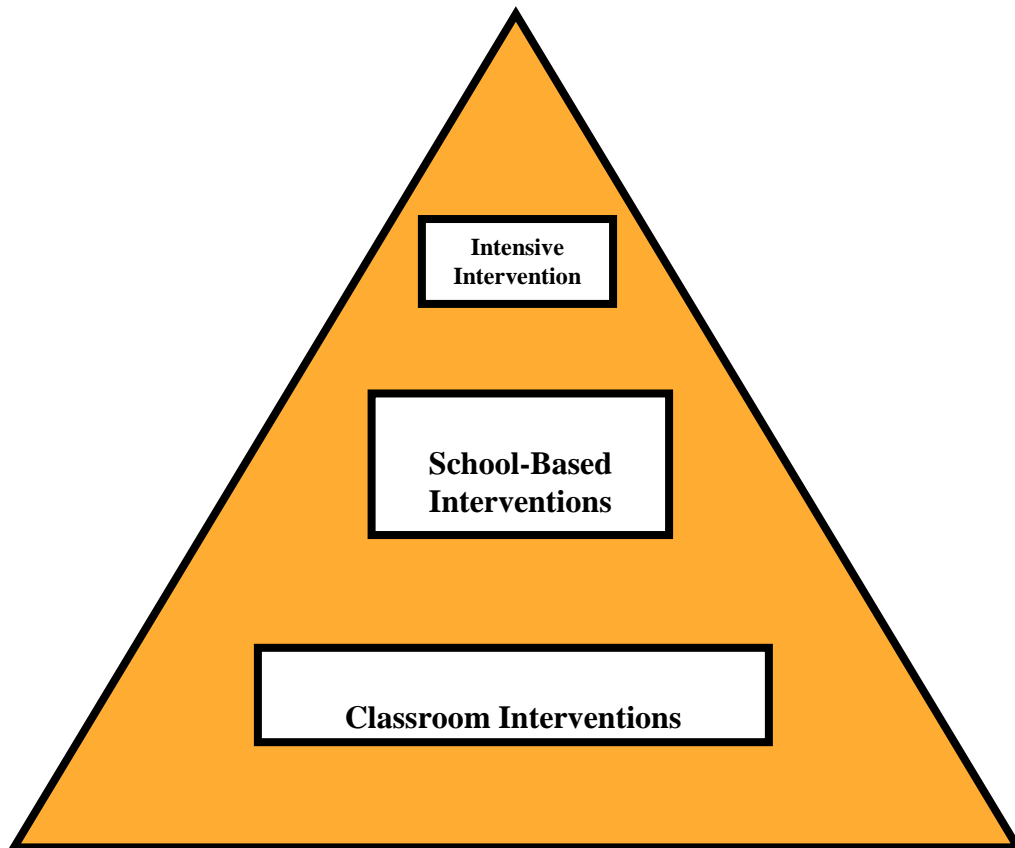


**ALL
APPROPRIATE LINKS
to
LEARNING**



A HANDBOOK FOR PARENTS
UNION SCHOOL DISTRICT

TO PARENTS:

Students are most successful when there is a cooperative effort between you, the parents, and school personnel. In a spirit of shared responsibility, the ALL (Appropriate Links to Learning) Team meets at your child's school, exploring and problem solving, in order to help students. You are a vital part of this team.

This handbook is intended to help you better understand the way the ALL Team works so that you can become more actively involved in your child's education. Your questions, comments and suggestions are very valuable. Feel free to share them at the ALL Team meeting.



WHAT IS THE ALL TEAM?

The ALL (Appropriate Links to Learning) Team is a school site team which reviews individual student strengths and problem areas. The ALL Team plans strategies and organizes resources for addressing problems and concerns. It is a systematic approach to problem solving with built in accountability.

HOW IS A STUDENT SELECTED TO BE DISCUSSED AT THE ALL MEETING?

Usually the classroom teacher (or an administrator or counselor) indicates that the student's learning behavioral and/or emotional needs are not being adequately met under existing programs and interventions.

WILL ANYTHING HAVE BEEN DONE TO HELP MY CHILD BEFORE THE ALL MEETING?

The ALL process supports our district and school goal of providing rigorous instruction and interventions to all students as they progress through each grade level. Each of our schools have robust intervention programs designed to meet the needs of their students. Prior to an ALL meeting, teachers are collaborating with their grade level team and specialists to determine the most effective strategies and programs for their students. Progress monitoring and data collection is vital as the ALL Team meets to review interventions and develop an additional action plan if necessary.

WHAT DOES "PROGRAM MODIFICATIONS" MEAN?

Measures taken to accommodate special needs. Some examples are:

- in-class and school intervention program
- change of classroom seating
- cross-age tutors
- individual contracts
- change of class assignment
- learning games
- daily assignment sheets
- notebooks for assignments
- behavior modification and support
- visual aids in giving instructions

HOW MANY PEOPLE WILL BE AT THE ALL MEETING?

