Principal Home Letter/Text/Email

Date

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 name)\_\_\_\_\_\_\_\_, we believe it is important for families and schools to work together and share responsibility for student success. Our entire staff values family members’ expertise about their children. Families know a student best, and our educational team can learn from what a family shares. 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 or we are implementing the National Standards for Family-School Partnerships and starting here} 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 implement a Multi-Tiered System of Supports (MTSS) at our school. You may have recalled we used the language of Response to Intervention (RtI) in the past; these names and acronyms are related as RtI is incorporated within MTSS. With MTSS, our system provides a layered continuum of supports for students according to need. MTSS focuses on school success for every student by providing high-quality instruction, school-wide expectations, and structures for communication for all adults. Academic and behavioral learning supports are implemented in a timely manner, and we are responsive when we recognize there are potential concerns we need to address.

In MTSS, we do use partnering vocabulary. When we say “we”, it refers to the partnering between families and school staff. We, families *and* staff members will team together for: support or intervention planning, monitoring of progress, and decision-making that matches supports to student need(s). Within MTSS, we pay attention to academic and behavioral success and challenges; if we notice that there are some concerns about progress or improvement, we intervene early because we are making decisions together about what could best help students.

If you have concerns about your student’s progress, please share those with your student’s classroom teacher(s) so you can together discuss support plans for home and school. Similarly, your student’s teacher(s) will be teaming with you if there is an area in which your student may need additional supports. If you would like more information about MTSS, 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 our Multi-Tiered System of Supports at \_\_\_\_\_\_ (school) \_\_\_\_\_\_\_.

We welcome you to the \_\_ (year) \_ school year at \_\_\_\_\_ (school) . We hope to see and hear from you often. Please share any comments or questions at the following email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or below or in our suggestion box on the website or at school.

Sincerely,

Principal

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

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Family Feedback and Comments