

# **MAKING FAMILY CONNECTIONS**

(Add clip art of a family, school logo  
or school mascot here)

**at ABC Elementary School**

# Welcome to ABC Elementary!!

ABC Elementary school is a large school of 850 students with 35 classrooms kindergarten through 5<sup>th</sup> grade. ABC is also an ESL (English as a second language) school with about 85 students participating in the program each year. The ABC community is diverse in income, race and country of origin. With a transition rate of about 15% and new families relocating to the Raleigh area, ABC has a large number of new students moving into our school each year. (The Wake County Public School System adds approximately 8,000 new students to the system every year!) The school colors are green and white and the school mascot is the bulldog. The first Friday of each month is designated as Spirit Day and students should wear a York t-shirt or the school colors on those days.

ABC PTA, in cooperation with the school staff and district, has made its primary goal the belief that increased family involvement creates more successful students. Our family involvement program is based on the principle that families want to be involved in their child's education, and it is our job to make it comfortable and accessible for them to do so. This is not a single program, but a multi-faceted yearlong effort. There are several initiatives in place to increase family involvement and enhance the learning experience for our students.

## **COMMUNICATION**

Fundamental to all our activities at ABC Elementary is communication! Each week on Tuesday, your child will bring home his/her "Tuesday Folder." This folder contains a lot of important information for parents. It is vitally important for parents to take the time to review ALL the contents before returning with your child the next morning. Tuesday Folders will contain a weekly letter from the Principal; PTA notices, newsletter and other information; information regarding school events or activities; and your child's previous week's work. It may also contain a letter from your child's teacher, special assignments, notes from the teacher, Wake County Public School System information, etc. Please note that you may need to sign some of the contents before returning.

## **PTA BUSINESS**

PTA General Business Meetings are held the 4<sup>th</sup> Monday of each month at 7:00 p.m. in the Media Center (library). **Everyone** is invited to attend and babysitting is provided each month in the gym. A variety of Parent Education Programs are planned each school year. Some will consist of a short 15-20 minutes segment at the beginning of a PTA meeting and others will be one-hour specially planned parent programs. Program topics vary and are selected based on responses submitted on the Parent Survey or program evaluations.

The PTA Board consists of the elected officers as well as all committee chairs. Each spring we send out nominations forms to all parents as well as volunteer sign-up forms along with a description of all standing committees. A copy of this information is included in this booklet. Feel free to contact any PTA officer for further information or questions.

We ask all parents to commit to **one** activity each year. You not only benefit your own child from this effort, but also many others in the process. There are numerous volunteer opportunities available from which to choose.

## **VOLUNTEERS**

In order to increase volunteerism and meet the needs of families with many other demands, volunteer jobs have been broken down into smaller tasks whenever possible. The volunteer sign-up form indicates time of year of the activity or event, basic time commitment, and whether work can be done from home, in the evening, at school, etc. We are working to include parents at all levels and our continuing efforts to respond to parents' needs are paramount.

## **PTA & SCHOOL ACTIVITIES TO LOOK FOR:**

1. School Store – The School Store is located in the front lobby and is open each Tuesday and Thursday morning from 8:30 – 9:10 a.m. Parent volunteers work with 4<sup>th</sup> grade students who serve as store clerks. Contents of the school store include imprinted pens, pencils, erasers, notebooks, two-pocket folders, t-shirts, and pencil pouches. All items are priced just over cost. Teachers have a supply of “Bulldog Bucks” which are wooden “coins” worth 25 cents each and can be spent at the school store. Teachers utilize these “Bulldog Bucks” as incentives/rewards for students by either rewarding students with the “coins” or purchasing items from the school store with their “Bulldog Bucks” and rewarding students with the items purchased. Most teachers award students with the “coins”.
2. Family Events – A Fall Family Picnic is held the beginning of October and a Sock Hop is held each March or April. The Spring Carnival is the highlight of the spring for most students and many parents love the silent auction. Parents are invited to participate in the Pride Stride Walk-a-thon held each fall and Super Kids Day (field day) held in the spring near the end of the school year. Math Night held in January is a family favorite and consists of a number of fun activities for children to use their reasoning and analytical skills.
3. Fundraisers – The PTA holds two (2) major school-wide fundraisers each year. The Pride Stride Walk-a-thon in the fall and the Spring Carnival and Silent Auction in the spring. There are two (2) ABC Sportswear sales – one in the fall and the other in the spring. The Book Fair is usually held in the first or second week of November and benefits the school library. Parent Night is held the Thursday evening of the Book Fair so working parents can have the opportunity to shop for books. We collect General Mills Box Tops and have a number of “passive” fundraisers, such as Harris Teeter’s “Together in Education” program, Papa John’s pizza nights, family night at Buffalo’s Restaurant, and the like.

