

Sample Recognition Matrix (Respectful, Accountable, Productive)

TYPE	WHAT	WHEN	WHERE	WHO
Immediate/High Frequency <i>In the moment, predictable</i>	KIDS: RAP Cards	<ul style="list-style-type: none"> RAP passport – first 2 days of school 	<i>Passport rotation – all locations</i>	ALL KIDS, ALL STAFF
		<ul style="list-style-type: none"> Week1 1-2 of the quarter (Leadership Team decides focus) 	<i>Classrooms, Hallways, Bus</i>	
		<ul style="list-style-type: none"> Weeks 3-9: Departments decide on rotating schedule 	<i>Classroom and TBD</i>	
		<ul style="list-style-type: none"> Mid-Year Refresh week 	<i>Top 3 locations for ODRs</i>	
		<ul style="list-style-type: none"> Semester 2 – TBD at Dec. Leadership Mtg. and review of ODR data 	<i>TBD</i>	
Activities that build staff and student relationships while recognizing good behavior	KIDS & ADULTS: Service Learning Project – blankets and rock socks	<ul style="list-style-type: none"> During Advisory, after lessons regarding disability and food insecurity awareness 	<i>In paired advisory rooms – blankets for AI; In designated locations – put together food kits</i>	ALL KIDS, ALL STAFF
Promoting positive contacts home	ADULTS: RAP Cards to HR student families	<ul style="list-style-type: none"> By 3rd week of each semester 	<i>In lieu of 2nd and 9th Faculty Mtg. of the year</i>	ALL FAMILIES
Staff Acknowledgements	KIDS: Shout-Out Cards	<ul style="list-style-type: none"> Available daily, monthly homeroom 	<i>Cafeteria box and homeroom</i>	ALL STAFF
	ADULTS: RAP Staff-Staff	<ul style="list-style-type: none"> Available daily, 2x/month handout – admin reminders every Friday 	<i>Cards in mail room, copy room, online form</i>	
Redemption of High Frequency	KIDS: Hallway Carts ADULTS: Drawing from Student cards	<ul style="list-style-type: none"> Weekly cart (need to develop schedule) 	<i>Per floor</i>	ALL KIDS. ALL STAFF
Intermittent/Unpredictable	KIDS & ADULTS: TBD	<ul style="list-style-type: none"> Second Semester – TBD by Dec Leadership Team and ODR data and climate surveying 	<i>TBD</i>	ALL KIDS, ALL STAFF
Long-term School-wide Celebrations (school-wide not individually based)	BOTH TOGETHER: Quarter Got RAP Showcase (Data and talent sharing)	<ul style="list-style-type: none"> Quarterly 	<i>Q₂ and Q₄: All School Gymnasium (In-person) Q₁ and Q₃: Grade-level Auditorium</i>	ALL KIDS, ALL STAFF