



**Getting
Involved,
Getting
Information**



**A How-To Guide
for Parents and Guardians of Students in the
Lowell Public Schools**

Parent Involvement Chart

If you are the kind of person who would like to . . .	Then you might want to . . .
Be part of classroom activities at your child's school.	Volunteer as a classroom helper (for example, you might read to students, help with book-making projects, share a special skill of yours).
Help out with extra-curricular or after-school activities.	Be a playground monitor or a parent field-trip chaperone; help with clerical tasks, Open Houses, Curriculum Nights, festivals, or pot luck suppers.
Help organize events and raise funds for special school activities like field trips and performances.	Join the Parent-Teacher Organization (PTO) or Parent-Teacher Council (PTC) at your child's school.
Help make decisions about policies, hiring, and curriculum at your child's school.	Join the School Site Council (SSC) at your child's school.
Learn about and influence district-wide issues and policies.	Join the Lowell Citywide Parent Council (CPC).
Meet other parents at your child's school.	Join the Parent-Teacher Organization (PTO).
Meet teachers, the principal, and staff at your child's school.	Join the School Site Council (SSC).
Meet parents from across the city—and the Superintendent and other school leaders.	Join the Citywide Parent Council (CPC).
Hold leadership positions.	Run for Parent-Teacher Organization/ Parent-Teacher Council (PTO/PTC), School Site Council (SSC), Citywide Parent Council (CPC).
Most schools have a parent liaison who can help you get involved and find answers to your questions.	

THIS INFORMATION SHEET WAS PRODUCED BY THE CITYWIDE PARENT COUNCIL AND THE LOWELL PUBLIC SCHOOLS.



If you have a question about:	Then you should call				
	1 st	2 nd	3 rd	4 th	5 th
Homework	Teacher	Principal or Assistant Principal	Assistant Superintendent (Curriculum) 978-674-4323	Superintendent 978-674-4324	School Committee
Testing					
Academic Standards					
Discipline					
Safety	Principal Or Asst. Principal	Assistant Superintendent (Student Services) 978-674-4326			
After-School Activities					
School Assignment and Transportation	Family Resource Center 978-674-4321				
Remember, if you are concerned about a citywide issue – one that affects more than just one school – speak with your Citywide Parent Council representative, or call a member of the CPC Executive Board					

WHO DOES WHAT?

Focus	Group	What the Group Does
Individual school	Parent-Teacher Organization or Council (“PTO” or “PTC”) Includes teachers and parents and is open to all. <i>Information: Contact your school’s parent liaison or principal.</i>	Fundraising, organizing school functions like suppers, festivals, and open houses.
Individual school	School Site Council (“SSC”) Includes the principal, teachers, parents (elected), and community representatives. <i>Information: Contact your school’s parent liaison or principal.</i>	Assists school administrators with curriculum and hiring decisions.
All schools	Citywide Parent Council (“CPC”) Includes <u>all</u> parents/guardians of students in Lowell’s public schools. Each school elects 2 voting representatives (8 at Lowell High), and 5-7 parents (elected at the May meeting) serve on CPC’s Executive Board, which meets regularly with the Superintendent. <i>Information: annual flyer with names of current board members, or CPC website at http://lowellcpc.org/.</i>	Holds regular meetings about issues important to all schools, gathers and provides information, directs parent concerns to appropriate people or organizations.
All schools	Lowell Public Schools Administration Includes the Superintendent, Deputy Superintendent, Assistant Superintendents, various department heads. <i>Information: June Cormier at 978-674-4324 or jcormier@lowell.k12.ma.us.</i> <i>List of current administrators: http://www.lowell.k12.ma.us/admin_directory.</i>	Has overall responsibility for all twenty-plus Lowell Public Schools.
All schools	Family Resource Center, Lowell Public Schools Includes a Coordinator and English, Khmer, and Spanish –speaking clerks. <i>Information: Contact 978-674-4321</i> http://www.lowell.k12.ma.us/depts/parent_info_center .	Provides information about schools, assigns all pre-K-8 students, organize transportation and addresses parent questions and concerns.
All schools	Lowell School Committee Includes 6 elected officials plus the Mayor. <i>Information: Mayor’s Office at 978-970-4040. List of School Committee members: http://www.lowell.k12.ma.us/school_committee.</i>	Sets policy and the budget, hires and evaluates the Superintendent.