ABC’s PTA Board is what makes the organization work. Included in this packet is a list of general responsibilities for each position entitled, “ABC PTA Standing Committee Descriptions and Glossary.” Keep in mind that as chairperson, you do not have to DO all the tasks listed, but rather to insure that they are accomplished. Many are not yearlong commitments. There are many experienced people to assist you in your endeavor if you so choose to volunteer for one or more of the committees. For questions, please call or email the PTA President listed on the “PTA Contact Names & Numbers” sheet.

Once again, welcome to ABC Elementary! We think you’ll like it here.

## **PTA MISSION:**

1. To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children
2. To assist parents in developing the skills they need to raise and protect their children
3. To encourage parent and public involvement in the public schools of this nation

## **OBJECTIVES OF PTA:**

1. To promote the welfare of children and youth in home, school, community, and place of worship
2. To raise the standards of home life
3. To secure adequate laws for the care and protection of children and youth
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
5. To develop between educators and the general public such united effort as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education

A PTA unit's real working capital lies in its members, not its treasury. When PTAs invest in their human resources in programs, they create benefits for all children and youth with modest outlays of money.

## **HELPING TO IMPROVE SCHOOLS...**

PTA units can work to improve schools by supporting efforts to secure adequate funding, by working with school personnel to strengthen curriculum, by promoting parent-teacher cooperation and by providing volunteer aid for activities and programs. In addition, PTAs can work with community organizations to promote community-wide development projects.

## **ABC Elementary School PTA MEMBERSHIP INFORMATION**

**Dear Parents---If you haven't joined PTA yet, there is still time. JOIN TODAY!**

**Why join the PTA?**

- PTA is the largest child advocacy volunteer organization in the country.
- PTA provides funds for cultural arts programs, library books, parent education programs, and curriculum enhancements for all children.
- PTA coordinates school volunteers.
- PTA provides informative programs for parents and teachers.

**How to join the PTA:**

- Complete the information on the form at the bottom of this page.
- Make checks payable to **“ABC Elementary School.”** Place completed form and check/money into envelope marked **“PTA Membership”** and return to your child's teacher.
- Membership cards will be sent to you in your child's Tuesday folder.

**PLEASE JOIN THE PTA TODAY!!** Membership dues are \$5.00 each or \$10.00 per family (2 memberships). The PTA does so much for our school and we invite you to be a vital part of that effort. For more information, feel free to contact the PTA President or the Membership Committee Chair. Thank you for your support!

Mary Jones (555-2345)  
PTA Membership Chair

Susan Smith (555-6789)  
PTA President

-----detach and return-----

**Member Name(s)** \_\_\_\_\_

- Individual Membership (\$5.00)
- Family Membership (\$10.00)

**Total Enclosed** \_\_\_\_\_

<u>Child(ren) Name(s)</u>	<u>Grade</u>	<u>Teacher</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please make checks payable to “ABC ELEMENTARY SCHOOL”,** place in attached envelope and return to your child's teacher.

