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Parent Letters

Dear Parent(s) or Guardian(s),

As the school year begins, we introduce returning families and welcome new families of Hillsboro Elementary/Middle School to our School-wide Positive Behavior Support (HEROES) Program that will grow this year. Our faculty and staff are committed to fostering an environment that encourages academic, social, and behavioral growth for each individual student. It is our belief that our commitment to HEROES will allow our community to continue to grow and strengthen. As a way to maximize the program's effectiveness, we at Hillsboro are providing the parent community with information regarding our HEROES plan. A brief description of the Hillsboro's HEROES plan and HERO expectations for school and home can be found in this packet. We hope that many of you will hear more details about this program from your children! Please do not hesitate to contact Hillsboro Elementary Middle School staff and faculty if you have any questions and/or comments.

What is HEROES?

HEROES refers to a three-tiered model of support. The first part of HEROES is a school-wide component. **Each and every student is impacted by this program just by virtue of showing up to school!** The goal of this school-wide plan is to equip students with meaningful tools that will ensure lasting success and change within the school environment. Students will be taught school-wide expectations, and through the use of positive reinforcement students are provided maximum opportunities to practice these expectations. In addition to verbal praise, students may receive a Hillsboro HERO Ticket (HEROES Ticket) when caught in the act of performing expected behaviors.

If the primary plan (as described above) is not enough for some students, additional levels of support may be used. Some students may benefit from small focus groups (secondary support) whereas others may benefit most from individualized supports (tertiary support). Each of these levels of support (i.e., school-wide, secondary, and tertiary) are part of our three-tiered HEROES plan. We hope to foster a positive learning environment for all students and support each student to the extent necessary for success.

What is the goal of HEROES?

The identified purpose of Hillsboro Elementary/Middle School's HEROES program is to instruct and reinforce students for displaying our three school-wide expectations or HERO expectations: (1) Respect, (2) Responsibility, and (3) Safety. The Expectation Grid (see attached) defines what each expectation looks like in each of the school locations. For example, what does respect look like in the cafeteria, hallways, or classrooms? All stakeholders at Hillsboro Elementary Middle School are encouraged to participate in our HEROES program!!!

The Hillsboro community is extremely grateful for the tremendous support of our parents and families. By being a parent, volunteering, and being present on the school campus, you are an integral member of Hillsboro's HEROES plan. Thus, your commitment to this HEROES plan is valuable. After reading our HEROES primary plan and school expectations carefully, please sign the signature of support form at the bottom of this sheet, and return to the school office by



We want to thank you for your faithful support and commitment to our school, our students, and our staff. It is with eager anticipation and excitement that we look forward to the successes and achievements of the coming school year.

Sincerely,

The Hillsboro Faculty and Staff

Hillsboro Elementary/Middle School's Primary Intervention Plan		
Mission Statement	The mission of Hillsboro Elementary and Middle School is to provide a multi-disciplinary approach to learning that incorporates the arts, promotes life-long learning, and cultivates ability, intellect, and character by empowering our students to become productive and responsible citizens.	
Purpose Statement	The community of Hillsboro Elementary and Middle School, including administrators, faculty, staff, parents, and students will foster a welcoming, positive school environment that is enjoyable for the community with a variety of programs that support the specific academic, behavioral, and social needs of the students.	
School-Wide Expectations	1. Be Respectful 2. Be Responsible 3. Be Safe *see Expectation Matrix	
Area I: Academics Responsibilities	Area II: Behavior Responsibilities	Area III: Social Skills Responsibilities
Students will: -Meet school-wide expectations stated in the expectation matrix -Arrive on time and stay all day -Participate in class activities -Stay on task -Complete assigned tasks -Complete all work to the best of ability -Bring all materials including daily planners	Students will: -Meet school-wide expectations stated in the expectation matrix -Take responsibility for own actions	Students will: -Meet school-wide expectations stated in the expectation matrix -Use positive person to person interactions -Participate in social skills lessons -Participate in advisory activities

