



# Woodrow Wilson Elementary

*“Ready and Motivated”*

**Integrity, Pride, Excellence**

## **Vision Statement**

Students at Woodrow Wilson Elementary School will arrive each day both ready and motivated for any and all educational challenges they may encounter.

## **Mission Statement**

The learning community of Woodrow Wilson Elementary will create a safe, interactive, and innovative educational environment for all students. The core curriculum shall be enhanced with technology and appreciation for diversity to promote academic excellence and prepare students to successfully contribute to an ever-changing world.

## **Parent and Family Engagement Plan**

**2019-2020**

**Jon Fulkerson, Principal**

Woodrow Wilson Elementary School welcomes parent/family participation in the education of their children. Research has shown that parent involvement results in increased student success, increased parent and teacher satisfaction, and overall improvement in the school climate.

Woodrow Wilson Elementary provides the following opportunities for parents and families to be involved and informed in their child’s education:

### Parenting

- Our parent center coordinator is Mrs. Courtney Young. She is also our library media specialist. She may be reached at 870-240-2231, or by e-mail at [cyoung@paragouldschools.net](mailto:cyoung@paragouldschools.net)
- How to help your child in school  
Guidance for how to help your child academically, and how to participate with them to further instruction is provided periodically throughout the school year to

provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment. This is provided in October via our “Celebrate Woodrow” Academic Fair. This event is designed to help you help your child at home with their school work and provides behavioral demonstrations from trained volunteers. Additional workshops and private assistance is available throughout the year as well. As often as practically possible, the school will either welcome children as a part of the experience, or provide sufficient child care options during this time. Woodrow Wilson Elementary is committed to providing other activities, as deemed necessary, to help parents assist in his or her child’s learning.

- Parent Resource Center

The purpose of this resource center is to make up-to-date parenting information, such as parenting books and magazines, available to interested persons. Our parent resource center is filled with tools to assist parents as they work to help their child succeed. Items may be borrowed at no cost to parents. Parents may check out materials from the Parent Center located in the counselor’s room (Room 110). To promote and support responsible parenting, Woodrow Wilson shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through Woodrow Wilson library, advertise the current selection, and give parents the opportunity to borrow the materials for review. Parents will be encouraged to view the Title I Plan located in the parent resource center. A suggestion sheet will also be available for parental input. Help navigating the district website, mobile app and using the Arkansas Department of Education online resources (<http://www.arkansased.gov>) is also available through the Parent Center upon request. Woodrow Wilson will open the Parent Center from 7:30 am-3:30 pm on Monday through Friday.

## Communicating

- Parent Compact

School staff, parents, and students will develop a school-parent-student compact through the Parent and Community Involvement Professional Learning Team. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which Woodrow Wilson and parents will build and develop a partnership to help children achieve the state’s high academic standards. It will also include a summary of the school’s parent and family engagement plan. All stakeholders will sign the compact. Woodrow Wilson Elementary School will distribute a Parent Compact designed to acknowledge school and parent responsibilities in maintaining a partnership to help students achieve standards.

- Home Visits

Members of the staff including the school administration, counselor, and teachers will make home visits as requested by families to communicate more effectively. These home visits are with the express intention of celebrating successes of students, as well as providing support and resources to families for the academic and emotional support of the student.

- Professional Development
  - WWE teachers are required to participate in no fewer than two (2) hours of professional development as defined by Arkansas Department of Education requirements, designed to enhance the understanding of effective parental involvement strategies. Administrators are required to participate in no fewer than three (3) hours of professional development designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.
- The school's process for resolving parental conflict is contained in the parent-student handbook.
- Woodrow Wilson will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
  - Library assistant
  - Reading buddy
  - Special parent lunches
  - Book fair helpers
  - Field day volunteers
  - Celebrate Woodrow Academic Fair volunteers
  - Parent education workshops
  - Open House
  - House Day volunteers
  - Parent-teacher organization (PTO)
  - Red Ribbon Week
  - Music concerts
  - Art Show
- Informational Packets
  - Information packets are sent home at the beginning of the year. These packets contain the district parental community involvement policy, school parental community involvement policy, parent involvement plan, a survey for volunteer interests, recommended roles for parents/teachers/students and school, suggestions of ways parents can become involved in their child's education, the school calendar of events that includes parental involvement activities planned for the year, information regarding the systems that will be used to allow parents and

teachers to communicate, parent/teacher conference dates, telephone numbers, website information, and information related to the parent center.

