



# NATIONAL NETWORK OF Partnership Schools JOHNS HOPKINS UNIVERSITY

Johns Hopkins University 2800 North Charles Street Suite 420 Baltimore MD 21218  
TEL: 410-516-2318 FAX: 410-516-5572 e-mail: [nnps@jhu.edu](mailto:nnps@jhu.edu) [www.partnershipschools.org](http://www.partnershipschools.org)

Dear Colleague:

*You are invited.* . . . You are invited to join the National Network of Partnership Schools (NNPS) at Johns Hopkins University. NNPS invites districts, schools, organizations, and states to work together to improve their leadership and programs of school, family, and community partnerships. Based on more than three decades of research and field tests, we know that this goal can be attained by all elementary, middle, and high schools, and that district, state, and organization leaders can play important roles in assisting schools to improve family and community engagement activities to increase student success.

*About NNPS.* . . . NNPS guides school teams of educators, parents, and community partners to use research-based approaches including an Action Team for Partnerships (ATP) and the framework of six types of involvement (*parenting, communicating, volunteering, learning at home, decision making, and collaborating with the community*) to plan and conduct comprehensive partnership programs. Researchers and facilitators at Johns Hopkins University train and assist school, district, state, and organization leaders to understand, implement, evaluate, and continually improve goal-linked programs of partnerships. The purpose is to ensure a welcoming climate, improve student attendance and school behavior, and increase student achievement, graduation rates, and readiness for college or career.

NNPS presently includes over 500 schools, districts, organizations, and state departments of education that want to apply research to improve the quality of family and community involvement and results for students. The NNPS website, [www.partnershipschools.org](http://www.partnershipschools.org), includes information on key program components (see NNPS Model), research summaries, and examples of outstanding programs and practices (see Success Stories.) See the list of benefits, levels of membership, details on “Why NNPS?”, and membership forms in the section Join NNPS.

*Requirements.* . . . Schools, districts, states, and organizations that join NNPS must meet a few requirements described on the membership form. Our research identified 8 essential elements of successful programs: leadership, teamwork, written plans, implemented action, funding, collegial support, evaluation, and networking. NNPS will assist you in developing all of these essential elements for a research-based program that will improve from year to year.

*Fees.* . . . NNPS charges modest fees for many benefits and services.

- There is a **professional development and processing fee of \$500 for each school, district, state, and organization**, which must accompany each membership form.  
See options for districts, states, and organizations to join NNPS at the **Member** or **Partner** level.
- NNPS district, state, and organization leaders are invited to attend a **2-day Professional Development Institute in Baltimore in the spring or fall** to prepare to be experts on partnership programs and to facilitate schools in developing excellent programs of family and community engagement.
- There is an annual renewal fee of \$250 per member to continue membership benefits and services from year to year, including an annual evaluation of program progress.

*Benefits.* . . . The National Network of Partnership Schools offers many benefits and services to help members increase their knowledge and develop skills in developing effective programs of partnerships for student success. These are provided as part of membership, unless otherwise noted. Benefits include:

