



Acknowledgements & Celebrations Systems Planning Tool

Creating a positive school environment involves providing consistent, genuine and frequent acknowledgement and opportunities to celebrate progress and growth toward schoolwide, classroom, individual and staff goals. Use this planning tool to document how acknowledgements and celebrations will happen throughout the school year. Regarding frequency, some acknowledgements may be provided routinely (predictable), while others may be intermittent or even have a hint of randomness or surprise to them. Variety can be fun, but a well-rounded “menu” of opportunities is more important than quantity. Keep in mind that acknowledgements and celebrations serve the purpose of building community and fostering growth and does not preclude the balanced use of reteaching, error correction, and consequences.

Schoolwide Acknowledgement & Celebrations (digital one-pager)						
What:	Provided for:	Provided to:	Provided by:	Provided when:	Frequency:	Procedural notes:
e.g. Extra recess	95% attendance for the month	All students	Teachers	Wed. after goal is met	Each month met	Office staff alerts staff when met
e.g. Grade level snow cone day	95% of students earn 1+ Pride tickets/mo.	Grade level meeting goal	PTA	Friday after goal is met	Monthly	Office staff alerts staff when met
e.g. Field Day	Community building	All students	Staff & PTA	Last May Wed.	Annual	Field Day Planning group
Classroom Acknowledgement & Celebrations (digital one-pager)						
What:	Provided for:	Provided to:	Provided by:	Provided when:	Frequency:	Procedural notes:
e.g. Class Pride tickets	recognizing class as a whole – hall behavior, playground kindness, café. manners, etc.	Whole class	Any staff	Any time	Ongoing	Class can set goal for class reward OR part of a schoolwide celebration
e.g. Shout out & Class Pride ticket	All students present in class that day	Class	Office	End of day announcements	Daily	Office provides list of classes & provides ticket
e.g. Game choice time	90% or more of students showed growth on benchmark	All students in class	Teacher	Within week following	Quarterly	
Individual Student Acknowledgement & Celebrations (digital one-pager)						
What:	Provided for:	Provided to:	Provided by:	Provided when:	Frequency:	Procedural notes:
e.g. Pride Ticket	Demonstrating schoolwide expectations	Individual students	Any staff	Any time	Ongoing	School store operates during lunch 3 x week
e.g. Student of the Month	One student selected per class given criteria	1 student per class/mo.	PTA	Last Thurs./mo.	Monthly	Teacher completes form by 20 th monthly
Staff Acknowledgement & Celebrations (digital one-pager)						
What:	Provided for:	Provided to:	Provided by:	Provided when:	Frequency:	Procedural notes:
e.g. Pass it on Mascot trophy	Any recognition by colleague	Any staff	Any staff	Any time	Ongoing	Admin. delivers note & mascot; turn over weekly
e.g. Gift card	Handing out Pride tickets	Any staff	Admin.	Name drawn	Random	