotional items under the direction of the Marketing Communications Lead. Work can be done off campus, monthly hours as needed.
- **Social Media Team:** Working directly from the PR calendar under direction of the marketing communications lead, maintain Social Media posts under established guidelines. Work can be done off campus, monthly hours as needed.
- **T-Shirt Team:** order and distribute all official Indigo wear (e.g. t-shirts and lanyards). Keep track of inventory and payments in the Membership Toolkit. Must be available during school hours at the beginning of year, Orientation, Drop-in Day; otherwise hours as needed.
- **Indigo INK Lead:** Produce and edit online newsletter. Work directly with the PTA Board, classroom contributors and community to provide up to date information for the community. Work can be done off campus, monthly hours as needed.
- **Social Committee Lead(s):** Oversee the social committee, which includes creating the SignUpGenius' for each social committee event. These events include Open Houses, Linger Longer and General Meetings. Works with VPCI K5/MS, as needed, to assist with Teacher Lunches (2 per year). Maintain food, beverage, and supplies inventory. Recommended to be available during morning school hours and evenings for General Meetings.
- **Social Committee Team:** Set up, welcome guests, bring food and beverages, and clean up at Teacher Lunch, Open Houses, Linger Longer and General Meetings. Must be available during event hours and general meetings. Bake or provide snack items, beverages (coffee, tea, etc.) at Linger Longers (6 per year), Open Houses (5 per year) and General Meetings (TBD). Designated hosts need to be available at the event. Items can be dropped off prior to the event by bakers.
- **Open House Lead(s):** Working directly with the VP of Public Relations to manage Open Houses. This includes creating SignUpGenius', overseeing set-up and breakdown, managing collateral materials, recruiting tour guides and other assignments as needed. Must be available during Open House events. Work directly with the Social Committee Lead.
- **Open House Team:** Setup and/or breakdown 3-5 Open House events, chairs, flyers and signs. This may include an evening event. Works directly with Open House Lead. Must be available during Open House dates - mostly weekday mornings and one evening.

### **VP PROGRAMS OVERSEE**

- **Assistant to VP of Programs:** Appointed by VP of Programs. Role serves to help facilitate VP of Programs responsibilities and helps delegate tasks to other Program Leads as necessary. Serves as a back up to VP of Programs at school events and programs.
- **Garden Education Committee Lead(s):** Oversee all garden activities and coordinate Garden committee volunteers. Arrange for all necessary purchases, garden maintenance and oversee garden budgets. Solicits info/feedback from classroom garden parent and writes INK articles about the garden program, keeps library of garden books, garden lesson notebooks, and class equipment, helps with lesson planning, supporting new and returning classroom garden parents, garden time scheduling. Work a shift at the plant sale and support team, as needed. Helps to create an Earth Day project with garden parents around Earth Day time and displayed at Exhibit Night. Also supports garden parents in prepping for Exhibit Night posters. (March/April).
- **Sustainability Lead(s):** Provides teachers and campus community with sustainability expertise and practices. Identifies growth areas and works with school stakeholders (parents, staff, teachers, and students) to identify and implement solutions at Indigo. Leads Earth Day activities. Contributes to monthly INK Newsletters. Works with the Garden Education Committee on composting and ecological/indigenous approaches to gardening.
- **Garden Maintenance Lead(s):** Coordinates parents, leads work days, fills in when needed. Maintenance committee members work throughout the school year and following summer. Work a shift at the plant sale (March/April).
- **Garden Maintenance Team:** Work throughout the school year and following summer taking care of the following areas in regards to watering, pruning and minor repairs: parent courtyard, Kristi Porter Garden, middle school courtyard, corridor in front of portables, interior courtyard, and outdoor classroom/orchard. General care of the main garden/greenhouse. Help with extra plants that are prepped for plant sale. Work a shift at the plant sale (March/April).
- **Naturescape Maintenance Lead(s):** Ensure the Naturescape and apple orchard are cleaned and cared for throughout the school year and following summer. Coordinates with teachers/principal on Naturescape projects. Coordinates parents, leads work days, fills in when needed. Maintenance committee members work throughout the school year and following summer. Naturescape should have "deep cleaning" seasonally. Oversee Naturescape Maintenance Committee to ensure Naturescape/orchard have light cleaning/weeding done biweekly.

