

Sunshine Club

Check-In/Check-Out Staff Expectations

Overview

- Meet with assigned student(s) for 2-3 minutes, twice daily.
- Tally and record daily points; log points on Success Sheet. 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.
- If you can't check-in and check-out with your student, arrange for coverage.

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.
- Collect the previous day's Daily Success Sheet with parent signature from the student. Put the collected form in your check-in/check-out folder. If your student's daily success sheet does not have a place for parent signature, then collect the completed form from the student at the end of the day. The PBS Team will collect the student's success sheet each Tuesday afternoon.
- Give the student their new Daily Success Sheet, unless the student's teacher has already given it to the student or your student's goal is attendance. Write their name or the current date on the form.
- 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?"
 - "What are your goal(s) for today?"
 - "What does that goal mean to you?"Help the student understand their daily targets/goals. Then, help the student predict possible distractions and problem-solve so the student can achieve their goal.
 - 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.

Afternoon

- Check-out with student(s) in their classroom or specials class
- Tally Goal Sheet points between 1:30 and 2:10 p.m., M-Th, as you are scheduled. On Fridays, you must check-out between 1:25 and 1:40 p.m. If you are unable to check-out at this time, please request coverage.
- Record daily points on Goal Sheet, percentage of total points, and graph percentage.
- Have each student put a star on their chart. Show the student their percentage of points in relationship to previous days.
- Celebrate student success and ask reflective questions to help students understand what choices lead to achieving (or not achieving) their daily goal. Even if the students didn't achieve their daily goal, celebrate smaller successes or reframe the situation as a learning experience.

Weekly Expectations

- Remind teachers on Thursday (after tallying the student's points) that the student may be eligible to attend Sunshine Club.
- If your student earned Sunshine Club, give two invitations to your student on that Friday. Your student will give one of the invitations to a friend. Clarify with the teacher which students can be the "friend" at Sunshine Club.
- Ask teacher(s) if students can take coats, backpacks, binder, homework and parent flyers. Some teachers would prefer the students' come back to class at 2:08 p.m. Respect teachers' wishes and explain these details to the Sunshine Club Activity Leader.
- Tell your student to walk to Sunshine Club with their friend. (If you have time to accompany them, please do.) Students will meet the Sunshine Club Activity Leaders (typically Lois Ann and Phil Mullins) at the southeast door of the Flora gym.
- Check-out with any other students
- 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.

Monthly Expectations

- Record daily scores on a new Goal Sheet every month.

As Needed

- If you suspect child abuse, contact BFPS Administration, immediately. Afterward, follow abuse reporting protocol.
- Make copies of blank behavior tracking sheets and monthly goal 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.
- Due to changing schedules, Sunshine Club may not be held in the Flora Gym. Please still send your students to the southeast door of the Flora gym. A Sunshine Club Activity Leader will pick-up your students and walk them to the activity location.