**WAYS TO GET INVOLVED AT ABC ELEMENTARY**

Sharing your time and talents at ABC provides you with the opportunity to participate in activities that directly benefit your child and our school. Please indicate the areas below in which you can volunteer

and return the form to your child's teacher as soon as possible. If you have more than one child attending ABC, please complete only one form. If you have any questions, please feel free to contact Susan Smith, President, at 555-6789 or email: [susansmithpta@aol.com](mailto:susansmithpta@aol.com).

**NOTE:** When you volunteer at school, you must sign in the Volunteer Log Book located at the School Office at the Front Desk and wear a volunteer badge. All Wake County Public School volunteers must register as a volunteer prior to any volunteer activity. Please inquire at the Front Desk for this procedure.

**NAME(S):** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Work/Cell Phone** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Children/Teachers:** \_\_\_\_\_

**ONLY AVAILABLE IN THE EVENING OR ON WEEKENDS? Try one of these:**

- Book Fair – Family Night (November)
- ALP (Accelerated Learning Program) Coach (Saturdays)
- Publicity (Yearlong) – Submit information to local newspaper, television and radio stations
- Spring Carnival (April)
- Silent Auction (April)
- Bake Sale
- Reflections Cultural Arts National PTA Contest (winter)
- House and Grounds (yearlong)
- Legislation (yearlong) – Track legislation important to school families; make information available
- Historian (yearlong, primarily in Spring) – Photo Album and Scrapbook
- General Mills Box Tops Coordinator (yearlong) – Trim submitted box tops and forward to General Mills
- Student Directory (September, October)
- Small Fundraisers (throughout year) – Coordinate small “passive” fundraisers, e.g., Buffalo Restaurant Night, etc.
- Volunteer Coordinator (primarily late summer & early fall) – consists of compiling lists of volunteers for committee chairs
- Audit the PTA Financial Records (July)
- Sock Hop (March)
- Help with planning
- Volunteer to handle a booth
- Set-up
- Clean-up
- Help solicit business donations
- Donate goods for auction
- Raffle
- Help organize classroom baskets to be auctioned
- Cake Walk
- Ticket Sales
- Help organize
- Serve as judge
- Help with projects
- Grounds Clean-up
- Help with Greenhouse projects & maintenance
- Help maintain garden plots and butterfly garden

**ENJOY THROWING A PARTY? Try one of these:**

- Hospitality:
- Back-to-School Teacher Breakfast (August)
- Teacher Holiday Luncheon (December)
- Teacher Appreciation Luncheon (March)
- Staff Appreciation Week (May)
- 5<sup>th</sup> Grade Graduation Recep.
- Organize refreshments for PTA Meetings and Parent Education Programs (throughout the year)
- Grade Parent (Yearlong)
- Grade Parent Coordinator
- Sock Hop (March)

**LIKE TO GET INTO THE SCHOOL? WORK WITH STUDENTS? MEET OTHER PARENTS?**

- Health & Safety:
- Red Cross Blood Drive (January)
- Help Coordinate
- Serve Snacks
- Provide Snacks



**MEMBERSHIP** – Registering ABC families and staff for PTA membership

**NEWSLETTER EDITOR** – Gathers newsworthy information for newsletter publications, types, copies, collates and distributes *The Bulldog Bulletin*.

**HOSPITALITY** – Organizes Back-to-School Teacher Breakfast, Teacher Holiday Luncheon, Teacher Appreciation Luncheon and other events related to greeting PTA members and staff.

**KINDERGARTEN OPEN HOUSE** – Organizes an open house for in-coming kindergarteners and parents.

**FALL FAMILY PICNIC** – This is a family fun event held one evening during the week; families bring their own picnic dinner and PTA arranges for an ice cream vendor to be available. There are lots of games for children to play. Teachers and school staff attend this event so this is a great time for parents to get acquainted with other parents, teachers and staff.

**PRIDE STRIDE WALK-A-THON** – Fall fundraiser where children get pledges for laps walked in a 20-minute period. Chairperson organizes parent information, publicity, volunteers, and walk-a-thon activities. Parents are invited to walk with their children during this event. Event volunteers include lap markers, water table, and student supervision.

