



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

Johns Hopkins University  
TEL: 410-516-8800

3003 North Charles Street  
FAX: 410-516-8890

Suite 200 Baltimore MD 21218  
E-mail: [nnps@csos.jhu.edu](mailto:nnps@csos.jhu.edu)

Dear Colleague:

*You are invited* . . . You are invited to join the National Network of Partnership Schools (NNPS) at Johns Hopkins University. NNPS invites schools, districts, states, and organizations to work together to improve their leadership and programs of school, family, and community partnerships. Based on more than two 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 partnerships in ways that increase student success.

*About NNPS* . . . NNPS guides school teams of educators, parents, and community partners to use a research-based 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-oriented programs of partnerships. In NNPS, researchers, educators, families, and policy leaders work together to improve the effectiveness and effects of family and community involvement.

NNPS includes over 1000 schools, over 150 districts, 21 states, and many organizations that want to use research-based approaches 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](#)). Also view the [NNPS video, Working Together for Student Success](#), to learn about the components, services, and education leaders' experiences in NNPS, in the section Publications and Products.

*Requirements* . . . Schools, districts, states, and organizations that join the National Network of Partnership Schools 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. You must be willing to meet (or work to establish) the basic requirements listed on the membership form to join NNPS. Then, NNPS will assist you to develop all of the essential elements for a research-based program that will improve from year to year.

One NNPS requirement is for all members to return an **annual UPDATE survey** to report progress and challenges during the school year. This exchange of information with members is so important that **NNPS waives the annual renewal fee for all members that return UPDATE** (see below).

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

- There is a **professional development/processing fee of \$200 for each school and \$300 for each district, state, or organization**, which must accompany each membership form. Districts are advised to join **along with** an initial set of schools or with all schools in the district.
- NNPS members are invited to attend a **2-day fall Leadership Development Conference** in Baltimore to prepare for their work on partnerships and to continually improve their knowledge, leadership, skills, and programs. Members receive a discount on the registration fee for the two-day conference. New district leaders are invited to attend a **District Leadership Institute (DLI)** to prepare for their work. The DLI is offered each spring.
- There is an annual renewal fee of \$200 per school and \$300 per district or state to continue membership benefits and services from year to year. **NNPS pays this fee for all members that return the annual UPDATE survey at the end of each school year.**

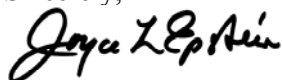
**Benefits** . . . The National Network of Partnership Schools offers many benefits and services to help members increase their knowledge and develop skills in developing effective programs of partnerships for student success. These are provided at no cost, as part of membership, except for conferences, as noted. To assist and guide your work, NNPS offers the following benefits:

- A **comprehensive handbook**. *School, Family, and Community Partnerships: Your Handbook for Action, Second Edition* includes summaries of research, guidelines for workshops on partnerships, presentation overheads, an inventory of starting points, planning and evaluation forms, and other tools to help develop and strengthen your partnership program.
- A **certificate of membership**. This recognizes your commitment to developing a goal-oriented program of school, family, and community partnerships.
- Annual **Leadership Development Conference**. Sessions prepare new members to establish their partnership programs and help experienced members improve their knowledge and skills. The 2-day conference includes step-by-step training in how to use the *Handbook* and conduct team-training, and advanced workshops on several topics, including the Teachers Involve Parents in Schoolwork (TIPS) interactive homework process. An intensive **District Leadership Institute for new district leaders** who will directly facilitate schools on partnerships is conducted each spring.
- **Type 2, the Network's semi-annual newsletter**. This informative newsletter (see archived issues on the website in the section Publications and Products) includes research summaries, examples of good practices, and guidelines for continuous progress in partnership program development. *Type 2* is e-mailed to all NNPS Key Contacts and may be copied and distributed to team members and other colleagues.
- **Promising Partnership Practices**. This annual book spotlights activities from schools, districts, states, and organizations in NNPS. Earlier editions are on the NNPS website in Success Stories.
- **On-call consultations with NNPS staff**. NNPS members may ask questions or request information about partnership program development from NNPS staff by phone, e-mail, and website.
- An interactive **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.
- Annual **research and evaluation opportunities**. The annual *UPDATE* survey, required for renewal of membership, enables members to assess their progress each year. NNPS provides summaries of *UPDATE* data from schools and districts for members to compare their work with the network as a whole. Members may be invited to participate in projects to learn about the processes and results of partnerships. *UPDATE*, renewal certificates, and data reports are e-mailed each year.
- Annual **Partnership Awards**. NNPS recognizes schools, districts, states, and organizations that demonstrate excellence in implementing and improving their programs of school, family, and community partnerships for two or more years.
- **Other tools, materials, and programs**. NNPS designs and develops new guidelines and training activities each year to assist you with your work on school, family, and community partnerships.