- Naturescape Maintenance Team: Work throughout the school year and following summer taking care of the Naturescape and Apple Orchard in regards to watering, pruning and minor repairs.
- Event Audio Setup/Audio Tech Lead(s): Organize and schedule team to be available for all events listed but not limited to: Fun Run, Halloween Parade, Harvest Festival, Talent Show, Art Show, Music Show, Olympic Day, Graduation and School Dances. Ensure playlists are available and school appropriate for each event. Maintain equipment and needs for sound equipment. Support team in set-up of equipment or work events.
- Event Audio Setup/Audio Tech Team: Work 2-3 events assigned at the start of year for daytime or evening events. Support lead in equipment or music needs including: Fun Run, Halloween parade, Harvest Festival, Talent Show, Art Show, Music Show, and Olympic Day and Graduation.
- Tie Dye Lead(s): Organizes and coordinates T-shirt dyeing in September. Must be available during school hours the week that tie-dyeing is done, after school for Community Tie Dye and other hours as needed.
- Tie Dye Team: Supports the Tie Dye Lead with planning leading up to Tie Dye Week. Must be available during school hours, especially the week of, after school for Community Tie Dye and other hours as needed.
- Talent Show Lead(s): Plan, organize and run the event. Must be available for and lead auditions, all rehearsals, day of event, hours as needed. Talent Show takes place Jan/Feb - planning begins at the end of Oct/Nov.
- Talent Show Team: Must be available day of event, tryouts and rehearsals, otherwise hours as needed.
- Exploration Night Lead(s): Plan, organize, advertise and run the annual event. Work closely with Team Members assigned to work the event and create activities (4 Science, 2 Math, 1 Astronomy). Work with Middle School Event Elective Lead to include students in two areas of the activities. These should be student driven and carried out. Held in spring. Must be available evening of event, hours as needed. Planning begins in Oct. through event night.
- Exploration Night Team: Team will consist of Science, Astronomy, and Math Organizers. Team will assist the lead to coordinate/run events. Each Organizer will create and facilitate activities during the event. This event is held in early spring. Must be available the evening of the event and any hours as needed from October through the night of the event.
- Olympic Day Lead(s): Oversees the Olympic Day Team (representatives from each class that are assigned to as a Classroom Job) to run the event and publicize. Confirm team availability in early Oct but planning begins Feb, event in June. Work closely with Middle School Event Elective Lead to utilize Middle School students to help plan, organize and run event. Creates event schedule and groups. Start planning at the end of March. Must be available for the day of the event, otherwise hours as needed.

#### **VP CLASSROOM INVOLVEMENT (VPCI) K-5 and VP CLASSROOM INVOLVEMENT (VPCI) 6-8 OVERSEE**

- Class Coordinators (CC): Liaison between parents/teacher, provide weekly update or as needed of all relevant information to the everyday business of the classroom. Assign Classroom Shifts for volunteers. Assign and oversee Classroom Jobs. Coordinate the teacher's gifts. Coordinate shift corrections between volunteers and Membership. Work with Membership to ensure all volunteers have met all requirements before working in the classroom (e.g. OGSD Background / Fingerprinting, New Family Training, etc). Assist Membership teams with following up with volunteers to complete Membership packet and the start of the school year. Must be available during school hours, other hours as needed. A parent may not request a specific teacher for this role. The teacher you fulfill this role for is based on placement.
- Field Trip Lead(s) (FTL): Works with the VPCIs to train all Field Trip Coordinators at the beginning of the school year. Supports all Field Trip Coordinators throughout the school year. Report and keep in communication with VPCIs as often as necessary.
- Field Trip Coordinators (FTC): Overseen by VPCI K-5/MS and/or Field Trip Coordinator Lead (FTCL). Work closely with teachers and classroom Field Trip Assistants (FTA) to plan/book/organize monthly field trips. Provide all necessary information to parents. Work closely with Membership to keep track of all field trip paperwork and expirations. Must be available during school hours especially on day of Field Trips, other hours as needed. A parent may not request a specific teacher for this role. The teacher you fulfill this role for is based on placement.
- Field Trip Assistant(s) (FTA): Assists FTCs with ensuring driver volunteers are within school and district guidelines for driving on field trips, picking up lunches from the cafeteria on the day of the field trip, and any other tasks that the FTC needs support with. This could include leading a field trip should the FTC become unavailable to attend.
- Overnight Field Trip (ONFT) Fundraising - Middle School: Collaborate and coordinate with the Fundraising Team. Fundraising for overnight Field Trips. Create a plan and begin fundraising the year before the actual Overnight Field Trip.
- Community Committee Coordinator: Works closely with families to assign every family a Community Committee (appointed in May for returning families. Work may continue through the beginning of the school year for New Families). Must be available during school hours to speak with parents, other hours off campus as needed.
- K-5 Enrichment Lead(s): Oversee the enrichment parents and work with VPCI K-5 to attend each class enrichment meeting at the beginning of the year to explain how budget and reimbursements work. Give parents access to the enrichment video library of prior year enrichments for inspiration and overview of (technical) requirements. Work with