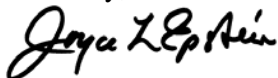
- **Comprehensive handbook.** *School, Family, and Community Partnerships: Your Handbook for Action, Fourth Edition* includes summaries of research, guidelines for workshops on partnerships, presentation PowerPoint on CD, an inventory of starting points, planning and evaluation forms, and other tools to help develop and strengthen your partnership program. The CD includes materials in English and Spanish.
- **Certificate of membership.** This recognizes your commitment to developing a goal-linked program of school, family, and community partnerships.
- **Monthly E-Briefs** from NNPS Facilitators with information and resources for on-going program development.
- **On-call consultations with NNPS staff.** Members may contact NNPS at any time by phone, e-mail, or website to ask questions or request information about partnership program development.
- **Excellent website – [www.partnershipschools.org](http://www.partnershipschools.org).** The NNPS website is chock full of information on partnerships; research summaries; examples of best practices in elementary, middle, and high schools, districts, states, and organizations; and more.
- **Type 2 Blog—NNPS quarterly communication.** Each *Blog* features a summary of new research, examples of good practices, or guidelines for continuous progress in partnership program development. *Type 2 Blog* is e-mailed to all NNPS Key Contacts and is posted on the website.
- **Annual evaluations.** The annual *UPDATE* survey enables members to assess their program's progress each year. NNPS collects the data and provides summaries of *UPDATE* data from schools and districts to all members to use in their own evaluations of family and community engagement. The annual renewal fee covers data collection, processing, analysis, reporting, customized reports to districts, and all other membership benefits for the next school year.
- **Promising Partnership Practices.** The annual book spotlights activities from schools, districts, states, and organizations in NNPS. All members may submit a best practice for consideration in each book. Each member-site receives a print copy and the book is posted on the NNPS website in the section Success Stories.
- **Partnership Awards.** NNPS recognizes schools, districts, states, and organizations that demonstrate excellence in implementing research-based approaches to improve their programs of school, family, and community partnerships for two years or more.
- **Other tools, materials, and webinars.** NNPS designs and develops new guidelines and training activities each year to assist you with your work on school, family, and community partnerships.
- **Leadership Development Institutes (registration fee required).** NNPS conducts a 2-day intensive professional development Institute for district, organization, and state leaders in the fall and spring. The Institute helps leaders establish and improve their partnership programs and effectively facilitate schools to work with their own students' families.

*Why should you join?* NNPS will help your district, school, state, or organization become a national leader in conducting school, family, and community partnerships that contribute to school improvement goals. NNPS's research-based approaches help create a welcoming school environment, strengthen families, and increase student success in school. These approaches enable schools, LEAs, and SEAs to meet Title I and other policies for family and community engagement. In NNPS, members network with each other to learn about and share successful partnership practices.

If you are committed to improving school, family, and community partnerships for student success, complete and return the school, district, state, or organization Membership Form.

Call with any questions. My staff and I look forward to working with you on this important agenda.

Sincerely,



Joyce L. Epstein, Ph.D.  
Director and Professor of Education and Sociology



NATIONAL NETWORK OF  
**Partnership Schools**  
JOHNS HOPKINS UNIVERSITY

*Working Together for Student Success*

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## Membership Form for DISTRICTS

Please complete and return this form to register your district<sup>1</sup> as a member of the National Network of Partnership Schools (NNPS) at Johns Hopkins University. The Key Contact will be sent a handbook and other information to help your district organize and strengthen its program of school, family, and community partnerships.

School District: \_\_\_\_\_  
Please write district name exactly as it should appear on the NNPS Certificate of Membership.

Name of District Facilitator/Key Contact to the National Network of Partnership Schools:

\_\_\_\_\_

Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Website: \_\_\_\_\_

(You may list up to 4 contacts with e-mail addresses to receive the e-communications from NNPS)

### ABOUT YOUR DISTRICT

How many schools are in your district?

\_\_\_\_\_ elementary schools      \_\_\_\_\_ middle schools      \_\_\_\_\_ high schools  
\_\_\_\_\_ other (describe) \_\_\_\_\_

### PLEASE GIVE YOUR BEST ESTIMATES FOR YOUR DISTRICT:

Number of students: \_\_\_\_\_ Number of classroom teachers: \_\_\_\_\_

Percent of students in your district who are:

\_\_\_\_\_ % African American      \_\_\_\_\_ % American Indian      \_\_\_\_\_ % Asian American  
\_\_\_\_\_ % Latino/Hispanic American      \_\_\_\_\_ % White      \_\_\_\_\_ % Other

Percent of families who speak a language other than English at home: \_\_\_\_\_ %

Percent of children receiving free or reduced-price lunch: \_\_\_\_\_ %

Number of schools receiving Title I funds? \_\_\_\_\_ Number *school-wide* Title I programs? \_\_\_\_\_

Number of: Magnet Schools? \_\_\_\_\_ Charter Schools? \_\_\_\_\_ City-wide Schools? \_\_\_\_\_

Number of schools attended by children with families in the military? \_\_\_\_\_

<sup>1</sup>“District” refers to an LEA or to a defined Area or Cluster of schools within a larger district, with its own superintendent, executive, or leader.. Each school must complete a School Membership Form to join NNPS for benefits and services.

