

HUGS Program

Check-In/Check-Out Staff Expectations

Overview

- Meet with assigned student(s) for 2-3 minutes, twice daily.
- Complete forms accurately.
- Turn in student's folders every Tuesday before 1:30 p.m. in the wall file holder next to the Assistant Principal's office.
- Arrange for coverage, if unable to check-in and check-out with your student(s).

Daily Expectations

Morning

- Check-in with your student between 7:30 and 10:30 a.m. or as indicated in your schedule. If you are scheduled to meet your student after 7:50 a.m., check-in with them in their classroom. If you are scheduled to meet your student prior to 7:50 a.m., meet your student in the breakfast area and check-in with them as you walk the student to class.
- Spend 2-3 minutes with each student. Ask the student questions such as:
 - *"So, do you have everything you need for today?"*
 - *"Did you complete your homework?"*
 - *"Did you have breakfast this morning?"*
 - *"Did you sleep well last night?"*
 - If the student mentions an unresolved conflict, ask, *"Did you give an 'I Message'?"*
 - End the conversation with a positive observation about the student's ability to achieve their goal(s). Give a thumbs-up, high-five, wink, handshake, shoulder pat or hug, if appropriate.
- Write your daily observations in blue or black ink touching on following areas:
 - Self-care: personal hygiene, sleep and eating habits, etc.
 - School work and homework completion
 - Reported feelings and relationships with others

Afternoon

- Check-out with student(s) in their classroom or specials class
- Follow up with your morning conversation
- Celebrate successes or reframe the situation as a learning experience. Ask reflective questions to help students understand what choices lead to learning.
- Help the student problem-solve any unresolved conflicts.

Weekly Expectations

- Turn in student's folders every Tuesday before 1:30 p.m. in the wall file holder next to the Assistant Principal's office. The PBS Team will begin reviewing student files at 1:40 p.m. You will be contacted if there is a change to your student's behavior or attendance plan.

As Needed

- If you suspect child abuse, contact BFPS Administration, immediately. Follow abuse reporting protocol.
- Make copies of blank Weekly Information Sheets
- Attend TAT meetings about the student, as requested by teachers
- If unable to check-in and check-out with student(s), arrange for coverage. Give the staff person covering your check-in/check-out shift all needed check-in/check-out materials. If you are calling in sick, leave a message for Jill and state that you check-in and check-out with students. Tell Jill the first and last name of each student and the name of the student's teacher.