**Why should you join?** NNPS will help your school, district, state, or organization become a national leader in connecting school, family, and community partnerships 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 the requirements for family involvement in the *No Child Left Behind* act (NCLB). In NNPS, members network with each other to learn about and share successful partnership practices.

NNPS has learned that it takes at least three years to create and sustain a well-planned, goal-oriented partnership program. If you wish to make a commitment to improve family and community involvement, download and return the correct **Membership Form** (for school, district, state, or organization) to NNPS. My staff and I look forward to working with you on this important agenda to increase student success.

Sincerely,



Joyce L. Epstein, Ph.D.  
Director and Principal Research Scientist



*Working Together for Student Success*

**Membership Form for DISTRICTS**

Please complete and return this form to register your school district<sup>1</sup> as a member of the National Network of Partnership Schools (NNPS) at Johns Hopkins University. After NNPS receives this form, 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:** \_\_\_\_\_

**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 Title I school-wide programs?** \_\_\_\_\_

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

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

<sup>1</sup>Notes: "District" refers to an LEA or to a defined Area or Cluster of schools within a larger district, with its own superintendent or area executive.

Each school must complete a School Membership Form to join NNPS for benefits and services.

## FOUR REQUIREMENTS FOR MEMBERSHIP

To join the National Network of Partnership Schools, a school must be able to meet four membership requirements. NNPS will guide your district in completing these requirements.

THIS DISTRICT WILL . . .

Check YES or NO

- |   |  |
|---|--|
| <p>1. <b>Assign the equivalent of one full-time facilitator to work with Action Teams for Partnerships (ATPs) in 15 to 30 schools.</b><br/>The facilitator provides team training to each school, and guides schools' ATPs to write plans, implement activities, share ideas, evaluate progress, and connect with the National Network. Districts with fewer than 15 schools must support a part-time equivalent position. District leaders for partnerships will write an annual plan outlining their activities for district leadership on partnerships and how schools will be assisted to develop their partnership programs.</p> | <p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p> |
| <p>2. <b>Allocate an annual budget for salaries and program costs for the district's program of school, family, and community partnerships.</b><br/>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.</p>   | <p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p> |
| <p>3. <b>Complete an annual UPDATE survey to renew district membership in the National Network of Partnership Schools.</b><br/>The district must complete UPDATE, a progress report for the National Network of Partnership Schools to identify challenges faced and progress made each year. By returning UPDATE, the district renews membership in NNPS and continues to receive benefits and services. <b>Note: NNPS waives the annual renewal fee of \$300 for all districts that return UPDATE.</b></p>  | <p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p> |
| <p>4. <b>Help each participating school meet the five requirements for Partnership Schools.</b><br/>Schools in the National Network of Partnership Schools are required to:<br/>a) Create or identify an Action Team for Partnerships.<br/>b) Use the framework of six types of involvement to plan a program of partnerships.<br/>c) Identify an annual budget for the work and activities of each school's Action Team.<br/>d) Allocate time for an initial day-long team training workshop, and at least one hour per month for team meetings.<br/>e) Complete the annual UPDATE survey to renew school membership.</p>            | <p><input type="checkbox"/> YES    <input type="checkbox"/> NO</p> |

**If you cannot answer YES to these four requirements,  
please postpone returning this form until the conditions can be met.**

## HOW MANY SCHOOLS WILL YOU 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 at once. In other districts, progress is incremental, with each FTE district-level facilitator assisting from 15 to 30 schools.

How many schools in your district will be assisted to create effective Action Teams for Partnerships 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 (200\_\_ - 200\_\_ sch year): \_\_\_\_\_ FTE district facilitator(s) will work with \_\_\_\_\_ schools on partnerships.

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 Council, Improvement Team, or other decision-making unit? If YES, do parents serve on every School Council/Improvement Team?	<input type="checkbox"/>	<input type="checkbox"/>
Does every school write an annual school improvement plan? 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 partnership programs?	<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 involvement	<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"/>
Newsletters or surveys for 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 at this time:	Excellent	Good	Fair	Weak
Quality of family and community involvement plans and activities in our <b>elementary schools</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of family and community involvement plans and activities in our <b>middle schools</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of family and community involvement plans and activities in our <b>high schools</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of <b>business partnerships in most schools</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of activities with <b>other community groups or agencies</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>District's commitment</b> to improve schools' partnership programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>School leaders' commitment</b> 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 the National Network? 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 and grades |
| <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 how your district wants to change and improve its program of family and community involvement over the next three years.