## FOUR REQUIREMENTS AND GOALS FOR MEMBERSHIP

To join NNPS, a district must be willing to work toward four membership requirements. NNPS will guide your district to meet these goals.

THIS DISTRICT WILL . . .

Check YES or NO

1. Assign the equivalent of one full-time facilitator to work with Action Teams for Partnerships (ATPs) in 20 to 30 schools.  
The facilitator provides team training to each school, and guides the ATPs to write plans, implement activities, share ideas, evaluate progress, and connect with NNPS.  
Districts with fewer than 20 schools may support a part-time equivalent position.  
District leaders for partnerships will write an annual plan outlining their activities for district-level leadership on partnerships and how they will facilitate school-based ATPs to develop their partnership programs.  

☐ YES ☐ NO
2. Allocate an annual budget for salaries and program costs for the district's program of school, family, and community partnerships.  
Funds for district-level facilitators for partnerships and activities may come from federal, state, and local programs that mandate or support family and community involvement, including Title I and other sources.  

☐ YES ☐ NO
3. Complete an annual UPDATE survey to evaluate progress and renew district membership in NNPS. The district must complete UPDATE to identify progress made each year and challenges to solve in the next school year.  
By returning UPDATE, the district renews membership in NNPS and continues to receive benefits and services.  

☐ YES ☐ NO
4. Help each participating school meet five requirements and goals for membership in NNPS:  

☐ YES ☐ NO

  - a) Create or identify an Action Team for Partnerships (ATP).
  - b) Use the framework of six types of involvement to plan a program of partnerships.
  - c) Identify an annual budget for the work and activities of each school's Action Team.
  - d) Allocate time for an initial one-day team-training workshop, and at least one hour per month for team meetings.
  - e) Complete the annual UPDATE survey to evaluate progress and renew membership.

If you cannot answer YES to these four requirements,  
please postpone returning this form until your district is ready.

## HOW MANY SCHOOLS WILL YOUR OFFICE ASSIST ON PARTNERSHIPS?

One goal of the National Network of Partnership Schools is to help district leaders assist *all schools* to develop comprehensive programs of school, family, and community partnerships. In some districts, all elementary, middle, and high schools are assisted from the start. In other districts, progress is incremental, with each FTE district-level facilitator assisting from 20 to 30 schools.

How many schools in your district will be assisted to create effective Action Teams for Partnerships (ATPs) over the next three years?

Year 1	_____ elementary sch	_____ middle sch	_____ high sch	_____ other sch
Year 2	_____ elementary sch	_____ middle sch	_____ high sch	_____ other sch
Year 3	_____ elementary sch	_____ middle sch	_____ high sch	_____ other sch
	_____ TOTAL elementary	_____ TOTAL middle	_____ TOTAL high	_____ TOTAL other

PLEASE FILL IN THE NUMBERS TO SHOW HOW SCHOOLS IN THE DISTRICT WILL BE FACILITATED.

In year 1 (20\_\_ - 20\_\_ sch year): \_\_\_\_\_ FTE district facilitator(s) will work with \_\_\_\_\_ schools on partnerships. These schools should complete an NNPS School Membership Form.

Please help us understand where your district is starting from in its work on partnerships.

## POLICIES ON PARTNERSHIPS

Check (✓) one on each line.

