**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 |
| **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 |
| *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 | |
| **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. | |