**Critical Features Checklist for Acknowledgement Systems**

When providing feedback on the school’s acknowledgement system, you should

be able to identify all of the following critical features. Please use this checklist to

provide specific feedback on the building’s acknowledgement system.

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| Checkmark | **Critical Feature** |
|  | A written school-wide plan for acknowledging student behavioris developed collaboratively with staff (i.e. acknowledgementchart, hierarchy of rewards) |
|  | Behaviors that should be acknowledged are defined on thebehavior matrix |
|  | ALL students have access to school-wide rewards andrecognition, including student who display high amounts ofproblem behaviors |
|  | The staff is committed to use a 4:1 ratio of positiveacknowledgment to correction |
|  | Staff provide input into the creation of acknowledgementmaterials and a plan for creating materials is developed |
|  | A distribution process for materials is established (i.e. How dostaff request more? Where are they located?) |
|  | A redemption process for acknowledgements is developed, ifthis is a component of the written school-wide plan foracknowledging student behavior |
|  | Celebrations are planned and developed, both school-wide forALL and as recognition for some |
|  | A plan for acknowledging staff behavior is developed |



MiBLSi Critical Features Checklist for Acknowledgement Systems

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