



BN-101 LIAISON TRAINING

be nice. K-12 Liaisons



Dear **be nice.** Liaison,

Welcome to **be nice.**! Thank you for your support, time and effort in educating young people and the community about this life-saving Action Plan!

The **be nice.** INSTITUTE was designed to support our **be nice.** Liaisons in their school/building's journey with the **be nice.** Action Plan. Today we will be covering everything you need to know to create sustainable and effective **be nice.** Programming at your school. Please remember that, as we begin (and/or continue) this conversation about mental health, it is important to remain in contact with the mental health professionals in your school/area and, most of all, to keep yourself safe today and every day.

In addition, know that we are here to assist as much as possible with your success in this program - please don't hesitate to reach out. Thank you!

- Christy Buck
Executive Director
Mental Health Foundation of West MI

notice invite challenge empower

CONTACT INFORMATION

Elementary Contact: kandicesloop@benice.org

Middle/High School Contact: catlanting@benice.org

Merchandise Contact: larissapayton@benice.org

be the one to **KNOW THE FACTS**

use this quiz as a tool with staff to encourage the conversation about mental health and youth – electronic copy available on the **be nice.** portal

1. FACT | FICTION | SOMEWHERE IN BETWEEN

It is not a good idea to ask a young person if they are suicidal – it might put the idea in their head.

2. FACT | FICTION | SOMEWHERE IN BETWEEN

People who self-harm are attention seekers.

3. FACT | FICTION | SOMEWHERE IN BETWEEN

Suicide is the leading cause of death for children 14-18 years old.

4. FACT | FICTION | SOMEWHERE IN BETWEEN

People who talk about suicide don't usually attempt suicide.

5. FACT | FICTION | SOMEWHERE IN BETWEEN

Up to half of visits to primary care physicians are due to conditions that are caused or exacerbated by mental health disorders.

6. FACT | FICTION | SOMEWHERE IN BETWEEN

Trauma is a risk factor in almost every type of mental health disorder.

7. FACT | FICTION | SOMEWHERE IN BETWEEN

It's important to invite yourself to say something to someone if you notice a marked change in their behavior that lasts 2 weeks or longer.

8. FACT | FICTION | SOMEWHERE IN BETWEEN

If a young person is "bullied", they are at higher risk for suicide.

9. FACT | FICTION | SOMEWHERE IN BETWEEN

In order for the **be nice.** Action Plan to be effective, students and staff should be reminded of it frequently.

ANSWER key:

1. FICTION 2. SIB (they are attention needers from the right professionals) 3. FACT 4. FICTION 5. FACT 6. FACT 7. FACT 8. FACT (ongoing mean behavior can affect mental health) 9. FACT

be nice. research

be nice. is a mental health education and suicide prevention program that creates a positive culture change through simple daily actions.

be nice. is a systematic approach to behavioral and mental health awareness. In schools, **be nice.** is a year-long, K-12 initiative. In secondary, **be nice.** is student led and activated with help from a trained Liaison staffed by the school. Elementary programming takes a classroom and all-school activity approach to mental health education.

be nice. is a mental health education and suicide prevention Action Plan. It uses an acronym that gives people of all ages the tools to notice, invite, challenge and empower themselves and others who may be experiencing a change in their mental health. **be nice.** provides the knowledge and confidence to take action when it comes to changing, improving and saving lives.

Evidence reports the implementation of **be nice.** Programming:

- Increases mental health awareness and resources available among staff, students, and parents
- Decreases the number of behavioral referrals and bullying incidents
- Increase in suicide prevention behaviors
- Increase in school connectedness
- Movement of school district towards a more positive school climate.

Evidence also proves this program works the best from the top down.

Agenda + Notes

1. Introduction (WHY **be nice.**?)



2. Action Plan (WHAT is **be nice.**?)



- ❖ Visit **benice.org** to watch the videos and Take the Pledge – *use for 6th grade through adult education of the Action Plan.*

3. Launch Kit & Portal (what TOOLS do I have available to me as a Liaison?)

- ❖ Included in Kit:
 - Launch Manual (pdf available on the portal)
 - Pledge Banner, Posters, Flag
 - 30 Lanyards, Wristbands, and T shirts
- ❖ Portal @ beniceonline.com
 - Username:
 - Password:
 - * Anyone from your building can create a be nice. Portal username and password using their school email.
 - ** SECONDARY – send students to the portal for information and activity ideas

be nice.[®] Action Plan



notice

- notice what is good
- notice what is right
 - notice what is different about how someone is thinking, acting and feeling.



