

## **H.U.G. “Hello, Update, Goodbye” Program**

### **WHAT**

The H.U.G. Program is a means to respond positively to students who need extra support with their behavior. On a daily basis, staff can teach them appropriate behaviors and provide them with opportunities to practice as they move from activity to activity. Additionally, the H.U.G. Program provides for reinforcement and positive attention from adults. The H.U.G. Program also provides for daily communication between a student and his/her teacher and between the school and parents. Additionally, data is collected to determine whether the program is successful or whether changes need to be made.

The H.U.G. Program was designed to facilitate positive interactions between at-risk students and significant adults, teach good behavior skills, and provide a means for home-school communication. The H.U.G. check-in creates a safe space for these students; they come to trust and respect the adults who are consistently there for them. The program does not include negative consequences or punishment, just encouragement and positive attention. Parents are encouraged to provide reinforcement at home when the H.U.G. goal is met and consistently offer feedback and encouragement to their sons or daughters.

### **WHY**

This school had a small group of young students who were struggling daily with their behavior in and out of class, despite behavior instruction and classroom interventions. In response to the persistence of this problem, the H.U.G. Program was developed.

### **HOW**

The H.U.G. Program consists of a plan and process that allow students to:

- Check in with a significant adult before school
- Carry a tracking form
- Ask their teacher to rate their behavior
- Check out at the end of each day
- Take the form home to parents
- Return the H.U.G. form the next morning

Prior to the student beginning the H.U.G. Program, the H.U.G. coordinator will meet with the student and teacher to discuss the program. The coordinator will also go over the program with the parents. All parties will sign the contract agreement.

## **H.U.G. Daily Schedule**

### **Morning Hello:**

All H.U.G. students will check in at the counselor's office between 8:00 and 8:30 each morning. At that time they will receive the following:

- A positive, sincere greeting
- A check to see if they are prepared for the day (lunch ticket, materials, etc.)
- A check to learn how they are feeling (any morning conflicts?)
- Collection of the returned H.U.G. form signed by parents
- Verbal reinforcement for returning the signed form possibly accompanied by a sticker or small reward
- A new H.U.G. form

### **During the Day Update:**

The student will give the H.U.G. form to his or her teacher. The teacher will rate the student's behavior at the times indicated on the form and offer a brief comment to the student about the rating. The adult on recess duty will complete the recess portions of the form and the bus driver will complete the bus portions of the form.

### **End of Day Goodbye:**

The students will return with their completed H.U.G. form to the counselor's room at 2:25 each day. At that time the following will occur:

- The students will again receive a positive, sincere greeting
- The counselor or H.U.G. assistant will check to see whether the student met his/her goal. If so, the student will receive a small reward. If not, the student will receive encouragement to try again tomorrow along with a problem-solving discussion of what they might do differently.
- The students will put their H.U.G. forms into their backpacks to take home to share with their parents. Parents are encouraged to also give positive feedback to their children. Parents then sign the form and put it in the student's backpack for return to school.

# HUG

(Hello, Update, Goodbye)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please indicate whether the student has met the goal during the time period indicated.

Meets: (2 points)      So, so: (1 point)      Doesn't meet: (0 points)

Goals	AM to Recess	AM Recess	AM Recess to Lunch	Lunch Recess	PM
Be Safe	☺ ☹ ☹	☺ ☹ ☹	☺ ☹ ☹	☺ ☹ ☹	☺ ☹ ☹
Be Kind	☺ ☹ ☹	☺ ☹ ☹	☺ ☹ ☹	☺ ☹ ☹	☺ ☹ ☹
Be Responsible	☺ ☹ ☹	☺ ☹ ☹	☺ ☹ ☹	☺ ☹ ☹	☺ ☹ ☹
<b>Total Points</b>					
Teacher Initials					

HUG Daily Goal      \_\_\_\_/\_\_\_\_      HUG Daily Score      \_\_\_\_/\_\_\_\_

Teacher Comments: Please state briefly any specific behaviors or achievements that demonstrate the student's progress.

AM to Recess \_\_\_\_\_

AM Recess \_\_\_\_\_

AM Recess to Lunch \_\_\_\_\_

Lunch Recess \_\_\_\_\_

PM \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Parent's Comments: \_\_\_\_\_

\_\_\_\_\_

## **H.U.G. TEAM MEMBERS' RESPONSIBILITIES**

### **H.U.G. Coordinator:**

- Sign H.U.G. Contract Agreement.
- Facilitate the check-in and check-out process.
- Provide H.U.G. participants with positive, constructive feedback and small tangible rewards.
- Instruct involved staff members and bus drivers on the use of the HUG form.
- Collect, summarize, and report H.U.G. data each week.

### **Teachers:**

- Sign H.U.G. Contract Agreement.
- Accept H.U.G. Report Form daily from students.
- Evaluate student behaviors and complete the form.
- Offer constructive and positive feedback to students.

### **Parents of H.U.G. Participants:**

- Sign H.U.G. Contract Agreement.
- Review H.U.G. Progress Report with child daily.
- Provide positive and constructive feedback.
- Communicate with the school when there are concerns or celebrations regarding the student's behavior.

### **H.U.G. Student Participants:**

- Follow all H.U.G. Program Guidelines.
- Sign H.U.G. Contract Agreement.
- GIVE IT YOUR BEST!!!!

**H.U.G Program Contract Agreement**

I have read the H.U.G. Team Members' Responsibilities Form. I understand that my signature indicates that I am willing to participate in the H.U.G. Program and fulfill all my responsibilities.

Student signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent(s) signature(s): \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Teacher signature: \_\_\_\_\_ Date \_\_\_\_\_

Administrator signature: \_\_\_\_\_ Date \_\_\_\_\_

H.U.G. Coordinator signature: \_\_\_\_\_ Date \_\_\_\_\_

Copies will be given to all H.U.G. participants. Thank you for your participation and support!!!

## Sample H. U. G. Goals

Follow directions  
Be kind to everyone  
Do my work  
I will keep my hands and feet to myself  
I will follow directions  
I will raise my hand and wait to be called  
I'm in control  
Respect to everyone (No talking back!)  
I follow rules  
I work quietly and independently  
I'm on task and following directions  
I raised my hand rather than talked out  
I will be responsible for doing neat work  
I will be honest with my mistakes  
Raise hand before talking  
Begin and finish work  
Follow directions right away  
Hands off others  
Eyes on the speaker  
No extra noises or inappropriate hand movement  
Use nice words  
Respect Others  
I will read  
I will make good choices  
I will give my attention to my teacher and follow directions  
Turn in work/homework  
Work quietly and independently on classwork  
Take learning seriously  
Respect and listen to adults  
Be kind and respectful with your words and body  
I used my calming technique  
I used my second-grade voice  
I took responsibility for my mistakes  
I will raise my hand and wait to be called on  
I will follow directions right away  
I will stay on-task and work quietly at my desk  
Show good listening skills  
Be safe  
Be kind  
Be responsible  
I'm in control of my emotions and actions  
I will use a respectful voice to everyone

## H. U. G. Data Sheet

Student:

<u>Dates</u>	<u>Weekly Point Total</u>	<u>Attendance</u> Present- Absent- Tardy	<u>Behavior Referrals</u> Major/Minor	<u>Present Level of Academic Performance</u> (Making progress?)	
				Reading	Math