**Guidelines for an Effective Management System**

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| **Elementary Classroom** | **Middle/Secondary Classroom** |
| **Rules:*** Follow directions
* Keep hands, feet and objects to yourself
* No teasing, name calling or cussing
* Do not leave the classroom without permission
 | **Rules:*** Follow directions
* Keep hands, feet and objects to yourself
* No teasing, name-calling or cussing
* No eating/drinking in class
* No electronic devices
 |
| *Rules should be things that happen everyday…if there is a rule that you must raise your hand to speak, realize that is something that you should expect everyday, without exception.* *THINK: Instead of making it a rule, can I ensure it is in my clear directions?* |
| **Positive Recognition:*** Positive narration
* Positive notes and phone calls home
* Behavior awards
* Class points
* Class chant
 | **Positive Recognition:*** Positive narration
* Positive notes and phone calls home
* Privilege passes
* Class points
* Class cheers
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| **Consequence options:*** 1st time: Warning
* Lose points/stickers
* Time out in classroom/move seat
* Phone call home
* Sent to administrator
* Lose recess/free time
 | **Consequence Options:*** Warning
* Participation points lost in increments at each level
* Change seat
* Detention
* Phone call home
* Sent to administrator
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| *See document on Sample Hierarchies for more information* |
| **Give out class points when you observe 100% compliance!*** Voice levels meet the expectations of the teacher for a minute or two
* All students are on task while the teacher is conducting instruction
* All students work cooperatively in groups
* The majority of students volunteer to answer questions
* Students answer rigorous/difficult questions
* Students enter the room silently
* A transition goes smoothly
* Students walk silently through the hallway
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| **Guidelines for Time Out**You need to ensure that going to Time Out is structured. Specific expectations must be taught to the students with regards to the rules around Time Out.*Sample rules:** Students sent to Time Out will silently go directly to the Time Out chair.
* Teachers will monitor the students’ behavior in Time Out.
* When in Time Out, students will sit silently in “scholar position.”
* If students get up or talk, etc., the teacher will add additional minutes to the Time Out session.
* Students will under no circumstances come back to the group until the teachers give them permission to do so.
* Student should be narrated while in Time Out

Teachers should consider administering a reflection however if this is difficult or challenging to consistently enforce, this type of consequence is not recommended. |