

# Quarter Three Checklist

This checklist will help your administrators, teachers, students and parents close out the third quarter and prepare to end the year as strongly as you started.



## ADMINISTRATORS

- Some schools prefer to allow students to have a fresh start at the beginning of a new quarter when it comes to behavior. If you prefer this, you can reset students to the beginning of your discipline matrix by deactivating tardy records. To learn how to do so, [watch this video](#) or [view the step by step guide here.](#)
- Consider adding behavior codes that assist outgoing cohorts with transition benchmarks/goals.
- Download any needed Q3 reports.
- Observe your open YTD compliance actions. Have your consequences been effective? What is a sustainable and efficient way to hold your students accountable?
- Hold a quarterly data meeting. See pages 2 & 3 of this checklist for guidance on what questions you should address in that meeting.
- Use your Accrued Records Report to help identify students who may benefit from additional tiered support, and consider using the [Custom Groups](#) feature to begin to apply behavior monitoring feedback for Tier 2 and 3 MTSS/RTI.
- Schedule your End of Year review with your Customer Success Manager (CSM) by using the information at the bottom of this checklist.



## TEACHERS

- Have your teachers received an incentive for Q3 performance? [This post](#) will provide you with some teacher incentive ideas.
- Are there any students on your rosters who still have low/no point totals? Consider awarding points for attending test prep and tutoring sessions
- Use the Print History Behavior PDF in Parent conferences to identify appropriate meeting talking points
- Are you a club/extracurricular sponsor? Consider using Custom Groups to award points for extracurricular benchmarks or our Event Tracker to keep attendance rosters for practices, games, or performances



## PARENT/STUDENT ENGAGEMENT

- SA great way to encourage students is to offer them incentive points for their performance during Q3. We recommend that students receive a minimum of 1 incentive for Q3 performance schoolwide.
- Encourage parents and students to login 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?
- Is participation in registration and curriculum events important to you? Consider using a trac code or Events feature to build a digital record of your students' participation in after-hours activities. Consider using our Events feature to build a digital record of your student participation in after hours activities.

Continue on pg 2

The following questions will help guide your quarter 3 data meeting and will provide you with insight that will help shape your Hero program for the next quarter.

QUESTION	QUARTER 3 – DATA MEETING NOTES
What behavior trends are reduced / declining / trending down?	
Do we know why these behavior trends exist and can/ should we replicate this approach elsewhere?	
What negative behavior should we try to reduce in next Quarter?	
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)	

<b>ALERT!</b>	<b>These next questions require additional stakeholders. Input from students, parents, and teachers is needed.</b>
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 behavior codes 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)?	

**Need help closing out your quarter or fine tuning your Hero program?  
Schedule time with your Customer Success Manager Using the Info Below:**



**Andrea Wilkins** – [schedule time](#) or contact her via email:  
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