

Principal's Guide to WOWW

Window On a Wider World
is dedicated to enriching the education of Texas Panhandle
students through arts, science and cultural experiences.

[Window On a Wider World \(WOWW\)](#) modeled after Dallas ArtsPartners, a program of Big Thought in Dallas, is a collaborative partnership between Panhandle area K-5 schools, Region 16 ESC, WTAMU and participating arts, science and cultural nonprofit organizations of the Texas Panhandle.

As you make plans and strategize for your campus' success this upcoming school year, remember that you have [WOWW](#) funding that can support your efforts.

Your investment of \$6 per child in the WOWW program allows your campus to use the funding to purchase arts, science and cultural experiences listed in the [WOWW Educators' Resource Guide](#) for your students. By integrating these experiences into mandated curriculum, classroom teachers can:

- Blend together multiple content areas
- Prepare students for TAKS testing
- Provide meaningful and relevant learning experiences for students

To support successful integration of arts and cultural experiences, [WOWW](#) provides:

1. **Funding**—each school will be allotted **\$5 per child** based on its enrollment the **day after Labor Day**. A voucher will be sent to the building principal and WOWW site coordinator soon after Labor Day.
2. **Materials**—[The WOWW Educators' Resource Guide is downloadable from our website located at \[www.windowonawiderworld.org/educators\]\(http://www.windowonawiderworld.org/educators\).](#)
3. **Fall Booking Day** —A WOWW Rep will facilitate a day of booking programs for your school. This is a day set aside for your site-coordinator and a WOWW Rep to meet with your teachers and teaching teams during their grade-level planning period to select and book programs for the entire year that will integrate well with grade level curriculum. We encourage you to have your site coordinator be free of regular duties for this scheduled day either by hiring a substitute or covering his/her classes and duties with other personnel.
4. **Campus Professional Development**— Throughout the school year WOWW Reps are available to collaborate with site coordinators, teachers, principals and curriculum and instructional staff determined by each school's need. A day is set aside each year for all educators to earn GT credit units and attend a WOWW professional development day to be announced via email and your WOWW Rep.
5. **WOWW Schools will receive free seating at the Globe-News Center for the Performing Arts for programs it hosts, plus free admission to the 5th grade WOWW Science Collaborative, and reduced rates from some of our partner organizations.**

How do I implement **Window On a Wider World** ?

STEP #1 Select WOWW Site Coordinator

Your selection of the WOWW Site Coordinator will have the most impact on whether or not your campus successfully implements the program. Consider the following lists of responsibilities and traits:

- **Teaching Experience**— Will he/she be able to aid teachers in planning activities to integrate the arts and cultural experiences into lesson plans?
- **Leadership**—Can he/she motivate teachers to get things done in a timely manner?
- **Rapport with Other Teachers**—Does he/she get along well with everyone else on your staff?
- **Organization & Communication**— Will he/she fill out and maintain essential WOWW documents and communicate well?

Site Coordinator responsibilities include:

- Notifying faculty in a timely manner of all necessary WOWW communication updates
- Scheduling and attending Fall Booking Day and Spring Review
- Secure a substitute teacher for the Fall Booking Day or have your duties covered for the day
- Monitoring staff and faculty scheduling of arts, science and cultural experiences funded through WOWW, verifying that experiences are scheduled prior to WOWW expiration date
- Meeting with Principal and Office Manager to keep updated records of funds
- Ensuring that WOWW Educators' Resource Guides are available to all teaching staff
- Returning emails, phone calls and faxes from WOWW in a timely manner

STEP #2 Review WOWW Campus Allocation

Your campus investment will be based on your student enrollment the day after Labor Day @ \$5 per child. This will be your school's per-student funding amount. A certificate of allotment will be sent to you electronically to confirm the amount. WOWW schools have a distinct advantage of little or no cost to programs.

STEP #3 Decide how to distribute Campus Allocation

To help you determine how much to allot to each teacher/team/activity etc., WOWW encourages you to consider your campus goals, as well as specific grade level needs, when making your allotment choices.

STEP #4 Conduct Full Faculty Meeting

Please allow approximately 15 minutes by your WOWW Representative to discuss Window On a Wider World with your faculty and other staff. You may choose to incorporate this meeting during in-service days prior to the beginning of the schools year or into a weekly faculty meeting, or conduct it as a brief stand-alone meeting.

You and/or your Site Coordinator should use this time to:

- Review the WOWW Educators' Resource Guide on our website, or download a copy and distribute it among your staff
- Inform teaching teams of the portion of the WOWW Campus Allocation you have allotted to them, so they may begin researching which arts, science and cultural experiences they want to integrate into their lesson plans
- Impress upon teaching teams the importance of considering their objectives and instructional considerations when selecting arts, science and cultural experiences
- Advise teachers to search for appropriate experiences in the Educators' Resource Guide

WOWW will not approve funding for arts, science and cultural experiences not listed in the Educators' Resource Guide.

STEP #5 Support WOWW Site Coordinator Leadership

After the full Faculty Meeting, your WOWW Rep and the Site Coordinator will assume primary responsibility for the implementation of WOWW on your campus. However, we suggest that you and your Site Coordinator communicate regularly regarding WOWW and support each other as needs arise. For example, your WOWW Site Coordinator should know of any campus-wide goals and/or priorities you have for WOWW.

Note: Please make sure the Executive Director of WOWW has the name and email address of your Site Coordinator. Until then, we will continue to view you as the primary contact for your campus. Send email to: ali.tiegs@windowonawiderworld.org

Between August and the end of September, a Fall Booking Day will be scheduled for all Site Coordinators with your WOWW Rep. It is important that you support your Site Coordinator's attendance to ensure that all objectives are met during this time and that you secure a substitute for your Site Coordinator for this day.

After September 30, each year WOWW will withdraw any leftover funding that has not been committed.