<p>Faculty and Staff will:</p> <ul style="list-style-type: none"> -Provide positive person to person interactions -Provide structure during non-instructional times -Prepare engaging lessons based on available standards -Provide timely and relevant feedback -Collaborate with parents to come to decisions that best support the child -Complete data monitoring procedures required by HEROES plan in a timely manner 	<p>Faculty and Staff will:</p> <ul style="list-style-type: none"> -Be present in the hallway when possible -Model the expectations -Teach the school expectations -Provide praise and reinforcement for behavior -Provide students with constructive feedback -Foster a safe environment for all students -Post expectations matrix in locations visible to all students -Collaborate with parents to come to decisions that best support the child -Complete data monitoring procedures required by HEROES plan in a timely manner -Issue consequences and rewards consistently 	<p>Faculty and Staff will:</p> <ul style="list-style-type: none"> -Model positive person to person interactions -Teach HEROES lessons -Teach Positive Action lessons -Use skills of Capturing Kids Hearts - Collaborate with parents to come to decisions that best support the child -Complete data monitoring procedures required by HEROES plan in a timely manner
<p>Parents will:</p> <ul style="list-style-type: none"> -Supervise student learning and provide an atmosphere conducive to learning -Be an active participant in students' education including greeting child and asking about events at school -Collaborate with teachers to come to decisions that best support the child 	<p>Parents will:</p> <ul style="list-style-type: none"> -Review and reinforce the expectation matrix -Communicate with teachers and administrators appropriately including calling prior to meeting and arranging times that work with teachers' schedules -Support the proactive and reactive components of the school discipline plan and the expectation matrix -Sign and acknowledge the expectation matrix -Bring child to school on time -Post school-wide expectations on the refrigerator or other central location -Collaborate with teachers to come to decisions that best support the child 	<p>Parents will:</p> <ul style="list-style-type: none"> -Model positive person to person interactions -Participate in PTO -Collaborate with teachers to come to decisions that best support the child

<p>Administrators will:</p> <ul style="list-style-type: none"> -Support teacher consequences in classroom -Provide instructional support to faculty 	<p>Administrators will:</p> <ul style="list-style-type: none"> -Be available to teachers and parents -Provide behavioral support to parents and faculty -Provide teachers with time to complete data monitoring procedures such as behavior screeners 	<p>Administrators will:</p> <ul style="list-style-type: none"> -Model positive person to person interactions -Support teachers and students in all social skills programs (HEROES, Positive Action))
<p>Procedures for Teaching</p>		
<ul style="list-style-type: none"> -ES and MS kick-off meetings around the first day of school to introduce plan -Introduce plan to parents during open house -Pass tickets out the very first day of school -MS - student ambassadors will teach expectations to new students upon enrollment -ES - teachers designate two boys and two girls in each class as student ambassadors to teach expectations to new students 	<ul style="list-style-type: none"> -Send letter home first day of school with expectations matrix and letter of introduction -Teachers teach setting and monthly lessons during advisory period (at least 20 min) -Display posters in visible areas -Student-made HEROES videos (separate for middle school and elementary) -Student-made HEROES videos for parents to show on parent night -Post videos on the website for parent and student access 	
<p>Procedures for Reinforcing</p>		

<ul style="list-style-type: none"> -Drawings for prizes -Drawings for groups of kids to run the videos -Classroom prizes for students to purchase with Hero Bucks -Hero Buck Bash 		<p>Example Incentives:</p> <ul style="list-style-type: none"> -Reward recess -Lunch with principal -Reading to another class -Name on announcements in the morning -Student led announcements -Tangible prizes 	
<p>Monitoring Procedures: Student Measures</p>	<p>Academic: AIMS Web Percentage per grade of Ds, Fs TCAP State/County Writing Assessments SPED/GEIT</p>	<p>Behavior: Office Discipline Referrals that result in suspension (via SMS) Student Risk Screening Scale (SRSS)</p>	<p>Social Skills: Office Discipline Referrals that result in suspension (via SMS) Student Risk Screening Scale (SRSS)</p>
<p>Program Measures:</p>	<p>Social Validity: To be monitored</p>	<p>Treatment Integrity: To be monitored</p>	<p>Program Goals: Effective Behavior Supports (EBS) Survey</p>

