



# 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 ( <i>digital one-pager</i> )         |  |                          |              |                          |                |   |
|--|--|--------------------------|--------------|--------------------------|----------------|---|
| 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 ( <i>digital one-pager</i> )          |  |                          |              |                          |                |   |
| 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 ( <i>digital one-pager</i> ) |  |                          |              |                          |                |   |
| 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 <sup>th</sup> monthly                      |
| Staff Acknowledgement & Celebrations ( <i>digital one-pager</i> )              |  |                          |              |                          |                |   |
| 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         |   |