VPCI K-5 to set up digital folders for lesson plans/videos. Catalog enrichment supplies and seek out donations from alumni, graduating families, and community to gather supplies as needed, i.e. CriCut machine, sewing machine, etc. Work with VPCI K-5 and class coordinators to support enrichment parents throughout the year via email as needed.

- Ballroom Lead(s): Responsible for inventory of the ballroom equipment, replacing equipment as needed, overseeing ballroom parent schedule.
- PE/Recess Equipment Maintenance Team: Maintain equipment (fix, inflated, ready to go), maintain inventory. Keep storage (ballroom and PE Storage) area tidy and organized. Purchase equipment as needed with VPCI approval. Must be available during school hours to have access to the PE/Ballroom spaces.

### **TREASURER OVERSEE**

- Overnight Field Trip (ONFT) Financial Coordinator: Assist Treasurer in keeping track of expenses/income related to overnight field trips in 4th, 6th, and 8th grades and budgeting for the next coming year. Also meet with the VP of Fundraising to support fundraising events from the financial side. Hours as needed, the majority of work can be done off campus.
- Treasurer Advisor: Previous Treasurer assists current treasurer with role

### **SECRETARY OVERSEE**

- **Office Admin:** Assist Indigo Secretary with office tasks. Responsible for laminating teacher materials. Confirm lamination machine availability at the start of the school year with Frost Secretary. Arrange for training on the lamination machine with the Indigo or Frost School Secretary. Update and maintain the parent folders in the Indigo office. Must be available during some school hours, otherwise hours as needed. Secretary. Update and maintain the parent folders in the Indigo office. Must be available during some school hours, otherwise hours as needed.

### **HISTORIAN OVERSEE**

- Yearbook and Photo Lead(s): Liaison to the yearbook vendor. Work closely with classroom yearbook coordinators to design and plan the publishing of the Indigo yearbook; organize sales and handing out books when complete. Planning meeting with committee members, classroom yearbook parents and photography contributors to take place in September/October. Coordinate at least two due dates with classroom contributors and photography parents, usually around February 1 and April 1. Distribution of yearbooks to students at the end of May. Oversee the committee; compile digital Yearbook and have it published. Hours as needed, the majority of work can be done off campus. Work with classroom photographers, Yearbook and Public Relations Committees to keep a collection of digital photographs for the Indigo Community. Work with VP of Membership and Indigo Secretary to ensure Photo Permission List is accurate and accessible for the team at the start of year. Hours as needed. (NOTE: this role will go to the Middle School parent who opts to teach the Yearbook elective by default.)
- Yearbook and Photo Team: Assist the yearbook lead and classroom coordinators in obtaining pictures, creation of digital yearbook pages, order tracking and book delivery. Each team member assigned community pages by lead to attend event, take pictures and create pages in the yearbook. Some school hours, other hours as needed. (NOTE: this role only exists in years that Middle School does not have Yearbook as an elective.)
- Parent Room & Kitchen Maintenance Team: Clean parent room on a regular basis, empty garbage, wipe counters and tables, sweep floors. Communicate with VPCI if parent items need to be picked up. Purchase cleaning supplies as needed throughout the school year. Clean the kitchen and refrigerator on the last day of school and before all week long breaks and at the end of year. Work with VPCI K-5 for kitchen schedule/use. Must be available during school hours.
- Emergency Supply Coordinator: Once School Office opens in Early Aug begin to take Inventory of Emergency Supply Bins per classroom (including art and music); ONFT (Overnight Field Trip) Emergency Kit, and Red District Bags using template/numbers from year prior. Provide Red Bag Inventory Checked List to Teacher (Teachers fills/update needs). Confirm class size, order and fill all classroom emergency supply bins by the end of Sept. (plan if mid year order is needed due to expiration dates). Work with Indigo Secretary on requirements from OGSD. Confirm Expiration dates and dispose of expired and damaged items. Maintain checklist/inventory of supplies needed, work within budget provided, email community/classroom parents for allergy needs regarding emergency supplies. Must be available during school hours, especially week before school starts.