invite

- invite yourself to start a conversation.
- "I've noticed that..."
- "Have you spoken to anyone else about how you are feeling?"
- "It's okay to get help."



challenge

- challenge the individual to reach out for help if they need it.
- challenge stigma surrounding mental health.
- challenge yourself to communicate important resources.

empower

- empower yourself and others to concentrate on and engage in protective factors.
- empower yourself with the knowledge that you can have an effect on how someone thinks, acts and feels



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benice.org

In everything **be nice.** the, **be nice.** Action Plan should be the foundation.

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be nice. Middle/High

- Train Staff in the **be nice.** Action Plan
 - **Staff Meeting Date:** _____
 - Use “Take the Pledge” at benice.org
 - Use Staff PowerPoint (see portal)
 - Use “Engaging Staff” handout (see portal)
- Distribute Parent Letter / Postcard (see portal)
- Form a **be nice.** Leadership Chapter
 - **Application Deadline:** _____ (see portal for sample application)
- Train the **be nice.** Leadership Chapter in the Action Plan
 - **First be nice. Leadership Meeting Date:** _____
- Order T-shirts on the portal
 - 30 free t-shirts (for leadership students)
- Introduce **be nice.** Action Plan to all students
 - **Assembly Date:** _____
 - Facilitated by **be nice.** Leadership Chapter Students (see manual and portal)
- Introduce **be nice.** Action Plan to Parents/Community
 - **be nice. Community Night Date:** _____
- Introduce **be nice.** Action Plan to support staff (transportation, secretaries, nutrition, recess, etc.)
 - **Support Staff Meeting Date:** _____
- Meet with **be nice.** Leadership Chapter twice a month to plan weekly/monthly school wide activities
 - **First be nice. Activity Date:** _____

NEXT STEPS

- Connect with elementary buildings – have Leadership Chapter facilitate **be nice.** lessons/assemblies
 - These buildings will be teaching **be nice.** lesson plans bi-monthly/monthly
- Schedule **be nice.** Leadership Chapter students to introduce **be nice.** Action plan to the School Board
 - **School Board Meeting Date:** _____
- Add **be nice.** Logo, action plan and/or link to “Take the pledge” to website
- Add write-up about **be nice.** in school newsletter
- Order merchandise for Leadership Chapter to sell – fundraising idea (see portal)
- Add **be nice.** merchandise to School Store

be nice. Elementary

- Form a **be nice.** Committee – this is you!
- Train Staff in the **be nice.** Action Plan
 - Use Staff PowerPoint (see portal) to introduce **be nice.**
 - Use “Take the Pledge” at benice.org
 - Share portal info with staff
 - **Staff Meeting Date:** _____
- Introduce **be nice.** Action Plan to all students
 - Lesson 1 – introductory lesson with “One” book (see attachment)
 - **Lesson Week/Day:** _____
 - All School student assembly after each classroom has read “One” – (PowerPoint outline on portal)
 - **Assembly Date:** _____
- Order Merchandise (see merchandise tab on the portal)
 - 30 free t-shirts
 - Any other merchandise (including extra posters, etc.)
- Distribute Parent Letter / Postcard (see portal)
- Introduce **be nice.** Action Plan to Support Staff
 - **Support Staff Meeting Date:** _____
- Plan Weekly/Monthly School Wide Activities
 - **First **be nice.** Activity Date:** _____
- Use portal for ideas & to see what other schools are doing
- Meet as a committee monthly (more if needed)

NEXT STEPS

- Work with Middle and High School **be nice.** Leadership Chapters
 - Have MS/HS leadership students visit at lunch
 - Teach Lesson Plans in classrooms
 - Help coordinate all school activities
- Teach **be nice.** Lesson plans bi-monthly/monthly (found on portal)
 - Example: You could designate one month for “notice”, the next month for “invite”
- Plan a Community/Parent Night
- Form Leadership Chapter with Elementary Students
- Introduce **be nice.** Action Plan to School Board
- Put the **be nice.** logo on your schools' website and/or school newsletter
- Encourage parents to “Take the be nice. Pledge” at benice.org

Sample **be nice.** Timeline

MONTH 1

- 1st **be nice.** Committee/Leadership Chapter meeting
 - Educate Committee/Leadership Chapter – take the **be nice.** pledge
- Staff presentation - present to staff the **be nice.** Action Plan – get buy-in from all school staff
- Parent presentation/open house/letter or postcard (see portal)
- Select a day to kick off **be nice.** in your building/district
- Add the **be nice.** logo to your schools' website
- Hang the **be nice.** flag

MONTH 2

- 2nd **be nice.** Committee/Leadership Chapter meeting.
- Plan **be nice.** day/assembly
- **be nice.** kick – off
- Plan 1st all school **be nice.** activity/event.
- Don't forget to visit benice.org for all your **be nice.** questions, or reach out to our staff!