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### 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, goal-oriented programs of school, family, and community partnerships.

_____	_____	_____
Superintendent's Signature	Superintendent's Name (please print)	Date

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### MEMBERSHIP FORM and PAYMENT

The processing fee for a district (LEA, area, or cluster) to join the National Network of Partnership Schools is \$300. Upon receipt of this district's membership form, the Key Contact to NNPS will receive a comprehensive handbook; monthly e-briefs from an NNPS Facilitator; information on training workshops; on-call consultations with NNPS by telephone, e-mail, and website; annual collections of best practices; and other benefits and services.

Method of payment:

- Check      Make check for \$300 payable to Johns Hopkins University. Mail check with this form.
- Purchase Order      Include a hard copy. PO # \_\_\_\_\_ Vendor: Johns Hopkins University
- 
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If you have any questions, please call Marsha D. Greenfeld at 410-516-4193.

Mail this membership form and payment to:

Dr. Joyce L. Epstein  
Director, National Network of Partnership Schools  
Center on School, Family, and Community Partnerships  
Johns Hopkins University  
3003 N. Charles Street, Suite 200  
Baltimore, MD 21218

OR, FAX all 4 pages of this membership form with a copy of the Purchase Order to 410-516-8890.

PLEASE KEEP A COPY OF THIS MEMBERSHIP FORM FOR YOUR RECORDS.

THANK YOU!



NATIONAL NETWORK OF  
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JOHNS HOPKINS UNIVERSITY

Johns Hopkins University 3003 North Charles Street Suite 200 Baltimore MD 21218  
TEL: 410-516-8800 FAX: 410-516-8890 E-mail: nnps@csos.jhu.edu

To: District Key Contacts to the  
National Network of Partnership Schools (NNPS)  
From: Dr. Joyce L. Epstein, Director  
Re: Establishing your District's "network" of schools to work with NNPS  
**DISTRICT and SCHOOL Membership Forms** for NNPS

We are delighted that your district is planning to join the National Network of Partnership Schools (NNPS) at Johns Hopkins University. There are 3 easy steps to start your district and schools on the path to improving school, family, and community partnerships.

- ❶ **SEND** your **DISTRICT MEMBERSHIP FORM** to NNPS. (Download from the website, [www.partnershipschools.org](http://www.partnershipschools.org), in the section Join NNPS) Upon receipt of the district's membership form and the \$300 professional development/processing fee, NNPS will send you a *Handbook*, certificate of membership, and other materials and information. Then, you will receive a call from an NNPS Facilitator to discuss your questions and plans for organizing your district's and schools' partnership programs.
- ❷ **DOWNLOAD THE SCHOOL MEMBERSHIP FORM** (also at [www.partnershipschools.org](http://www.partnershipschools.org), in the section Join NNPS). Distribute copies to *all* schools that will join your district's local network and NNPS. Download information on the components of the **NNPS School Model** and other useful sections of the website that you think will help school leaders learn more about NNPS (e.g., **Letter of Invitation** and list of **Benefits and Services** in the section Join NNPS and the **six types of involvement** in the section on the NNPS School Model).
- ❸ **GUIDE YOUR SCHOOLS** to submit their membership forms and professional development/processing fees to NNPS. Each school must **send the membership form and \$200 professional development/processing fee to NNPS**. Each school and you, as leader for partnerships, should keep copies of the schools' membership forms. This will enable you to assist each school to make progress in improving its partnership program over time.
  - Note: Some district leaders pay for schools' initial fees to give a clear message that it is important for all schools to organize a research-based, goal oriented partnership program.
  - Remember: NNPS pays the renewal fees every year if the district and schools return their end-of-year UPDATE surveys.

Upon receipt of the School Membership Forms, NNPS will send each school a copy of *School, Family, and Community Partnerships: Your Handbook for Action, Second Edition*, certificate of membership, newsletters, training and evaluation opportunities, calls for best practices, and other information throughout the year. The schools also will be linked to an NNPS Facilitator for monthly e-briefs and to address questions.

**NEXT STEP.** The next step is to provide a One-Day Team-Training Workshop to all schools that joined NNPS. Give a call to an NNPS Senior Program Facilitator to discuss how to proceed.

Cecelia Martin	410-516-6793	cmartin@csos.jhu.edu
Marsha Greenfeld	410-516-4193	mgreenfeld@csos.jhu.edu
Darcy Hutchins	410-516-8893	dhutchins@csos.jhu.edu

We welcome your district and schools to NNPS!