### **DEIB LIAISON OVERSEE**

- DEIB Advisory Board Lead(s): Facilitates team in advancing DEIB principles at Indigo (Diversity, Equity, Inclusion, and Belonging), by serving as a space to think through big picture ideas and by providing recommendations to the DEIB Task Force. Works closely with DEIB Task Force Lead and Principal to support the DEIB 5 Year Plan. Serves for 2 years, trains incoming lead 2nd year. Must be available for monthly meetings during school hours

- DEIB Advisory Board Team: Serve to provide support and feedback for inclusive and equitable decision making/planning around community and school culture, policy and procedure. Assist in compiling DEIB resources for teachers and families. May also serve on the Task Force. Must be available for monthly meetings with the Principal during school hours; can participate remotely.
- DEIB Task Force Lead(s): Facilitates team in developing the vision and yearly goals in terms of Education, Community, and Messaging. Works with DEIB Advisory Board Lead and DEIB Liaison. Serves for 2 years, trains incoming lead 2nd year. Must be available for monthly meetings with the Principal during school hours; can participate remotely..
- DEIB Task Force Team: As a team, develop the vision and yearly goals for DEIB at Indigo in terms of Education, Community, and Messaging. This can include planning teacher professional development, guest speakers, family outreach, and newsletter, INK, and Facebook submissions. Must be available for monthly meetings with Principal during school hours; can participate remotely.

## **Indigo Parent Handbook Addendum B** **Privacy Policy and Toolkit Communication Guideline**



### **Indigo Program Membership Toolkit Privacy Guidelines Agreement**

**How we collect information:** This information is provided by families upon creating an account in Toolkit. The family can decide which information they would like to share in the Toolkit Roster Directory.

**How we will use the information we collect:** Information about families is collected by the Indigo PTA for the purposes of:

- Centralizing a database of all students, by grade level and by teacher.
- Distributing emails to families about classroom activities and PTA sponsored events, such as:
- Weekly Class and Community-wide newsletters about Harvest Festival, Book Fair, etc.
- Collecting Class Shift attendance login and logout information to track volunteer hours and to account for all adults on campus
- Tracking participation and community jobs in one location: Community Job Assignments, Classroom Shifts, Parent Education level completed, Volunteer Hours
- Collecting important data used to ensure volunteers have all requirements completed to participate in our program, such as:
  - OGSD background safety clearances
  - Current Vehicle, Driver's License and vehicle insurance information
- Providing families a centralized place to gather contact information of other community members for approved purposes.

**How we keep your information secure and how we will share it:** Toolkit may only be accessed by families that have a Toolkit account. The Roster Directory is a listing of all families that choose to share their information with other Toolkit users and can only be accessed after logging into Toolkit.

**Membership Toolkit Use of Cookies:** Cookies are small pieces of information stored on your hard drive, not on the Membership Toolkit website. When you use the Membership Toolkit Service some information may be stored on your computer. This information will be in the form of a "cookie". Cookies are not used to spy on you or otherwise invade your privacy. They cannot invade your hard drive and steal information, and they cannot carry any executable code or viruses that could otherwise harm your computer.

