



Example Letter: Midwest School District and Community Partnership Initiative

This is an example letter from a District to a potential community partner, with the intent to improve collaboration and establish a partnership.

Author: Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI)

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Dear Dr. Smith:

I work on the District and Community Partnership Initiative for Midwest School District, and I'd like to talk with you and your organization about ways we might improve our school/community partnership. Our community depends on a successful educational system and I know we can find ways to match your goals with our school district goals.

In order to strengthen our District and Community Partnership Initiative, we are reaching out to potential community partners; with the mission to improve collaboration and implement school/community partnerships that develop a multi-tiered behavior framework for all students. It is our goal to support schools and community partners in their efforts to integrate initiatives, programs and practices. In order to achieve this, the following guiding principles are the framework for complete implementation with fidelity and integrity:

- Systems for promoting healthy development and preventing problems
- Systems for responding to problems as soon after onset as is feasible
- Systems for providing intensive care
- Community partners are sitting on Leadership Implementation Teams as active team members
- Community partners regularly attend district Positive Behavior Interventions and Supports (PBIS) trainings with school staff
- School district is partnering with local mental health agencies to integrate community mental health into the PBIS framework (e.g., facilitating interventions)
- Community partners are collaborating with district to integrate PBIS framework

In an effort to ensure every student in our community achieves and succeeds every day, Midwest School District is committed to providing a continuum of supports for all students. We are committed to a Positive Behavior Interventions and Supports (PBIS) framework that provides a full continuum of systematic practices/interventions based on



data. It is our vision that PBIS implementation supports will be provided across all levels—preschool, elementary, and secondary—with all students, regardless of ability. The following PBIS guiding principles has been central to the work at Midwest School District:

- Use of a universal screening tool for behavior for all students
- Continuum of evidence-based interventions
- Targeted interventions in support of this core are arranged for students who are identified as nonresponsive
- Specialized and intensive interventions are arranged for students with intensive needs
- Incorporation of a data-based decision making and problem-solving process
- Consistent use of a valid and reliable continuous progress monitoring tool at strategic and intensive levels of intervention
- Use of systems tools to monitor and maintain the fidelity of implementation
- Focus on successful student outcomes

In an effort to ensure consistency and clarity in messaging across all schools and community partners, Midwest School District has developed common definitions around the guiding principles of PBIS. Those definitions will provide the foundation for a common language and set of principles to which we may work to further translate the vision and goals related to PBIS implementation into action. We are looking forward to sharing this information with your organization.

I would like to set up a meeting and set aside 30 minutes to sit down and discuss your vision and mission for a potential community partnership. I know we can figure out some great ways we can work together. Please let me know when would be convenient to do so. I look forward to hearing back.

Sincerely,

Ms. Johnson

PBIS Coordinator, Midwest School District

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Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI) is a Grant Funded Initiative (GFI) funded under the *Individuals with Disabilities Education Act* (IDEA) through the Michigan Department of Education.

Title of document matching H1 (Month Year)

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