- Letters sent home to each child and his or her family before school starts  
At the beginning of each school year, teachers and administration at Woodrow Wilson send letters to the students that will be in their classroom. The letters provide parents with background information regarding the teacher and general information regarding the first few days of school.
- Teacher Contacts  
Teachers will routinely contact parents on an individual basis to communicate about their child's progress. Each classroom is registered using the communication platform "Class Dojo" where parents can register and connect to the class staying updated and allowing for instant communication with teachers. Phone and email communication is also frequent with each teacher.
- The First Parental Involvement Meeting (also referred to as Open House)  
  
This event allows parents to get an overall view of expectations throughout the year by both the principal and the classroom teacher. Our program will offer a chance for parents to meet their classroom teachers. At this time, students will have an opportunity to see and become familiar with their new classroom. After meeting the classroom teacher, parents are free to tour other areas in the school including the library, art room, and music room.
- District RAM Channel  
The district RAM channel provides the community with news and information about the school, emergency messages, curriculum programming and more. You can access the RAM channel on city cable channel 27.
- Paragould School District App  
Available for free through the App Store or Google Play, the Paragould School District App has up-to-the-minute information about each school. You can opt-in to receive messages on your mobile device directly from Woodrow Wilson Elementary including important information, updates and news.
- Class Folders  
Class folders are a very useful tool for keeping student work organized and tidy. Each folder has a pocket in the front for work that is to be sent home and pocket in the back for work that is to be returned to the teacher. Each teacher will send home a folder containing student papers and work samples each week. Parents will be asked to sign the folder and send it back to school.

- Report cards sent home at the end of each quarter  
 Report cards are given following completion of each nine weeks marking period. Students are expected to take their cards home and give them to their parents who sign and return them to the teacher.
  
- School website  
 Our school website was created to both educate and inform the public. It serves as a powerful communication tool used to publicize our goals, accomplishments, activities, and services. Intended audiences include students, parents, prospective parents, employees, prospective employees, and the community at large. The web address is <http://paragould.k12.ar.us>. Click on the Woodrow Wilson link to access the school's information. Woodrow Wilson will utilize the district's website to house information for each teacher. Homework assignments and pertinent classroom information will be available on the district website. Also, parents can access their child's grades using Home Access Center. Parents may use email to communicate with members of Woodrow Wilson staff.
  
- Parent Teacher Conferences  
 Parent teacher conferences allow yet another way for parents and teachers to form an important partnership. Parents are strongly encouraged to visit the school and schedule additional conferences as needed. Teachers will discuss and explain test results and standardized test scores during Parent/Teacher conferences. If a parent did not attend conferences, the teacher will send a parent-friendly letter in the first report card that explains their child's test results and standardized test scores. Also, Woodrow Wilson will provide access to Eureka Math Homework helpers at conferences as a resource to help with communication between students and parents concerning homework. Parents will be given an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. Four conferences will be held to provide maximum feedback and interaction.
  - ❖ September 19 - P/T Conference 4:00-7:00
  - ❖ November 14 - P/T Conference 4:00-7:00
  - ❖ February 6 - P/T Conference 4:00-7:00
  - ❖ April 23 - P/T Conference 4:00-7:00
  
- Home Access Center  
 Home Access Center is an internet based system for parents to keep up with grades and assignments for their students. Parents can access Home Access Center on the Internet from the menu on the left side of the Paragould School

District homepage at [paragould.k12.ar.us](http://paragould.k12.ar.us). Parents will be given login and password information to be able to access student grades and assignments.

- Monthly School Newsletter  
This newsletter is designed to educate and inform the Woodrow Wilson community of our goals, activities, and services. Intended audiences include students, parents, employees, and the community at large. The newsletter is published and a print copy is sent home with students. Email copies can be sent at request. A comment section is located at the bottom of each school newsletter for parents to return if they have comments.
  
- Weekly Classroom Newsletters  
Each teacher will design a weekly classroom newsletter to inform parents about classroom events and curriculum. These newsletters are sent home each week in print with the students.
  
- EZ School Pay  
While the Woodrow Wilson Elementary is proud to offer both breakfast and lunch at no charge to families, in the event that a child wants a second breakfast or lunch, charges can be accrued. EZ School Pay is a program designed to help parents keep track of breakfast/ lunch charges and offers a convenient way to pay for breakfast/lunch charges online safely and easily. [www.ezschoolpay.com](http://www.ezschoolpay.com)
  
- Upcoming Events and Important Dates
  - ❖ September 19 - P/T Conference 4:00-7:00
  - ❖ October 15 - Academic Fair-Celebrate Woodrow
  - ❖ October 18 - First Quarter Awards Assembly
  - ❖ November 8-19 - Book Fair
  - ❖ November 14 - P/T Conference 4:00-7:00
  - ❖ November 14 - PTO Officer Meeting @ 5:00
  - ❖ November 25 - Fall Break (NO SCHOOL)
  - ❖ December 12 - Third and Fourth Grade Music Program
  - ❖ December 13 - Supper with Santa
  - ❖ December 23-January 3 - Winter Break (NO SCHOOL)
  - ❖ January 10 - Second Quarter Awards Assembly
  - ❖ January 14 - PTO Meeting @ 5:00 (Live Streamed for parents unable to attend)