Cookies are used to help you navigate the Membership Toolkit website and Service as easily as possible, and to remember information about your current session. You must enable cookies on your web browser to use the Membership Toolkit Service.

**Membership Toolkit Security and Storage:** The Membership Toolkit website and Service has industry standard security measures in place to protect the loss, misuse, and alteration of the information under our control. While there is no such thing as "perfect security" on the Internet, Membership Toolkit will take all reasonable steps to ensure the safety of your information. These safeguards include encryption of your data in transmission (using SSL or similar technologies).

Membership Toolkit is hosted in world-class data centers with 24-hour security, redundancy, and power. To protect against data loss, periodic backups of your data are performed and data is maintained offsite for a period of time. Your data is never shared with anyone outside of Membership Toolkit or Indigo Program.

Additionally, you retain all rights of ownership to the data you have stored on the Membership Toolkit Service. Indigo does not sell or share this data with any third parties. Your privacy and the privacy of your family is of the utmost importance to us.

**Date policy is effective:** This Privacy Policy is effective throughout the school year; which starts on July 1st and ends on June 30 of the following year.

**Guidelines for Community Chat:** Indigo Community Chat is an optional email newsletter subscription for parents and staff of the OGSD Indigo Program. It is intended as a place for posting notices that are not strictly school related, e.g., community events outside of Indigo, items for sale, babysitters, etc. All comments and questions should be sent directly to the poster. All content will be reviewed and approved by members from the PTA Board before publication. Kindly allow 3-5 days for processing. Complete this [Google Form](#) to submit a request to send a Community Chat message. Contact [CommunityChat@indigoprogram.org](mailto:CommunityChat@indigoprogram.org) for more information.





## Indigo Program Membership Toolkit Privacy Guidelines Agreement

Types of communication that are **not** acceptable for Community Chat emails:

- Political advocacy not related to school or the school district
- Solicitation for multi-level marketing
- Donation/fundraising requests for other nonprofits (not approved by Indigo PTA or associated with a Service Learning Project)
- Jokes, articles and poems, etc., personal grievances and/or messages that don't support Indigo values

**Guidelines for Weekly Newsletter:** Weekly newsletters are distributed per each class that contains information from the teacher, principal and PTA Board about school policies, classroom activities, curriculum, field trips, classroom job-related information as well as Indigo PTA Sponsored events. All communications intended for the community but are not specifically related to Indigo Program or Indigo PTA should follow the Community Chat process. Contact [PTASecretary@indigoprogram.org](mailto:PTASecretary@indigoprogram.org) for more information.

**Guidelines for Toolkit Roster Directory:** The Roster Directory is a listing of all current Indigo families that contains your contact information, student name, grade, and teacher. You can control what information is displayed. Families need to be logged in to Toolkit to access the Roster Directory.

If you would like to adjust your settings, you can log into your Membership Toolkit account, Click "**Forms**", then select "**Roster Preferences**". The Roster Directory information for your account will be shown next. For those who have opted into the Roster Directory: A blue check mark next to an item indicates it can be viewed in a Roster Directory search. If you unclick the blue checkmark and then save your settings, unchecked items will not be shown in a Roster Directory search.

You also can decide to not have any information published in the Roster Directory by selecting "**No**" in the Directory drop down menu and then save this setting.

Types of communication that are **not** acceptable using contact information found in the Toolkit Roster Directory: (contact information can be emails or mailing addresses):

- promote your personal events or business
- sharing student photos with other families
- political advocacy
- jokes, articles and poems, etc.
- personal grievances and/or messages that don't support Indigo values
- donation / fundraising requests for other nonprofits (not approved by Indigo PTA or associated with a Service Learning Project)
- advocacy not related to the school (other schools in the district, district decisions for example, school closures, and other nonprofit efforts).

If you need assistance with your Toolkit account, please contact VP of Membership at [membership@indigoprogram.org](mailto:membership@indigoprogram.org).

I/We have read the Indigo Program Privacy Policy and Membership Toolkit Communication Guidelines and agree to abide by its terms.

Student(s) First and Last Name: \_\_\_\_\_

Parent/Guardian Toolkit User 1- Print Name (First and Last): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Toolkit User 2- Print Name (First and Last): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_