	Classroom	Hallway	Bathroom	Cafeteria	Car Riders Area	Buses	Library	Special Areas (Computer Lab, Field Trip, etc.)
Be responsible	<p>Keep feet, hands and other objects to yourself</p> <p>Give your best effort</p> <p>Use materials and time appropriately</p> <p>Follow directions</p> <p>Stay focused on your own work; Avoid distracting your peers</p> <p>Complete assignments on time</p> <p>Come on time and prepared to each class</p> <p>Cell phones and electronic devices must be off and in lockers or cubbies during school hours</p>	<p>Keep feet, hands and other objects to yourself</p> <p>Use calm voice and kind speech and gestures with teachers and peers</p> <p>Ignore peer distractions</p> <p>Use silent or whisper voices</p> <p>Stay to the right</p> <p>Cell phones and electronic devices must be off and in lockers or cubbies during school hours</p> <p>Middle: Use passing period to collect all materials and use the restroom</p>	<p>Keep feet, hands and other objects to yourself</p> <p>Always flush</p> <p>Wash hands after using the bathroom</p> <p>Dispose of trash in trash can</p> <p>Use no more than 2 squirts of soap and 2 pulls of paper towels</p> <p>Quickly take care of business and return directly to class or line</p> <p>Use bathroom supplies appropriately</p> <p>Use indoor voice</p>	<p>Keep feet, hands and other objects to yourself</p> <p>Clean up after yourself</p> <p>Dispose of all trash in the trash can</p> <p>Keep food on tray</p> <p>Eat before talking</p> <p>Know your lunch number</p> <p>Have money ready</p> <p>Stay seated until your table is excused</p> <p>Get all items before sitting down</p>	<p>Keep feet, hands and other objects to yourself</p> <p>Be responsible for your own belongings</p> <p>Sit in designated area while waiting; Middle school may stand</p> <p>Look for your car and listen for your name to be called</p>	<p>Keep feet, hands and other objects to yourself</p> <p>Only use toys, cell phones or electronic devices once you are on the bus</p> <p>Arrive and remain in the appropriate places</p> <p>Arrive and leave with all materials needed</p> <p>Keep the buses clean</p> <p>Obey the bus drivers' rules</p> <p>Be on time for your bus</p> <p>Know when your stop is coming up and have your belongings ready</p> <p>Keep all your belongings in your lap while on the bus</p>	<p>Keep feet, hands and other objects to yourself</p> <p>Use materials and time appropriately</p> <p>Follow directions</p> <p>Whisper or use inside voice as instructed by the librarian</p> <p>Check out books using the appropriate process</p> <p>Take good care of all library books and supplies</p> <p>Return books on or before the due date</p> <p>Keep supplies and materials in appropriate place</p>	<p>Keep feet, hands and other objects to yourself</p> <p>Put equipment/ supplies away when finished</p> <p>Take care of equipment and supplies</p> <p>Stay in your assigned area/group</p> <p>Wear appropriate clothing</p> <p>Bring only approved materials</p>

Classroom	Hallway	Bathroom	Cafeteria	Car Riders Area	Buses	Library	Special Areas (Computer Lab, Field Trip, etc.)
<p>Control temper appropriately</p> <p>Walk when moving from place to place</p> <p>Keep feet, hands and other objects to yourself</p>	<p>Control temper appropriately</p> <p>Walk when moving from place to place</p> <p>Walk in the direction you are facing</p> <p>Keep traffic moving; Avoid stopping in the middle of the hallway</p> <p>Elementary: Stay in line with your teacher or line leader</p>	<p>Always walk when moving from place to place</p> <p>Only one person per stall</p> <p>Close stall door carefully and quietly</p> <p>Use toilets and sinks appropriately</p> <p>Wait patiently for your turn for bathroom or water fountain</p> <p>Keep floor and sink area clear of water</p> <p>Report any problems or messes to an adult immediately</p>	<p>Control temper appropriately</p> <p>Walk when moving from place to place</p> <p>Raise your hand when you need help</p> <p>Use utensils appropriately</p> <p>Do not play with food</p> <p>Wipe up spills immediately or notify cafeteria monitor</p>	<p>Walk to your car when the signal is given</p> <p>Walk when moving from place to place</p> <p>Watch for vehicles</p>	<p>Walk to and from your bus</p> <p>Elementary: follow and stay with your bus leader</p> <p>Stay in the same seat once you are on the bus</p> <p>Sit on your bottom and face forward</p> <p>Board and exit the bus calmly and appropriately</p> <p>In an emergency, know how to exit the bus and listen carefully to all instructions</p> <p>Keep feet, hands, and other objects inside the bus at all times</p> <p>Don't throw objects at any time on the bus</p>	<p>Walk when moving from place to place</p> <p>Keep feet, hands, and other objects to yourself</p>	<p>Walk unless otherwise instructed</p> <p>Use all supplies and equipment appropriately</p> <p>Line up immediately and appropriate when asked</p> <p>Stay with your supervisor</p>



