Dear Families,

Welcome to the ***(insert year)*** school year! We are looking forward to a fantastic year. We wanted to take a moment to introduce ourselves and explain some of the supports we’ll be providing for your student this school year.

Social, emotional and behavioral skills are the key to success in home, school, and community settings. Students who struggle in these areas may experience difficulty with academic tasks and maintaining relationships with teachers and peers. However, through targeted support and instruction, students can gain the necessary skills to thrive in school and community environments.

We believe in proactive, positive, and consistent supports, and take an instructional approach to behavior. This year your student will experience those supports in the following ways:

* Check-in/Check-out with a campus-based mentor.
* Direct instruction in social, emotional, and behavioral skills.
* Regular staff monitoring support in academic classes.
* Assistance with the practice of coping and self-monitoring strategies.
* Regularly scheduled feedback with the Daily Behavior Report Card (DBRC).

We want to partner with you so we can provide consistent support for your student and generalize skills to the home environment. Attached to this letter is additional information regarding the Daily Behavior Report Card (DBRC) and how you can support this intervention with feedback and reflection at home.

Please don’t hesitate to contact us at any time if you have questions or concerns. You can reach us by phone at: ***(insert teacher phone #)*** or by email at: ***(insert teacher email address)***.

Sincerely,

***(Insert Staff Name***

Explanation of the Feedback with DBRC Intervention

The Daily Behavior Report Card (DBRC) is a tool to support the development of behavioral skills & strategies. The DBRC helps staff to provide specific feedback to students throughout the day regarding their behaviors. In addition, the DBRC is a vehicle to collect valuable data regarding student progress.

When students arrive to school in the morning, they “Check-In” with a mentor staff and review their DBRC which describes the student’s behavior goals on a 1-5 scale (5 being the desired/goal behavior; 1 being the least desired behavior). During “Check-In,” the mentor staff remind and prompt the student regarding expected behaviors and prepare them for a successful start to the day.

At the conclusion of activities, class periods, or other time periods throughout the day, teachers will provide verbal feedback to the student regarding the behaviors observed during that time. This conversation may be as brief as 30 seconds. Teachers then quantify their observation using the numerical scale and record it on the DBRC form. Intervention is provided through the direct feedback (usually verbal) from the teacher. The number alone is not feedback but allows staff to quantify and monitor student progress.

At the end of the school day, students will “Check-Out” with the mentor staff who support them in reflecting on the day through a review of their DBRC. During this brief review, students and staff will problem-solve around areas of difficulty and celebrate the areas of success. The focus of the Check-in, Check-out, and Feedback with DBRC interventions is to support students through an instructional approach to behavior.

Periodically students may bring home a copy of the DBRC or a graph of progress for review. Similar to teachers, families should provide feedback in an objective manner. If students fear a consequence from home as the result of a difficult day, they may be hesitant to share. Below is an example script to support families with the process of DBRC reflection:

• Let’s reflect and talk about your day.

• I noticed you did really well in \_\_\_\_\_\_, what choices did you make during that time?

• I see some challenges in \_\_\_\_\_\_, what choices did you make during that time?

• What can you do tomorrow to be successful?

An example video of this feedback process at home can be found on the Emergent Tree Education YouTube Channel: https://www.youtube.com/channel/UC4y1-mafh8pG9qZUN8UdSgg

Please do not hesitate to contact our school staff if you have questions or need further explanation of regarding this support.