

Universal Tier Tool - School

Sample Principal Home Letter/School Newsletter Article

August 2009

Welcome back to school! We are looking forward to a year of learning and partnership. We are committed to helping every student succeed in school. Specifically, I want to share some important focus areas we will be addressing in the upcoming months. We want to clearly communicate our beliefs about partnering with families. We would like to share some of our ideas and invite your input on this important topic.

At _____ (school) _____, we believe it is important for families and schools to work together and share responsibility for student success. We very much value family members' expertise about their children. Families know a student best and we can learn from you. Also, we want our students to know the importance of schools and families together supporting their work at school. As part of this goal, we have developed {or worked with some families in the community to create school's process} some two-way communication tools and shared activities. You will be hearing more about these in the next few weeks. They are: {include school specific activities; below are examples}

- Classroom two-way communication tools (these vary by teacher and grade/department) so that you and your student's teacher(s) can share successes and concerns in an ongoing manner. This allows for early intervention if your student is struggling.
- School expectations for homework, behavior and learning communicated to you by your student. We want students to know and understand that we are working with you to help them succeed.
- Different learning opportunities for families and staff on various topics throughout the year. Some of these opportunities will be at school and others at various places in our community.
- A "Suggestion Box" in the front office and at a link on our website. Please share your thoughts with us frequently; if you leave us your name and contact information, we will personally respond.

In addition, we are implementing a process this year, Response to Intervention (RtI), which provides a continuum of support for students who may be struggling in academic or behavioral areas. RtI focuses on addressing concerns when they first begin in the classroom, so that learning support can be implemented in a timely manner. In RtI, families and teachers team together in intervention planning, monitoring, and decision-making as to needed student support. If you have concerns about your student, please share those with the classroom teacher so you can together discuss intervention planning for home and school. Similarly, your student's teacher(s) will be working with

you if he/she sees your child struggling. If you would like more information about the RtI process, there is information on our website (insert URL here) or in the front/counseling office. You may also contact your student's teacher(s) or _____ at _____ (phone, email) for more information about Response to Intervention at _____ (school) _____.

We welcome you to the ___(year)___ school year at _____(school)_____. We hope to see and hear from you often.

Sincerely,

Principal

Staff (List of names, grades etc. - if possible)