

Acknowledgement System Matrix: Secondary Example

Type	What?	Who?	When?	Where?	How?	To whom?	Why? (purpose)
High Frequency <ul style="list-style-type: none"> In the moment, predictable, happens all the time 	PRIDE signatures	Any staff member in building (classified & certified)	When any student exhibits PRIDE behavior	Throughout the school.	Staff signs under an expectation within the student's planner (see last page of this document)	All students	To acknowledge students for displaying behavior expectations
	Verbal praise	Any staff member in building (classified & certified)	When any student exhibits PRIDE behavior	Throughout the school.	Staff provide specific behavior praise to students when they display the expectations	All students	To acknowledge students for displaying behavior expectations and reinforce desired behavior
Redemption of High Frequency <ul style="list-style-type: none"> What happens once a student receives a high-frequency acknowledgement? 	Weekly random drawings	Administrator draws names for a random drawing. Students are eligible to win various prizes (e.g., first in line pass, supplies, t-shirt, etc)	Weekly – on Fridays	Students names are announced over intercom with Friday announcements	<ul style="list-style-type: none"> Students are entered into the drawing if they have 10 signatures for the week. Homeroom teachers submit names of eligible students using website. Students' names are announced via intercom 	2 students per grade level are drawn	To provide public recognition and reward for displaying expectations

Type	What?	Who?	When?	Where?	How?	To whom?	Why? (purpose)
Redemption of High Frequency (cont)	Mid-quarter and End-of-quarter random drawings	During a brief assembly, administrator draws names for a random drawing. Students are eligible to win various larger prizes (e.g., gift cards, tickets for dances, donated items from local stores, etc)	Mid and End of quarter	During the quarterly assembly	<ul style="list-style-type: none"> • Students are entered if they have at least 5 signatures for <i>each</i> week in the term. • Homeroom teachers submit names of eligible students using online website. • Students' names are announced to the audience 	4 students per grade level	To provide public recognition and reward for displaying expectations
	Self-Manager Badge	All staff	At any time a student self-identifies that they have more than an average of 5 signatures per week	Throughout the school	<ul style="list-style-type: none"> • Students complete an application to request to be a self-manager. • If the student's teachers agree the student has an average of at least 5 signatures per week, the student receives a self-manager badge to wear. • Students lose the badge if they have two major ODRs in a term. Can earn back the badge after that 	As many students who meet the criteria	

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Unpredictable / Intermittent <ul style="list-style-type: none"> Surprise acknowledgment, not frequent, may be based on data 	PRIDE Notes Home	Department-level teams and homeroom teachers	Once every two weeks	Notes sent home. (Templates are provided to teachers)	<ul style="list-style-type: none"> Dept-level teams agree on students and complete notes to send home Homeroom teachers identifies 1-2 boys and 1-2 girls Note is given to secretary and is mailed home 	2 students per grade level; 1-2 boys and 1-2 girls per homeroom	To provide a surprise note home to parents about student's effort.
Long-Term Universal Celebrations <ul style="list-style-type: none"> School-wide target met, set on data, predictable 	Assembly with Activities	All school participation PBIS team plans the events	Three times/Year	In the gym, auditorium or playground	<ul style="list-style-type: none"> (Based on planning by PBIS Team) 	All school participation	To celebrate the effort of the entire school with PRIDE expectations
	Quarterly Reward Activity	All staff and students	Mid and End of quarter	Commons area or outside areas	<ul style="list-style-type: none"> Students with at least 5 signatures each week participate in a reward activity, such as a social game or pancake breakfast. Students with less than 5 signatures receive additional instruction on expectations 	All students	To reinforce and reteach expectations

	P Productivity <i>We are responsible participants in our education.</i>		R Respect <i>We respect others and accept differences.</i>		I Integrity <i>We do the right thing even when no one else is watching</i>		D Duty <i>We are safe members of our school and community.</i>		E Empathy <i>We aim to understand the feelings of others.</i>	
Week One	Teacher Initial	Date	Teacher Initial	Date	Teacher Initial	Date	Teacher Initial	Date	Teacher Initial	Date
	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Total _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Initial _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Week Two	Teacher Initial	Date	Teacher Initial	Date	Teacher Initial	Date	Teacher Initial	Date	Teacher Initial	Date
	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Total _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Initial _____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

**Within each students' planner, there is a row for each week of the term. Students receive new pages for each new term.*