

FAMILY-SCHOOL PARTNERSHIP CONTRACT (revised 8/09)
Effective Dates: August 2009 - June 2010

PEN's purpose as Wyoming's State Parent Information Resource Center (PIRC) is to offer learning strategies to parents and technical assistance to schools and families to enhance parental engagement, which will ultimately increase student success.

The purpose of the Contract is to encourage collaboration between families and schools to support student learning by aligning Family-School Partnership Activities with the school goals and Wyoming State Standards for student learning.

Parent Education Network (PEN) and the Family-School Partnership Team of parents and teachers, formally or informally organized (hereafter Partnership Team) of _____ agree to the following: Name of school

1. PEN will pay the Partnership Team up to eight hundred dollars per contract (\$800) on the following payment schedule:
 - a. \$200—Following submission of Family-School Partnership Plan (See Contract Guidelines)
 - b. \$200 each for up to three (3) completed Family-School Partnership Activities (\$600)
2. **All activities must be pre-approved** by PEN at least **7 days in advance** of activity. This can be done by calling Kelly Rogers, who will be coordinating all parent-teacher group activities for PEN. She can be reached at 1-307-265-6884, or e-mail at krogers@wpen.net. Call Kelly for brainstorming or examples of different parent activities. No faxes will be accepted.
3. "Family-School Partnership Activity Report" for each Activity with required documentation must be submitted **within 30 days of the activity**. Payment to the Partnership Team will be made **after** PEN receives the completed form. *Payments will be issued in the name of the Partnership Team and mailed to the personal address of the Parent Contact representing the Partnership Team.*
4. All activities sponsored by the Partnership Team must be identified on the Family-School Partnership Plan. The person who signs the Family-School Partnership Contract cannot be an employee of the school district in any capacity.
5. Activities must be open to every parent regardless of race, religion, income and/or disability.
6. All advertising and promotional materials must include the phrase: **"Sponsored in part by the Parent Education Network."**
If none of the advertisement includes PEN sponsorship, payment will NOT be made.

Parents Helping Parents of WY, Inc.

Parent Education Network, WY State PIRC
500 West Lott St., Suite A, Buffalo, WY 82834
Toll Free 1-877-900-9736 ☐ 307-684-7441 ☐ 307-684-5314 (fax)

7. **PEN sponsored Family-School Partnership Activities cannot be for the purpose of fund-raising**, nor can a fee of any kind be charged for participation in a PEN sponsored activity. (i.e. canned goods or box of food for admittance to an activity is NOT allowed). Our main target is serving at-risk schools and families, therefore any perception of an activity “costing” anything will not be approved.
8. Priority for the contracts will go to Title 1 schools or those schools not making Adequate Yearly Progress from the Wyoming Department of Education’s August 2009 list. PEN has final discretion in awarding contracts and approving activities for payment.
9. Contracts are good for one (1) school year at a time (August thru June) with a new contract signed each year. Any change in the Parent Contact would also require a new contract to be signed.
10. PEN in no way assumes any responsibility or liability for any activities sponsored by the Family-School Partnership Team.

Send the signed contract to: Kelly Rogers, Family-School Partnership Coordinator
 Parent Education Network, WY State PIRC
 800 Werner Court, Suite 266
 Casper, WY 82601

Remember: All activities sponsored by the Family-School Partnership Team **must** align with the school goals and Wyoming State Standards for student learning. Successful Partnership Schools have the understanding, commitment and support of all stakeholders.

Name of School	City	Zip	Phone
Parent Contact representing the Partnership Team			Email address
Signature of Parent Contact			Date
Home Address of Parent Contact	City	Zip	Home phone
Signature of School Principal			Date
Kelly Rogers, PEN Family-School Partnership Coordinator			Date

This is a publication of the Parent Education Network, Wyoming State PIRC, a project of Parents Helping Parents of Wyoming, Inc., funded by a grant from the US Department of Education, Office of Innovation & Improvement, Parent Options & Information, grant award # U310A060160. Views expressed are not necessarily those of the Department of Education.