

Quarter One Checklist

It's important to take some time to close out the first quarter so that you're set up for success for the next quarter.



ADMINISTRATORS

- Deactivate tardy records (if applicable)
- Confirm Active Terms in setup (if applicable)
- Download any needed Q1 reports
- Hold a quarterly data meeting
- Add behavior codes (if applicable)
- To increase teacher buy in, consider adding academic rigor/relevance-related codes.



TEACHERS

- Teachers should receive a minimum of 1 incentive for Q1 performance
- Teachers should commit to classroom incentives for Q2
- Teachers should review any necessary reports for professional growth logs or collaboration meetings
- Teachers should communicate to admin any new codes requested



PARENT/STUDENT ENGAGEMENT

- Should receive a minimum of 1 incentive for Q1 performance school wide
- Share with teachers ideas on what incentives they want to see in classrooms
- Students should log in to their accounts at least once at the end of the quarter to see total points and any outstanding compliance actions owed.
- Check the key management report: How many active student accounts do you have? Parent accounts?

The following questions will help guide your quarter 1 data meeting and will provide you with insight that will help shape your Hero program for the next quarter.

QUESTION	QUARTER 1 - MEET OCT - DATA MEETING NOTES
What behavior trends are reduced / declining / trending down?	
What should we focus on next Quarter?	

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QUESTION	QUARTER 1 – MEET OCT – DATA MEETING NOTES
What positive behavior can be recognized in an attempt to reduce this trending behavior?	
<i>(Ex: Rewarding points for being ON TIME reduces tardiness. IN DRESS reduces dress code violations, awarding APPROPRIATE USE OF TECHNOLOGY combats electronic violations, etc)</i>	
What is our next behavior data target (i.e. % reduction in tardiness, % increase in positive behavior) for the next quarter?	
How will Hero be tracking this? (setup. heropowered.com)	

Alert!	These next questions require additional stakeholders. Input from students, parents, and teachers is needed.
How will you teach this expectation to the teachers and students?	
What school-wide incentives will you use to recognize this behavior?	
What CLASSROOM incentive(s) will you use to recognize this behavior (teacher input required)	
What incentive(s) will you offer to teachers for their participation?	
What other Tracks will you need to set up for Parent Engagement/Communication	
What do you need from your Parents/PTSA/SAC?	
How will you tell the community about your accomplishment(s)?	