**SPORTSWEAR SALES** – Sales of school logo clothing held in the fall and spring.

**HUMAN-I-TEES** – Sale of these catalog items held each spring. This is not a fundraiser, but held by popular demand.

**BOOK FAIR** – Held in late fall for a full week; coordinated with a major book vendor to offer a variety of high quality books for children and parents at affordable prices. Proceeds from this event go toward the library.

**GRADE PARENTS** – Each classroom has 2-3 parents who plan and coordinate volunteers for learning experiences held 4 or 5 times per school year. These may include Halloween, Winter Holiday, Valentine's Day, Spring Holiday, and End-of-year Picnic. They also help in making phone calls for the school if the need arises and help coordinate volunteers for Spring Carnival and the classroom auction basket.

**GRADE PARENT COORDINATOR** – Provides information to grade parents necessary to coordinate their classroom activities in the beginning of the school year.

**SOCK HOP** – Family fun event held after the winter break, usually in February or March, includes a disc jockey, best sock contest, and refreshments.

**HEALTH & SAFETY** – Primarily consists of organizing the Red Cross Blood Drive (January); ABC is the only elementary school in Wake County which hosts a blood drive. Organization of parent/teacher CPR day. May include providing health and safety information to parents.

**GENERAL MILLS BOX TOPS** – ABC participates in collecting these items to purchase needed items for our school. Basic responsibilities include collecting, trimming, and submitting box tops.

**CULTURAL ARTS & REFLECTIONS** – Cultural Arts programs are held for students 3-4 times per year. Most of these events are held for the entire school. The writer in residence is usually for one particular grade level. Reflections is a National PTA arts contest with a specific theme;

the theme changes each school year. Students submit entries in areas of literature, visual arts, photography, musical composition, dance choreography, and video production.

**PTA FOUNDER'S DAY**—Celebration of the founding of PTA, held in February. Honor an individual who impacts the lives of children positively with a Life Membership Award.

**HISTORIAN** – Responsible for coordinating picture-taking for ABC activities and events throughout the year and then compiles the Scrapbook and Photo Album.

**PUBLICITY** – Coordinates activities to publicize ABC events and activities.

**SUPER KIDS DAY** – A field day of fun and games for students; held at the end of the school year.

**5<sup>TH</sup> GRADE GRADUATION RECEPTION** – Need 4<sup>th</sup> grade parents to coordinate and volunteer during this event.

**TECHNOLOGY** – Work with student webmasters and websters, school web page and coordinate school technology activities.

**PARLIAMENTARIAN** – Advises board on parliamentary procedure to keep meetings running smoothly and appropriately.

**GROUNDS/BEAUTIFICATION** – Help to keep our school grounds looking nice.

**YEARBOOK** – End of year publication for students.

**SPRING CARNIVAL** – A major fundraiser which includes carnival booths, a silent auction, raffle, pizza lunch, international food court, bake sale and cake walk. This event requires numerous volunteers. This event is held on a Saturday in April.

**KINDERGARTEN REGISTRATION** – Held after the first of the year (January); need volunteers to help register kindergartners for the following school year.

**LEGISLATION** – Track legislation important to school families and makes information available.

**WAYS & MEANS** – Coordinates small fundraisers throughout the year such as Papa John's Pizza Nights, Scoops Ice Cream Night, Buffalo Restaurant Night, Harris Teeter Together in Education program, etc.

**MEDIA CENTER** – Volunteers are needed in the school library to assist students, re-shelve books, assist with inventory, check books in after return, etc.

**BAKING** – Several PTA and school functions require baked goods or other prepared foods. This is an excellent opportunity for working parents who don't have a lot of free time to contribute.

**ALP VOLUNTEER COACHES** – Assist students who are at risk with reading and math on select afternoons and some Saturdays.