MONTH 3

- Hold a **be nice.** Committee/Leadership Chapter meeting.
- Plan 2nd all school **be nice.** activity/event (eg. **be nice.** sports event)
- Include an article about **be nice.** in your school newsletter and/or highlight it on your website

MONTH 4 and Beyond

- Hold a **be nice.** Committee/Leadership Chapter meeting.
- Plan 3rd all school **be nice.** activity/event (eg. notice activity)

*****We suggest having the **be nice.** Committee/Leadership group meet monthly. You may need to meet more in the beginning to help kick-off **be nice.** at your school.***

Use the sample calendar to help track your progress throughout the year.

be nice. Chapter Student Roles

EXAMPLES

Committee Chair/Co-chairs

- Serve as the liaison of the school for **be nice.**
- Educate other committee members about **be nice.**
 - Prepare school staff with the common language used in **be nice.**
- Ensure the implementation of **be nice.** lessons and activities.
- Identify goals for school climate change.
- Gain buy-in from all school staff.
- Sustain **be nice.** through monthly all school activities.
- Recruit new committee members; if needed.

Swag Masters

- Manage the ordering of all **be nice.** merchandise – including t-shirt sales for staff and/or students.
- Serve as the liaison with the MHF for ordering of **be nice.** merchandise (t-shirts, pencils, wristbands, etc.).

All School Activities

- Brainstorm ideas for all school activities and bring ideas to the **be nice.** Committee.
- Create a calendar of events for the school year (with monthly **be nice.** activities. See attached calendar).
- Serve as the school liaison for all school **be nice.** activities.
- Plan, manage and implement the all school activities.
- Engage students, staff and parents in the planned monthly activities.

Community Awareness

- Brainstorm ways to engage parents and other community members in the **be nice.**
- Create a plan of action for bringing the **be nice.** message to the community.
- Partner with a local business to help gain buy-in from community members.
- Find a local business to sponsor **be nice.**

Social Media Committee

School Wide Activities

- Have Staff wear **be nice.** t-shirts every Friday
- Host a **be nice.** spirit week with a different challenge for each day
 - give 5 high fives in one day
 - sit by someone new at lunch
 - give 3 compliments today
- **be nice.** poster contest between grades
- **be nice.** decorating door contest between classes
- decorate lockers with a **be nice.** theme
- Play music during announcements that are related to **be nice.**
- Have students share inspirational/ **be nice.** related quotes over the intercom every Friday
- Create a **be nice.** bulletin board in your classroom or in the hallway
- Mix it up at Lunch! Students sit by someone new at lunch time. (You can pass out different pieces of candy as students enter the lunchroom and all “tootsie rolls” sit at one table and all “starbursts” sit at a different table, etc. Or you can use stickers, pieces of color paper instead of candy)
- Group mix it up day! Students are divided by grade level, so each teacher has a classroom with students in kindergarten through sixth grade. These groups of students eat lunch together, go to recess together (playing organized games) and spend time in class learning more about how to show respect, kindness and teamwork skills. This activity involves the older students supporting the younger students, many taking on valuable leadership roles.
- Postcard Exchange: Students are paired with other students from their grade/class and must create a postcard and write what they like about that person.