	YES	NO
Does your DISTRICT have a formal written policy about involving families? * If YES, please attach a copy of the district policy to this form.	<input type="checkbox"/> *	<input type="checkbox"/>
Is there a DISTRICT advisory council that includes parents?	<input type="checkbox"/>	<input type="checkbox"/>
Does your STATE have a formal written policy about involving families?	<input type="checkbox"/>	<input type="checkbox"/>
Does every school have a School Improvement Team or other decision-making unit?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, do parents serve on every School Improvement Team?	<input type="checkbox"/>	<input type="checkbox"/>
Does every school write an annual School Improvement Plan?	<input type="checkbox"/>	<input type="checkbox"/>
If YES, are these plans routinely collected and monitored by the district?	<input type="checkbox"/>	<input type="checkbox"/>
Does your DISTRICT presently have professional staff members who assist all schools to develop their programs of family and community engagement?	<input type="checkbox"/>	<input type="checkbox"/>

## DISTRICT AND STATE ASSISTANCE FOR SCHOOLS

Districts and state departments of education are at different starting points in assisting schools with partnerships. Please check (✓) if your district, state, or neither presently conducts the following activities.

	District	State	Neither
Staff development or workshops for schools on partnerships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small grants for school projects to improve partnerships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dissemination of information to all schools on effective practices of family and community engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognition and/or rewards for good partnerships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surveys of all families on school matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other district or state assistance on partnerships (please describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## QUALITY OF FAMILY AND COMMUNITY INVOLVEMENT

How would you rate the quality of your schools' programs of partnership, on average?

Check (✓) one on each line.

In this DISTRICT <u>at this time</u> :	Excellent	Good	Fair	Weak
Quality of family and community involvement plans and activities in our <u>elementary schools</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of family and community involvement plans and activities in our <u>middle schools</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of family and community involvement plans and activities in our <u>high schools</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of business partnerships in most schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of activities with other community groups or agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District's commitment to improve schools' partnership programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School leaders' commitment to improve partnership programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How did you learn about the National Network of Partnership Schools?

- |  |   |
|--|---|
| <input type="checkbox"/> In an article or book       | <input type="checkbox"/> On the Internet ( <a href="http://www.partnershipschools.org">www.partnershipschools.org</a> ) |
| <input type="checkbox"/> At a conference or workshop | <input type="checkbox"/> From a state leader  |
| <input type="checkbox"/> From a colleague            | <input type="checkbox"/> Other (describe) _____   |

Why is your district joining NNPS? Please check (✓) the top THREE reasons.  
This district wants to improve:

- |   |  |
|---|--|
| <input type="checkbox"/> How schools plan and implement partnerships    | <input type="checkbox"/> Student attendance              |
| <input type="checkbox"/> How schools link partnerships to school goals  | <input type="checkbox"/> Student academic test scores    |
| <input type="checkbox"/> Family input to district decisions             | <input type="checkbox"/> Homework completion             |
| <input type="checkbox"/> The number of families involved at each school | <input type="checkbox"/> Student behavior and discipline |
| <input type="checkbox"/> Other main goal (describe) _____               |  |

Think ahead three years. How might your district's partnership program be different from today? Give two examples of how your district wants to change and improve its program of family and community involvement over the next three years.

\_\_\_\_\_

\_\_\_\_\_

## APPROVAL AND SUPPORT BY SUPERINTENDENT (REQUIRED)

I have reviewed and discussed this membership form with the Key Contact named above.

I will support this district's work with the National Network of Partnership Schools (NNPS) at Johns Hopkins University to help our schools develop and maintain strong programs of family and community engagement for student success in school.

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Superintendent's Name (print)

\_\_\_\_\_  
Date

## MEMBERSHIP FORM and PAYMENT

How is your district joining NNPS? (Check one and complete the correct payment section.)

- ☐ **LEVEL 1: MEMBER** (district only) Complete **FORM 1**, below.
- ☐ **LEVEL 2: PARTNER** (district and schools) Complete **FORM 2**, skip to page 5.

**FORM 1 (District MEMBER.)** The fee for a district to join the National Network of Partnership Schools is \$500. The main Key Contact to NNPS will receive a comprehensive *Handbook*; certificate of membership; poster of six types of involvement in English and Spanish; monthly E-briefs from an NNPS Facilitator; on-call consultations with NNPS by telephone, e-mail, and website; annual book of best practices; and other benefits and services.

