

# Memorandum

**To:** All Faculty and Staff

**From:** Dr. Matthew W. Ross, Superintendent

**Date:** August 1, 2018

**Subject:** Policy and Procedure Bulletin\_Funding for Grade Level Incentives Used to Acknowledge Adherence to Classroom Rules and Procedures

The intent of this memorandum is to provide guidance regarding the criteria by which grade levels will receive and utilize funding to acknowledge adherence to classroom rules and procedures. This memorandum does not prohibit an individual teacher from acknowledging adherence to classroom rules and procedures, which do not involve the use of these funds.

To support efforts in acknowledging adherence to classroom rules and procedures, the District will provide funding in the amount of \$500 per year to each grade level to purchase incentives to be used by the entire grade level.

By August 15, each grade level shall create a standardized, written protocol for using these funds to acknowledge adherence to classroom rules and procedures. This protocol shall include the specific criteria by which these funds will be used to incentivize adherence to specific classroom rules and procedures (for example, incentive "A" will be used to incentivize "Behavior A"); the duration and frequency of the incentive (in other words, how long the incentive will be made available and how often will the incentive be available before the behavior is no longer incentivized, but rather expected); the progression of incentives for specific behaviors, if any; and any other elements as deemed appropriate by the grade level. These incentives, though, shall not interrupt instructional time, relieve students of completing required instructional activities, and/or contradict school wide rules and procedures.

The grade level must also provide a quarterly report to the principal and the use and effectiveness of the incentives used by the grade level to acknowledge adherence to classroom rules and procedures.

If you have any questions or a need any assistance regarding this memorandum, please do not hesitate to contact us.