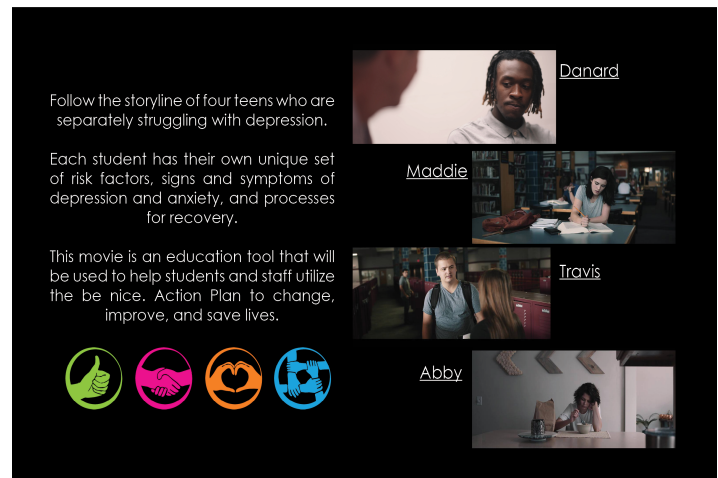
- Monthly newsletter: Create a newsletter each month (have one classroom/grade be assigned to create/pass out the newsletter each month) that highlights various resources, positive school news and events
- Make someone feel awesome day! Encourage students to give compliments, high fives and other kind gestures throughout the day. Recognize and award students for being nice
- Wall of gratitude: create a **be nice.** mural or wall where students can
- anonymously leave encouraging messages to each other or write notes of gratitude using sticky notes
- Take pictures of students exemplifying **be nice.** and create a slide show to present to the student body
- Student Star Award: Each month the teachers recognize a student (one of the older students, 5th/6th grade). The criteria for this recognition are good moral character, showing **be nice.** (notice, invite, challenge, empower) character traits, respect for school and others and showing concern for others.
 - To recognize this student, you can: Have the student star create a poster which celebrates who they are and it is displayed on the bulletin board in the hallway for everyone to see. The students name is announced via morning or afternoon announcements
- **Visit our portal (benice.org) for more ideas!**
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be nice. Know the Action Plan – The Movie

MENTAL HEALTH
FOUNDATION
OF WEST MICHIGAN
be nice.[®]

Further the **be nice.** Action Plan in your
8th-12th classrooms by playing the **be nice.** Movie
with corresponding lesson!

- Plan a **be nice.** assembly to show the movie / go over the corresponding handout.
or
- Play the movie over the announcements / in classrooms.
and
- Organize a parent night to screen the movie.
- You will have access to **be nice.** movie through a Vimeo link (online).
- Chapter students should practice reviewing the movie in each setting.
- Email catlanting@benice.org for the link and password – it will be time sensitive, and we'd like to know who is showing it. 😊



be nice. Committee Roles

EXAMPLES

Committee Chair/Co-chairs

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 - Prepare school staff with the common language used in **be nice.**
- Ensure the implementation of **be nice.** lessons and activities.
- Identify goals for school climate change.
- Gain buy-in from all school staff.
- Sustain **be nice.** through monthly all school activities.
- Recruit new committee members; if needed.

Swag Master

- Manage the ordering of all **be nice.** merchandise – including t-shirt sales for staff and/or students.
- Serve as the liaison with the MHF for ordering of **be nice.** merchandise (t-shirts, pencils, wristbands, etc.).

All School Activities Planner

- Brainstorm ideas for all school activities and bring ideas to the **be nice.** Committee.
- Create a calendar of events for the school year (with monthly **be nice.** activities. See attached calendar.)
- Serve as the school liaison for all school **be nice.** activities.
- Plan, manage and implement the all school activities.
- Engage students, staff and parents in the planned monthly activities.

Community Awareness Coordinator

- Brainstorm ways to engage parents and other community members in **be nice.**
- Create a plan of action for bringing the **be nice.** message to the community.
- Partner with a local business to help gain buy-in from community members.
- Find a local business to sponsor **be nice.**

Community Involvement

Many **be nice.** schools have brought awareness of **be nice.** to the community.

For example, you could:

- Have a **be nice.** float in your local parade
- Ask local businesses and stores if they will put a **be nice.** poster in their front window
- Have a **be nice.** themed game (football, basketball, etc.). This is a chance to inform school supported and community members about **be nice.** Have someone speak at halftime, sell **be nice.** merchandise, have the players wear **be nice.** stickers on their helmets, etc.
- You could also set up a table/booth at any sporting event to hand out mental health resources and/or sell **be nice.** merchandise
- Set up a **be nice.** info table at parent teacher conferences and sell shirts.
- **Visit benice.org portal for more ideas!**
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Is Everyone in Your School Community on Board With The **be nice.** Action Plan?



Educate Admin . Teachers . Support Staff

TAKE THE PLEDGE

- Have your **be nice.** Chapter members pass out "Pledge Cards" to staff
- Print off pledge certificates (get a blank emailed to you by taking the pledge at benice.org).
- Once that staff member has taken the pledge, give them a certificate to hang in their classroom/area.
- Don't forget about nutrition staff, bus drivers, custodial staff, etc.

