



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). Attend school events.
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,
the Lowell Public Schools, and the UMass Lowell Graduate School of Education.*

If you have a question about:	Then you should call				
	1st	2nd	3rd	4th	5th
Homework	Teacher	Principal or Assistant Principal	Deputy Superintendent (Curriculum) 978-937-7617	Superintendent 978-937-7647	School Committee
Testing					
Academic Standards					
Discipline					
Transportation	Transportation Office 978-937-7633	Assistant Superintendent (Student Services) 978-441-3718			
Safety	Principal or Assistant Principal				
After-School Activities					
School Assignment	Parent Information Center 978-937-7674				

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>	Makes curriculum and hiring decisions, creates annual Unified School Improvement Plan (USIP).
All Schools	Citywide Parent Council (“CPC”) Includes all 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) to 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 Superintendents, various department heads. <i>Information: June Cormier at 978-934-7647 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	Parent Information Center, Lowell Public Schools Includes a Director and English, Khmer, and Spanish -speaking clerks. <i>Information: Contact 978-937-8986 or http://www.lowell.k12.ma.us/depts/parent_info_center.</i>	Provides information about schools, assigns all pre-K-8 students, 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.