

Sample Letters

The following are sample letters used to inform parents and gain consent for students to participate in groups. Letters to parents must be translated into all relevant languages.

Dear Parents:

We are pleased to let you know that we now have a program at (School Name) called Safe Schools/Healthy Students. As a part of this program a Social Worker from (Community Agency) is now working full-time at this school. The goal of this program is to minimize the barriers that can make it difficult for students to learn. One of the things being offered to students to help achieve this goal is working directly with students individually and in groups to positively influence their school experience.

Your son/daughter has been referred to participate in an educational group which will focus on helping the participants to handle their feelings in positive ways, solve problems, and be more successful at school. The group will meet weekly for approximately 6 to 8 weeks depending upon the needs and desires of the group.

If you would like more information or have any questions about the group please feel free to call me at the school at (phone number). If you would like your child to participate, please complete and return this form along with the enclosed Release of Information form between the school and community/agency if you have not already done so.

We look forward to having your child join our group!

Sincerely,

School Administrator

I consent to have my child, _____,
participate in

small group discussions with the Safe Schools Social Worker.

Parent/Guardian Signature

Phone Number _____ Date _____

_____ I would like more information about this group.

Dear Kindergarten Parents,

At our school we are always looking for ways to better support children's growth and learning.

I will be offering a **Friendship Skills** group for Kindergarten children. The group will meet once a week for 30 minutes for six weeks total. The following topics and skills will be addressed in the groups:

- What is a good friend?
- Sharing toys and materials
- Taking turns
- Listening to others
- Using words to solve problems
- How to make a new friend

If you think your child could benefit from small group attention to friendship skills, **please fill out the form below and return it to the school.** You will receive an update on your child's progress after three weeks of group and at the end of the six weeks.

Thank you for your continuing support of your child's education!!



PLEASE READ, CHECK BOX, SIGN AND RETURN THIS PORTION

- I CONSENT to have my child _____ participate in group discussions on _____ with _____.
- I would like MORE INFORMATION about this group. PLEASE CALL me at _____.
- I DO NOT give permission for my child to participate.

PARENT/GUARDIAN SIGNATURE: _____

Date: _____

A Manual for Mental Health Professionals in Schools

Dear Parent or Guardian:

Date:

You have received information about an opportunity for your child to participate in the following small group: _____

The group will be led by Safe Schools/Healthy Students Counselor. The group will meet _____ times a week for _____ weeks.

Please complete and return BOTH this form and the Safe Schools/Healthy Students Authorization form to your child's teacher.

Thank-you,

Safe Schools/Healthy Students Counselor

 _____

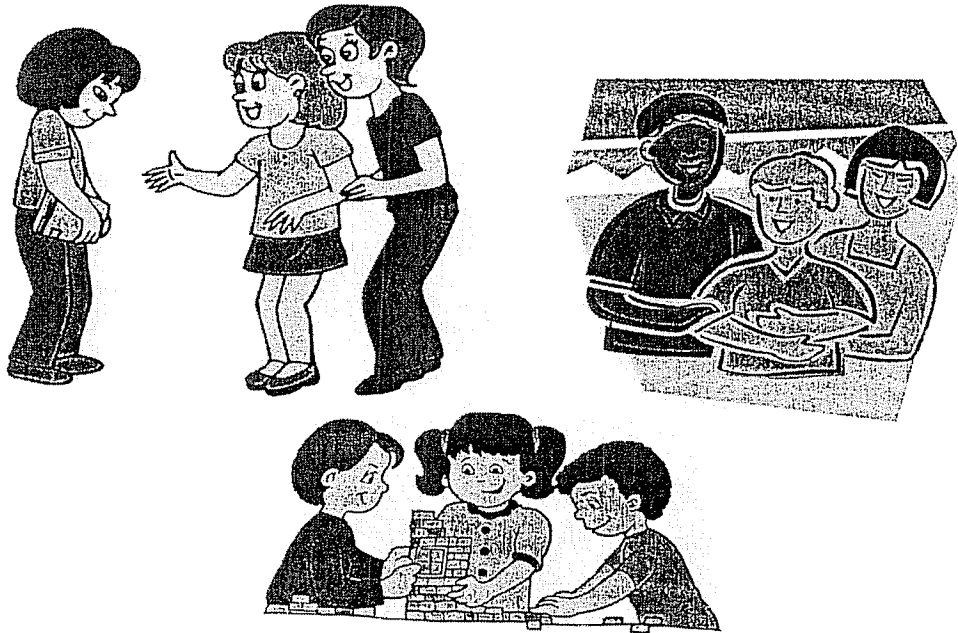
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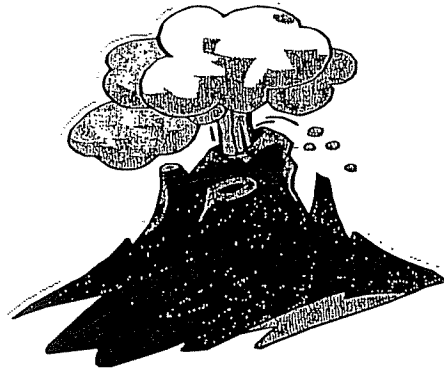
Date: _____

