**Halsted Hero Staff Tickets**

**Staff Objective:**Provide staff with the opportunity to experience and reflect on what it is like to receive a ticket and praise.

**Student Objective:**   Students learn how to identify a behavior and deliver a positive message.

**Process:**

1.      Introduce Halsted Hero Staff Recognition by reviewing the objectives

2.      Introduce Halsted Heros Staff  Tickets to BC’s  2/7

3.    Inform staff of  Halsted Hero Staff  Tickets at unit meetings 2/8. Teacher Assistants

       informed via email and by teachers 2/8 and 2/10

4.    Inform students of Halsted Hero Staff Tickets during family meeting 2/10

5.    Distribution of envelopes for the staff  2/13

6.    Distribution of materials for students to the Homeroom teachers 2/13

7.    Homeroom teachers will distribute the materials on 2/14

8.    Staff hands in Halsted Hero Staff envelopes on 2/ 17

9.   Announcements will be made on 2/14-17

**Halsted Heroes Staff Appreciation (BC’S/ staff- homeroom)**

**Staff Objective:**Provide staff with the opportunity to experience and reflect on what it is like to receive a ticket and praise.

**Student Objective:**   students learn how to identify a behavior and deliver a positive message.

1. Introduce a way to do something nice for the staff / see how much they are appreciated by the students and teach students how to deliver a positive message

*(Homeroom Message 2-8)*

1. The staff  appreciation days will occur on February 14th, 15th and 16th
2. On Tuesday, February 14th students will receive **3 tickets** from their homeroom teacher.
3. Students will be instructed to provide a ticket to a staff member who have shown them ***respect***, has ***listened*** to them or has been ***helpful***.
4. Students should tell the adult why they are giving them the ticket (e.g., “Thanks for helping me in math when I got stuck”)
5. Students must write the staff member’s  name and their first and last name on the ticket
6. Students may distribute one ticket to a staff member per day or multiple tickets on a given day (students have three days to distribute the tickets)
7. Lost tickets will not be replaced

**Procedure for students distributing Halsted Hero Staff  Tickets (message to students)**

**Student Objective:**   Students learn how to identify a behavior and deliver a positive message.

When a teacher or staff person (e.g., secretaries, instructional aides, custodian, etc.) is ***respectful***, ***listens*** to you or is ***helpful*** you may give the staff member a Halsted Hero Staff ticket.

* Tell the person the reason why he/she is receiving the ticket (eg. “Thanks  for helping me in math when I get stuck. “Thanks for listening without interrupting”,  “That was a very respectful way of saying thank you”.
* Students must write the teacher's name and their first and last name on the ticket
* Students may distribute one ticket to a staff member per day or multiple tickets on a given day (students have three days to distribute the tickets)

***\*\*\* Lost tickets cannot be replaced\*\*\*\****

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| **RESPECTFUL** | **Examples of being Respectful:** |
| **Definition:**When you are respectful, you show consideration for how your words and actions will affect other people.   When you are respectful you **value each other’s point of view**, even if you disagree.   When you are respectful, you are polite and kind and treat each other with dignity. | * Shows concern for how you are doing * Asks for your opinion * Considers your feelings * Shows interest in you |
| **LISTENING** | **Examples of listening:** |
| **Definition:** When you are listening, you pay attention to someone or something in order to hear what is being said. When you listen, you  hear what someone has said and understand that it is serious, important, and/or true. | * Faces you when speaking * Values  what you have to say by responding in a positive way * Listens to your opinion and/or point of view |
| **HELPFUL** | **Examples of being helpful:** |
| **Definition:** When you are helpful, you provide assistance when needed. When you are helpful, you take the time to ask someone if he/she needs help. | * Takes the time to explain * Shows you how to do something * Offers to help you with a problem * Brainstorms with you to find a solution |

**Procedure for staff raffle**

***Where do students put the Halsted Hero Staff  Tickets?***

* Students will keep the tickets in their notebook and tear off the ticket from the page to provide it to the staff member

***Where do staff  put their tickets?***

* Staff  will place the tickets in their Halsted Hero Staff personalized envelope
* At the end of day on Thursday, Feb 16th , the teachers will deliver their envelope to Ms. Daria to be placed in drawing bin.

***How will it be handled if teachers would like to keep their tickets as a memento?***

* There will be a area on your personalized Halsted Hero envelope in which you can check to have your tickets returned.

***When will the raffle occur?***

* The raffle will occur on Friday, 17, 2017.  Six tickets will be drawn (in the event a staff members’ name is pulled more than once, another ticket will be drawn as a staff member can only win once). The winning staff members will be announced on 2/17.  The staff member will receive a choice of prizes a variety of prizes and the student who provided the teacher with the winning ticket will receive a gift card.
* All winners will be presented with their prize in the Main Office on Friday, February 17, 2017.

**Announcement via PA system:**

Don’t forget to distribute your Halsted Hero Staff Tickets!  When a staff member is ***respectful***, ***listens*** to you and/or is ***helpful,*** you may give the staff member a Halsted Hero Staff ticket.

1. Remember to tell the person the reason why he/she is receiving the ticket
2. Write the teacher's name and your first and last name on the ticket
3. You and the staff member will have a chance to win a gift card or choice prize when we conduct the raffle on Friday, February 17th. Good luck!!
4. Please note: ***\*\*\* Lost tickets cannot be replaced\*\*\*\****

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| **Smiley, Face, Happy, Thumbs Up ...Halsted Hero - Staff AppreciationSmiley, Face, Happy, Thumbs Up ...**  Staff Member Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        Date: February 14 - 16, 2017  Thank you for:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |