

## Critical Features Checklist: Acknowledgement System

This document is intended to be used when providing feedback on school-wide acknowledgement system. All of the critical features should be reflected in the school-wide acknowledgement system. This checklist can be used to provide specific feedback on the building's acknowledgement system.

Table 1 Critical Features for Acknowledgement System - Place a check mark in the box if the feature was addressed or is evident in the development of the acknowledgement system.

Check if present	Critical Feature
	A written school-wide plan for acknowledging student behavior is developed collaboratively with staff (i.e., acknowledgement chart, hierarchy of rewards).
	Behaviors that should be acknowledged are defined on the behavior matrix.
	ALL students have access to school-wide rewards and recognition, including student who display high amounts of problem behaviors.
	The staff is committed to using a 4:1 ratio of positive acknowledgement to correction.
	Staff provide input into the creation of acknowledgement materials and a plan for creating materials is developed.
	A distribution process for materials is established (i.e., How do staff request more? Where are they located?)
	A redemption process for acknowledgements is developed, if this is a component of the written school-wide plan for acknowledging student behavior.
	Celebrations are planned and developed, both school-wide for ALL and as recognition for some.
	A plan for acknowledging staff is developed.

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