

FAMILY-SCHOOL PARTNERSHIP CONTRACT GUIDELINES

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.

1. Parent Contact and principal sign Family-School Partnership Contract to begin the agreement with the Parent Education Network, WY State PIRC.

Mail Contract to: Kelly Rogers, Family-School Partnership Coordinator
Parent Education Network, WY State PIRC
800 Werner Court, Suite 266
Casper, WY 82601

2. Schools must put together a team to plan their contracted activities. Team is made up of members to include:
 - Principal
 - 1-3 Teachers that will be involved in Family-School Partnership Activities
 - 1-3 Parents that will be involved in Family-School Partnership Activities
 - PLEASE NOTE: In order for the best results, parent and teacher representation must be equal. This is your initial planning session; the team members are encouraged to recruit others after the session to implement activities.
3. Upon receipt of the Contract, PEN Family-School Partnership Coordinator will contact your local PEN Outreach Parent Liaison to set up initial training/planning session with contracted school team.
 - Please plan for 2-3 hours to fully develop your Partnership Plan, depending on the needs of your school.
4. Team members and PEN Outreach Parent Liaison will meet for the planning session to ensure that Contracted Activities are linked to learning, aligned with the school goals and Wyoming State Content Standards. PEN will facilitate the session either in person or via a web-based platform (WebEx).
 - Please see attached sample agenda.
5. At the conclusion of the Planning Session, team members will have a completed Partnership Plan. A copy of the Partnership Plan must be mailed to the PEN Family-School Partnership Coordinator as documentation.

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)

6. Upon receipt of the Partnership Plan the initial \$200 payment will be mailed to the Parent Contact specified on the Contract. If in the event of a change, a new Contract must be filled out by the new Contact.

Mail Partnership Plan to: Kelly Rogers, Family-School Partnership Coordinator
Parent Education Network, WY State PIRC
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Casper, WY 82601

7. Activity dates identified in the Partnership Plan will be logged as tentative; PEN Outreach Parent Liaison and PEN Family-School Partnership Coordinator will remain in contact with your team members to ensure the success of your contract.
8. Contracted Family-School Partnership Activities must include:
 - Sign-in Sheet, (please see the attached form).
 - The Sign-in Sheet will provide team members and PEN with an accounting of attendance.
 - Handouts (please see the attached sample).
 - Handouts provide families with written material to reinforce learning/topic introduction during the Activity.
9. Family-School Partnership Activity Survey
 - School Family-School Partnership Team can use a survey to measure the success and outcomes of their Family-School Partnership Activity as well as to alter future activities. Surveying families at the end of the Activity is a good way to get immediate feedback!(please see attached sample)
 - PEN Family-School Partnership Coordinator will conduct an additional survey of families providing email addresses to obtain information for PEN programming and usefulness of contracted activities.
 - PEN survey results will be provided to the Partnership Team in a useable format to be included in Title I, NCA and other reporting requirements.
10. Complete the Family-School Partnership Activity Form.
 - Describe the Family-School Partnership Activity.
 - Evaluate the effectiveness of the Family-School Partnership Activity.
 - Document the numbers in attendance.
 - Send in required documentation and attach other forms as well.
11. Within 30 days of the completion of the activity, Family-School Partnership Activity Form must be mailed to PEN Family-School Partnership Coordinator for payment.

Mail Activity Forms to: Kelly Rogers, Family-School Partnership Coordinator
Parent Education Network, WY State PIRC
800 Werner Court, Suite 266
Casper, WY 82601

12. Payment will be mailed to the Parent Contact specified on the Contract. If in the event of a change, a new Contract must be filled out by the new Contact.