The team will always include parents, the teacher referring the student to the ALL meeting, and appropriate staff to review the student's needs. Participants on the team may vary depending on the grade level. Usually 5-7 people attend an ALL meeting.

ARE THERE ANY OTHER STAFF WHO MIGHT BE PRESENT?

Other staff who might be present are: Resource Specialist, another classroom teacher, psychologist, speech and language specialist, school nurse and counselor.

WHAT DOES THE FACILITATOR DO?

The facilitator is the person who leads the meeting and guides the discussion. This is usually the principal or his/her designee.

WHAT IS THE “ALL SUMMARY”?

This is a note-taking page divided into columns on which a recorder captures the key information discussed during the ALL meeting. The headings are:

- Strengths
- Information
- Areas of Concern
- Questions
- Classroom Interventions
- Data Collection with student progress
- Action Plan for next steps
- Person(s) Responsible
- Follow-up Dates and Time

This helps the team to organize its thinking. As the different areas are discussed, the information is written on the paper in the appropriate column. This form serves as a record of the minutes of the ALL meeting, frees participants from taking notes, and provides a “picture” of the student that includes strengths as well as concerns. The Action Plan provides accountability to resolve the concern so that the student’s academic, social and emotional needs are met.

WILL I BE ASKED MANY QUESTIONS?

The ALL team meeting is a meeting where everyone is concerned about your child’s progress. As the different areas are discussed, you might be asked a few questions, but how much you say is up to you. Your participation during this meeting is encouraged.

WHAT DO I NEED TO DO BEFORE OR DURING THE MEETING?

Try to think of any information that would be helpful to the school. To assist you in preparing for the meeting, we suggest that you complete the last two pages in this brochure and bring it with you to the meeting. You will notice that we are interested in your perception of your child’s strengths as well as concerns.

WHAT DO YOU MEAN BY STRENGTHS?

“Strengths” are areas your child enjoys and feels successful.

Some examples of student’s strengths are:

- is a leader
- likes school
- belongs to Cub Scouts or Brownies
- has a good friend
- likes to help Mom or Dad sometimes
- plays with brothers and/or sisters
- is neat

- likes sports
- is good with animals
- is creative
- has a hobby

HOW WILL I REMEMBER EVERYTHING THAT IS RECORDED ON THE “ALL FORM”?

You will receive a copy of the notes that are taken at the ALL meeting.

MAY I REQUEST THAT COPIES OF THE ALL MEETING BE SENT TO MY CHILD’S DOCTOR(S) OR OTHER PROFESSIONAL PERSONNEL?

You may request a duplicate of the summary sheet to take to your child health care or other support providers.

WILL I BE GIVEN IDEAS TO HELP MY CHILD AT HOME?

If it is appropriate, some suggestions might be made at the ALL meeting about ways you can help your child at home.

WILL MY CHILD RECEIVE SPECIAL TESTING?

All students in our district participate in a research-based, systematic assessment schedule developed by our school district. These assessments guide teachers in their implementation of the curriculum for all students. Additionally, teachers have many formal and informal assessment tools they use to inform instruction and the need for intervention. It is possible that the ALL Team will recommend additional testing to determine the most appropriate and effective programs for your child.

WILL MY CHILD BE A PART OF THE MEETING?

Students are invited when appropriate. This will vary according to age and maturity.

WILL THERE BE ONLY ONE MEETING?

At the end of the meeting, the team will schedule a follow-up date, if necessary, to evaluate and continually monitor the effectiveness of the action plan taken.

HOW LONG ARE THE MEETINGS?

Meetings are approximately 30-45 minutes.

WHO WILL BE INVOLVED IN THE FOLLOW-UP MEETINGS?

The follow-up meeting may involve the parent(s) and one or two members of the team or the entire team, whichever is more appropriate.

WHOM DO I CONTACT IF I HAVE QUESTIONS BEFORE COMING TO THE MEETING?

Call the school office and you will be referred to the appropriate person.

PARENT PREPARATION:

Please complete questions 1-5 below and bring this in with you to the ALL Team meeting.

1. My child's strengths are:

2. Activities my child likes best are:

3. My concerns about my child are:
 - a. At School:

 - b. At Home:

 - c. Other:

4. Expectations I have for my child are:

Union School District
ALL Team Meeting

Team Members:

Date:	Teacher:	Phone:	Principal:
Student Name:	Grade:	Alt. Phone:	Facilitator:
Parents:	Birthdate	Primary Language:	Teacher:
Address:	Gender:	ELL: CELDT:	Psychologist:
District of Residence:	Parent e-mail:	Inter/Intra District	Parents:

STUDENT BACKGROUND			TIER 1 INTERVENTION DATA			TIER 2 ACTION PLAN:		
STRENGTHS	INFORMATION	CONCERNS	CLASSROOM INTERVENTIONS	FREQUENCY/DURATION	RESULTS PRE/POST	ACTIONS /INTERVENTIONS	FREQUENCY/DURATION	WHO/WHEN

MONITOR & CONTINUE INTERVENTIONS
 NEXT ALL MEETING DATE _____
 CONFERENCE MEETING _____