- ❖ February 6 - P/T Conference 4:00-7:00
- ❖ February 6 - PTO Officer Meeting @ 5:00
- ❖ March 17 - PTO Meeting @ 5:00 (Live Streamed for parents unable to attend)
- ❖ March 19- House Day
- ❖ March 20 - Third Quarter Awards Assembly
- ❖ March 23-27 - Spring Break (NO SCHOOL)
- ❖ April 7 - PTO Meeting @ 5:00 (Live Streamed for parents unable to attend)
- ❖ April 23 - P/T Conference 4:00-7:00
- ❖ April 23 - PTO Officer Meeting @ 5:00
- ❖ May 8 - Spring Fiesta
- ❖ May 9 - 5K & Fun Run
- ❖ May 11-14 - Amazing Shake Competition

### Decision Making

- School will enable the formation and maintenance of the Parent Teacher Organization (PTO).

Our PTO officers and/or the full organization meet each month to plan fundraisers, discuss concerns, plan upcoming events, encourage parental involvement, and coordinate parent volunteers. Woodrow Wilson will send notes home with students, post notices in school facilities and public buildings about parent workshops and meetings. Notification on school social media accounts, Class Dojo and the Paragould School District app will also be made.

President-Crystal Baldwin

Vice President-Sarah Cannon

Secretary-Tamie Nicley

Treasurer-Jame Cook

- Surveys
  - Parents will fill out a parent interest survey at the beginning of each school year. Woodrow Wilson will use the results of the parent interest survey to plan the parental involvement activities for the year. The results will be compiled into an online spreadsheet for staff to access with parent information and indications of where they would be willing to volunteer, hobbies or occupations they would share, and events they would like to organize. The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.

- Academic Guidance for Parents

Workshops and guidance sessions will be conducted to inform parents of students about how to be involved in decisions, to provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, and to engage in activities to help parents assist in their child's learning. Woodrow Wilson will offer parents a special event focused on guiding your child academically each year with Woodrow Wilson's approach to school improvement.

- Annual Title 1 Meeting-September 3, 2019 at 5:00 pm.
  - A stand alone Title 1 Meeting will be conducted to inform parents and the surrounding community of strategies that have been put in place to address academic and behavioral expectations, information on the various academic assessments used to measure student progress and information on proficiency level students are expected to meet. In this meeting, parents will also be informed about the requirements of Title I.
  - Woodrow Wilson will meet with the Title I committee, made up of teachers, parents and school staff, to determine the effectiveness of the school parent and family engagement plan and make changes if warranted. Regular meetings of the Title I committee may be necessary if requested via parental feedback.
    - Information will be gathered and shared with the district about the satisfaction with parental programs and Woodrow Wilson's efforts to increase parental involvement.
    - Specific information on the growth in number of parents participating in workshops and meetings
    - Specific needs of parents
    - The effectiveness of specific strategies
    - The engagement of parents in activities to support student academic growth.
  - Information will be provided in such areas as national, state, and local education goals, including parents' rights as defined in Title 1, Part A. Woodrow Wilson will use the student handbook, school website, signage at Woodrow Wilson entrance, and parent orientation meetings about the school-wide Title I Plan and how to get a copy upon request.
  - Woodrow Wilson will involve parents and community stakeholders in school improvement planning efforts.
  - Woodrow Wilson will ask parents to serve on curricular, parent and family engagement plan, and instructional review committees.

- Woodrow Wilson will engage parents and community representatives in decision making about the allocation of its Title I, Part A funds for parental involvement.
- To take advantage of community resources, Paragould School District shall recruit alumni from Woodrow Wilson to create an alumni advisory commission to provide advice and guidance for District improvement.
- The school will incorporate the annual school parent and family engagement plan into its overall school improvement plan.

### Volunteering

- Woodrow Wilson will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. Teachers will explain the requirements to parents and encourage them to become involved in Woodrow Wilson. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.
- Information will be collected from parents regarding their expertise and areas of interest in terms of volunteering at school.
- Volunteer opportunities include:
  - Field Trips-Teachers need assistance with field trips throughout the year.
  - Library/Book Fair-Volunteers are needed to assist library with the daily operation of the library and book fair activities.
  - Parent Center- Parents are needed to help volunteer in the parent center by helping other parents check out materials, organizing the clothing closet, assisting teachers in creating resources for students and assisting with other classroom needs.
  - Parent Involvement Activities – WWE will coordinate parental involvement activities with those of other programs in the area to maximize involvement within the community.
- Woodrow Wilson will work with Paragould Primary and Oak Grove Middle School to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. Woodrow Wilson will host special orientation program for parents and students of incoming second graders to help with the transition.
- Provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by Woodrow Wilson district for at-home parental instruction approved by the Department of Education.

## Staff Development

- The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understand of effective parental involvement strategies as defined by the Arkansas Department of Education. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

*\*\*All parental involvement materials can be provided in the student's native language by request.*