### Method of payment:

☐ Purchase Order Include a hard copy of the P.O.

P.O. # \_\_\_\_\_ Vendor: Johns Hopkins University

☐ Credit Card ☐ Visa ☐ Master Card ☐ Discover

(Print Clearly) Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Today's Date: \_\_\_\_\_

PLEASE SCAN AND SEND.  
E-MAIL the DISTRICT Membership Form  
with a copy of a P.O. or credit card information to  
NNPS at: [nnps@jhu.edu](mailto:nnps@jhu.edu)

or, MAIL TO :  
Dr. Joyce Epstein, Director  
NNPS at JHU  
2800 North Charles Street, Suite 420  
Baltimore, MD 21218

If your district requires a different method of payment, or if you have any questions, contact  
Rachel Chappell, NNPS Coordinator, [nnps@jhu.edu](mailto:nnps@jhu.edu). Tel: 410-516-2318 or Dr. Joyce L.  
Epstein, Director, NNPS, [jepstein@jhu.edu](mailto:jepstein@jhu.edu). Tel: 410-516-8807  
Please keep a copy of this membership form for your records. Thank you!

**MEMBERSHIP FORM and PAYMENT****LEVEL 2: PARTNER** Free district membership when joining with schools.**FORM 2 (DISTRICT PARTNER with 8 schools or more, or with all schools in a small district.)**

The main Key District Contact to NNPS and each main Key School Contact to NNPS will receive a comprehensive *Handbook*; certificate of membership; poster of six types of involvement in English and Spanish; monthly E-briefs from an NNPS Facilitator; on-call consultations with NNPS by telephone, e-mail, and website; annual book of best practices; and other benefits and services.

**Send NNPS your DISTRICT PARTNER PACKET.**

- ☐ 1. Include a list of the names of schools joining NNPS with the district.  
(There must be 8 schools or more (or all schools in smaller districts).)
- ☐ 2. Include copies of the District Membership Form and School Membership Forms for the schools listed. These forms are at [www.partnershipschools.org](http://www.partnershipschools.org) in JOIN NNPS.

**Method of payment:**

Make **one payment** for all SCHOOL MEMBERS on your list @\$500 per school, payable to Johns Hopkins University. District membership is free.

- ☐ Purchase Order      Include a hard copy of the P.O.  
P.O.# \_\_\_\_\_ Vendor: Johns Hopkins University
- ☐ Credit Card      ☐ Visa      ☐ Master Card      ☐ Discover

(Print Clearly) Credit Card Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name on Card: \_\_\_\_\_  
Today's Date: \_\_\_\_\_

**LEVEL 2-DISTRICT PARTNER PACKET:**

- Include following attachments: (1) List of SCHOOLS joining NNPS;  
(2) Membership form for DISTRICT;  
(3) Membership forms for SCHOOLS;  
(4) Payment for SCHOOLS. (FREE membership for DISTRICT.)

**PLEASE ATTACH ALL FORMS AND SEND:**  
E-MAIL the DISTRICT Membership Form  
along with all School Membership Forms  
with a copy of a P.O. or credit card information  
to NNPS at: [nnps@jhu.edu](mailto:nnps@jhu.edu)

or, MAIL TO:

Dr. Joyce Epstein, Director  
NNPS at JHU  
2800 North Charles Street, Suite 420  
Baltimore, MD 21218

If your district requires a different method of payment,  
or if you have any questions,  
contact Rachel Chappell, NNPS Coordinator, [nnps@jhu.edu](mailto:nnps@jhu.edu). Tel: 410-516-2318  
or Dr. Joyce L. Epstein, Director, NNPS, [jepstein@jhu.edu](mailto:jepstein@jhu.edu). Tel: 410-516-8807

Please keep a copy of the district and all school membership forms for your records. Thank you!