**SCHOOL STORE** – The school store is open Tuesdays and Thursday mornings one hour before school begins to sell imprinted school supplies such as pencils, pens, erasers, pencil

bags, notebooks, and folders. Parent volunteers assist student “clerks” as they learn to run a “business” as part of their curriculum. 4<sup>th</sup> grade students serve as clerks for the school store.

**COMMUNITY SERVICE COORDINATOR** – Organizes charity collections and community service projects such as making cards for nursing home residents and collecting canned goods for the Food Bank.

**GREENHOUSE ASSISTANT**—Assist 3<sup>rd</sup> grade teachers and students in upkeep of the greenhouse and assisting classes with greenhouse projects.

**KIDS VOTING CAPTAIN** – Promotes and coordinates the polling site for ABC Elementary and the volunteers to work the Kids Voting poll. Attends the training session to obtain the information and materials needed for this civic program. Prior to voting, children learn about candidates and the voting process as part of their social studies curriculum.

**WAKE EDUCATION PARTNERSHIP LIAISON** – The purpose of the Wake Education Partnership (WEP) is to unite community resources for excellence in public education in Wake County. It is best known for “Pieces of Gold”, teaching excellence awards, Parent Roundtable Discussions and the Education Forum.

**MEET YOUR TEACHER DAY** – Several volunteers are needed to work the various information tables – PTA Volunteer Table, PTA Membership Table, Newcomers Table, Lunch Pre-Payment Table, and to assist in directing parents and answering questions. This event is usually held the Friday before the first day of school.

**PTA AUDIT COMMITTEE**—Need 1-3 volunteers to conduct a sampling audit of the PTA financial records. This audit is done at the end of each fiscal year which ends June 30<sup>th</sup>.

**PARENT INVOLVEMENT COORDINATOR** – Coordinates initiatives to include all parents in school activities, including parent programs and workshops on parent issues identified through parent surveys.



## SEPTEMBER

1 (F) Spirit Day  
4 (M) Labor Day—No School!  
14 (Th) 6:30-8 p.m. **Open House & PTA General Meeting**  
19 (Tu) 7-9 p.m. PTA Council Leadership Conference,  
Millbrook High School  
21 (Th) Buffalo Café Family Night Fundraiser  
22 (F) 9:30, 10:30 Cultural Arts Program  
**25 (M) 7:00 p.m. PTA Business Meeting, Media Center**  
11 & 25 3:00 p.m. School Board Meetings, WCPSS

## OCTOBER

5 (Th) 5:30 p.m. Fall Family Picnic  
6 (F) Spirit Day  
8 (M) Teacher Workday – No School!  
**11 (W) Pride Stride Walk-a-thon**  
13 (F) 1:00 p.m. Early Release Day for Students  
16 (M) Teacher Workday – No School!  
18 (W) Rain Date for Pride Stride  
19 (Th) 7-9 p.m. Candidates Forum, Broughton HS  
**30 (M) 7:00 p.m. PTA Business Meeting, Media Center**  
9 & 23, 3:00 p.m. School Board Meetings, WCPSS

## NOVEMBER

3 (F) Spirit Day  
7 (Tu) Election Day – Kids Voting  
8,9, 10 4<sup>th</sup> Grade Trip – Sound of Sea  
9 (Th) 10 am- 9pm Zany Brainy Shopping Day  
13-17 (M-F) BOOK FAIR  
16 (Th) 6:30-8 p.m. BOOK FAIR FAMILY NIGHT  
21 (Tu) 1:00 p.m. Early Release Day for Students  
22-24 Thanksgiving Break – No School!  
28 (Tu) 7:00 p.m. PTA Parent Education Program –  
Lyndon Waugh, Program Speaker  
13 & 27 3:00 p.m. School Board Meetings, WCPSS

## DECEMBER

1 (F) Spirit Day  
1 (F) 9:30, 10:30 Celebrate the Season Cultural Arts Prog  
5 (Tu) I-Dent-A-Kid  
7 (Th) 6:30 p.m. Holiday Concert  
8 (F) 10:45-2 pm Teacher Holiday Luncheon  
15 (F) Reflections Entries Deadline  
22-Jan 3 Winter Break – No School!