Sample Flyers



Friendship Skills

- What's a good friend?
- What gets in the way of friendships?
- Sharing things and feelings
- Listening to others and taking turns
- How to give and receive compliments
- How to be mad and still be friends
- Using words to solve problems
- How to make a new friend
- The secret to making and keeping friends



Handling Anger Group

It's OK to be mad -it's what you **DO** with it that matters

- All people have a range of feelings
- How to recognize that you are getting angry

Steps for controlling anger:

- Stop and calm down when you notice you are angry
- Think about alternatives and consequences
- Talk to someone you trust about what happened
- Make a plan and try it out
- Feel good again by letting go of the angry feelings

Dealing with frustration: What to do to keep the problem small

How to keep put-downs from making you angry

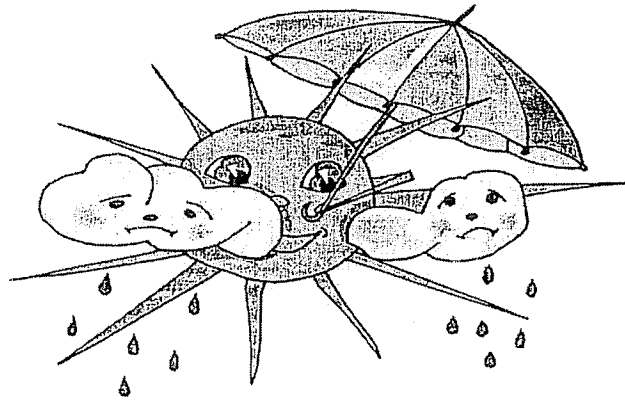
- Refusing to take slugs or give them back

How to tell a friend you're mad:

- Expressing anger appropriately
- You can still like someone and be angry at them
- Using "I" messages

What to do when someone is mad at you:

- Everyone makes mistakes
- How to respond without becoming defensive
- How to avoid provoking more anger



Grief/Loss Group

Change is a part of life: Discuss personal change/loss

- Identify ways of coping with change
- Discuss changes related to death

Dead is not living: Learn basic concepts of death education

- Identify personal misconceptions: it's not my fault
- Accept reality of loss

Living means feeling: All kinds of feelings are okay

- Encourage acceptance and sharing of feelings
- Identify ways to express negative feelings

Feeling better: Identify fears and worries

- Recognize individual strengths
- Increase confidence and self-esteem
- Learn ways to communicate concerns

Sharing memories: Discuss painful memories

- Recognize losses
- Reinforce positive memories

I'm special too: Identify support systems

- Celebrate completion of group
- Share memories and feelings with family

Making Good Choices Group

Eagle Eyes means Paying Attention

Slowing Your Motor Down

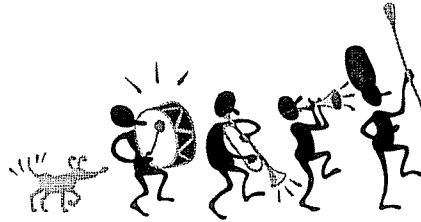
Stop & Think: Impulse Control & Problem Solving

Relaxation and Anger Management

Getting Along with Others

Liking the Kid in the Mirror

Home Involvement



TIPS FOR HELPING YOUR CHILD BE SUCCESSFUL AT SCHOOL

At Home:

1. Choose and clear a workspace to do homework. This can be the kitchen table, in the living room or the bedroom. Set aside quiet time for studying and turn off all TVs and radios.
2. Provide good lighting at the workspace and have supplies available (paper, pencils, crayons, etc.).
3. Read together everyday. Have your child read out loud to you. Your child can read to you while you are doing something else (such as preparing a meal). Read a variety of materials with your child, for example books, magazines, and newspapers.
4. Ask questions about your child's day at school. Show that you are interested in what they're learning in school. Praise them for their effort.

At School:

1. Meet your child's teacher and visit their classroom.
2. Call or write the teacher if you have concerns, or just want to know how your child's doing in school. Contact the home-school liaison to help you connect with the teacher.
3. Attend parent-teacher conferences (2 times a year). Come prepared with questions or things you'd like to talk about. Interpreters are available to assist you in these meetings.
4. Attend Open House at your child's school. This is a good time to meet all of your child's teachers and the Administration.
5. Attend school functions. Come watch your child perform. Participate in school-sponsored events. Ask your child's teacher ways you can volunteer.

Join Us In Celebrating the *Many Cultures of St. Paul!*

- Who: Students and their Families
What: Multicultural Family Night
Where: _____ School
(Address)
When: (Date) (Time)
Why: Meet other families, learn about different cultures, sample foods from various cultures, explore community resources, celebrate the wonderful diversity of St. Paul!



Students should be accompanied by an adult

RSVP to _____

Family Name

_____ Yes, we plan to attend _____ Number expected to attend