VISIT A STAFF MEETING

- Ask your principal for 10 minutes at a staff meeting to educate about the Action Plan.
- Use our PowerPoint (on the portal)
- Personal stories of notice.invite.challenge.empower. work well at these meetings!

Have **be nice.** on/near your school sign/marquee



Have a **be nice.** Page in the Yearbook!

- Make sure that you are recognized as a student group in your school!

be nice.

Certificate of Achievement

I, _____
have completed the Pledge to **be nice.** in my community.
I'm ready to spread mental health awareness
and save lives through simple, daily actions!

Signed: Christy Buck
Title: Executive Director



notice invite challenge empower

Educate Board Members

VISIT A BOARD MEETING

- Place a phone call to your Superintendent asking for a few minutes at the next board meeting.
- Print off the questions of the **be nice.** Pledge and have board members complete it together
- Hand out certificates!

DRAFT AN EMAIL TO BOARD MEMBERS

- Draft an email that your Superintendent could send to board members explain what your group has been up to.
- Include instructions on how to take the **be nice.** Pledge at benice.org

Get parents on board

DRAFT AN EMAIL or LETTER HOME TO PARENTS

- Draft an email that your Principal could send home to parents to explain what your group has been up to.
- Include instructions on how to take the **be nice.** Pledge at benice.org

HAVE A TABLE AT CONFERENCES

- Pass out resources.
- Talk to parents about what the **be nice.** Action Plan is.
- Sell **be nice.** GEAR to fundraise.

Ideas for fundraising with **be nice.** Merchandise



Most profitable be nice. Merchandise:



Wristband
Purchase for 90 cents
Sell for _____



Crew Neck T
Purchase for \$5
Sell for _____
Any Color

Options for selling items at an event or in your school store
(orders need to be placed at least 3 weeks in advance):

1. Place an order for the minimum amount that you think you will sell. Order through the be nice. Portal (see Swag Master)
 - You have 6 months to pay this invoice - try to sell as much as you can.
 - If you have merchandise left over, return it to us, and we will reconfigure the invoice.
 - If you have ordered a specific color shirt, these cannot be returned.
2. Place a few sample sizes of different pieces and take orders. Pick these up from the Mental Health Foundation in Grand Rapids.
 - Email larissapayton@benice.org to inquire

To add additional logos to a be nice. piece:

- Logo must be added somewhere other than the front of the shirt.
- Our printer can print additional logos. This is a per logo price.
- You could also add after purchasing from us.

Any time that the **be nice.** Logo is printed, it needs to be approved by larissapayton@benice.org



Questions about be nice. merchandise? Email Larissa - larissapayton@benice.org

How to engage with your Elementary Schools and the **be nice.** Action Plan



Do your Elementary Schools have the **be nice.** program in their buildings?

YES

Contact the Liaison at the Elementary School and schedule a visit/meeting

- Check the online **be nice.** Portal for ideas:
- Lesson plans
 - Elementary Assembly
 - Videos
 - Books to read in classrooms

- Make your own:
- Videos
 - o Make short videos on the action plan for the Elementary schools to play
 - Posters
 - o Create posters to hang up at the Elementary school
 - Assembly
 - o Act out the book "One" at an Elementary assembly – see portal)

NO

Set a meeting with the Elementary Principal to introduce your group and explain to them what the **be nice.** Action plan is.

Describe that you would like to talk about mental health and the **be nice.** Action Plan at their building.

Does your **be nice.** group have funds/funding?

YES

Purchase be nice. Coloring Books for the Elementary School (maybe one particular grade?)

15 pages of coloring pages & activities

\$1.00 each

NO

Fundraise for the Coloring Books (\$1.00 each) for the Elementary School

- **Sell t-shirts (buy for \$5 and sell for \$10 at Parent/teacher conferences)**
- **Car Wash**
- **Find a local business to underwrite the coloring books**

How to log on the be nice. portal

1. Go to benice.org
2. Under the tab "Education Programs" click on be nice. PORTAL
3. This will take you to a Log in page - on the bottom click on "Don't have an account, Sign Up"
4. Fill in the info (School E-mail and create a password)
5. Once you fill this in - we get a notification and have to approve you but then you have access to the Portal.

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open
RESPECT
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