August 11, 2011

Dear Parent(s) or Guardian(s),

As the school year begins, we introduce returning families and welcome new families of Brentwood Middle School to our Positive Behavior Support Program that will be in its first year. Our faculty and staff are committed to fostering an environment that encourages academic, social, and behavioral growth for each individual student. It is our belief that our commitment to Positive Behavior Support will allow our community to continue to grow and strengthen. As a way to maximize the program's effectiveness, we at Brentwood are providing the parent community with information regarding our Positive Behavior Support plan. Thus, a brief description of the Brentwood Positive Behavior Support plan and expectations can be found in this packet. We hope that many of you will hear more details about this program from your students! Please do not hesitate to contact Brentwood Middle school staff and faculty if you have any questions and/or comments.

What is Positive Behavior Support?

Positive Behavior Support refers to a three-tiered model of support. The first part of Positive Behavior Support is a school-wide component. **Each and every student is impacted by this program just by virtue of showing up to school!** The goal of this school-wide plan is to equip students with meaningful tools that will ensure lasting success and change within the school environment. Students will be taught school-wide expectations and, through the use of positive reinforcement, students are provided maximum opportunities to practice these expectations. In addition to verbal praise, students may receive a BMS Bucks when caught in the act of performing expected behaviors.

If the primary plan (as described above) is not enough for some students, additional levels of support may be used. Some students may benefit from small focus groups (secondary support) whereas others may benefit most from individual supports (tertiary support). Each of these levels of support—school-wide, secondary, and tertiary—are part of our three-tiered Positive Behavior Support plan. We hope to foster a positive learning environment for all students and support each student to the extent necessary for success.

What is the goal of Positive Behavior Support?

The identified purpose of Brentwood Middle School's Positive Behavior Support program is to instruct and reinforce students for displaying our three school-wide expectations or Brentwood expectations: (1) Be Respectful, (2) Be Responsible, (3) Be Diligent. The Expectation Grid (see attached) defines what each expectation looks like in each of the school locations. For example, what does respect look like in the cafeteria, hallways, or classrooms?

The Brentwood community is extremely grateful for the tremendous support of our parents and families. By volunteering and being present on the school campus, you are an integral member of Brentwood's Positive Behavior Support plan. Thus, your commitment to this Positive Behavior Support plan is valuable. After reading the "positive behavior support primary plan" and "school expectations" carefully (found in the student agenda and on the BMS website), sign the signature of support form at the bottom of this sheet, and return to the school office by August 19, 2011.

We want to thank you for your faithful support and commitment to our school, our students, and our staff. It is with eager anticipation and excitement that we look forward to the successes of the coming school year.

Sincerely,

The Brentwood Faculty and Staff

SIGNATURE OF SUPPORT

Please complete and return the “Signature of Support” form to the school office by August 19, 2011.

I, _____, have thoroughly read Brentwood Middle School’s Positive Behavior Support plan and school expectations.

____ I will support and participate in implementing the Positive Behavior Support plan each time I am at Brentwood Middle School.

____ I will not support and participate in implementing the Positive Behavior Support plan each time I am at Brentwood Middle School.

Signature _____ Date _____