## JANUARY

5 (F) Spirit Day  
11 (Th) 6:30 p.m. Math Night  
12 (F) Teacher Workday – No School!  
15 (M) MLK Holiday – No School!  
16 (Tu) Reflections due to PTA Council  
17 (W) 7:00 p.m. Parent Education Program: Attention  
Deficit Disorders, Dr. Jean Smith,  
Speaker  
22 (M) 2:00 p.m. Red Cross Blood Drive, gym  
25 (Th) Parent Education Conference,  
Sponsored by WEP  
**28 (M) 7:00 p.m. PTA Business Meeting, Media Center**  
**Nominating Committee formed**  
8 & 22 3:00 p.m. School Board Meetings, WCPSS

## FEBRUARY

1 (Th) All Day Kindergarten Registration, Media Center  
2 (F) Spirit Day

5-9 (M-F) Writer in Residence, 5<sup>th</sup> Grade ONLY  
12 (M) Teacher Workday – No School!  
**10, 17, & 24 (Sat) CPR Days for Parents, Teachers & Staff**  
22 (Th) 6:30 p.m. 5<sup>th</sup> Grade Performance  
23 (F) 9:30, 10:30 Storyteller, Musician & Dancer Arts Prog  
**26 (M) 7:00 p.m. PTA Business Meeting, Media Center**  
12 & 26 3:00 p.m. School Board Meetings, WCPSS

## MARCH

2 (F) Spirit Day  
5-9 (M-F) Teacher Appreciation Week  
15 & 16 (Th & F) Teacher Workdays – No School!  
23 (F) 6:30-8 p.m. Sock Hop Family Event, Gym  
25 (Su) 6:30 p.m. Reflections Reception, Ligon MS  
**26 (M) 7:00 p.m. PTA Business Meeting, Media Center**  
29 (Th) 7:00 p.m. York Parent Education Program –  
Testing & Grades: What do they  
mean?  
12 & 26 3:00 p.m. School Board Meetings, WCPSS

## APRIL

3 (Tu) 7-9 p.m. PTA Spring Exhibition, Broughton HS  
5 (Th) 6:30 p.m. Spring Concert & **General PTA Meeting – Vote on Slate of Officers**  
6 (F) Spirit Day  
9-16 (M-F, M) Spring Break – No School!  
23 (M) 7:00 p.m. PTA Installation of Officers & Volunteer  
Recognition Reception  
26 (Th) 6:30 p.m. Talent Show, Gym  
**28 (Sa) 11-3 p.m. SPRING CARNIVAL AND SILENT AUCTION, RAFFLE, BAKE SALE**  
**30 (M) 7:00 p.m. PTA Business Meeting, Media Center**  
9 & 23 3:00 p.m. School Board Meetings, WCPSS

## MAY

3 (Th) 10:00 a.m. Kindergarten Orientation  
4 (F) Spirit Day and SUPER KIDS FIELD DAY  
4 (F) 9:30, 10:30 Hear the Sounds Cultural Arts Program  
10 (Th) 6:30 p.m. Kindergarten Performance  
11 (F) Super Kids Day Rain Date  
**14 (M) 7:00 p.m. PTA Business Meeting, Media Center**  
15, 16, 17 End-of-Grade Testing  
**21 (M) 7:00 p.m. PTA Transitional Board Meeting**  
28 (M) Memorial Day – No School!  
30 (W) 5<sup>th</sup> Grade Trip  
14 & 28 3:00 p.m. School Board Meetings, WCPSS

## JUNE

8 (Th) 9:30 a.m. 5<sup>th</sup> Grade Graduation Ceremony  
8 (Th) 11:00 a.m. 5<sup>th</sup> Grade Graduation Reception  
9 (F) Last Day of School

