

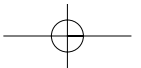
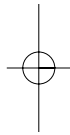
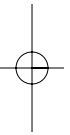
Section I

Recognition & Appreciation



*There is more hunger for love and appreciation
in this world than for bread.*

—Mother Teresa



Chapter 1

Recognizing Specific Behaviors

REWARDING GOOD BEHAVIOR

You often see trucks with “How’s my driving? Call 555-5555” painted on the back. I saw a truck with a twist on that message: “How’s my driving? **We reward safe driving.** Call 555-5555.”



The company made it very clear to anyone who was reading the sign that it valued safe driving; so much so that they rewarded those who practiced that behavior.

What behaviors would you like to have rewarded in your school?



Celebrate what you want to see more of.

—Thomas J. Peters



ATTENDANCE—STAFF AND PARENTS

Off-campus Lunch

Form the staff members into teams. The team with the best attendance for a specified length of time receives a coupon for a two-hour off-campus lunch. The administrators cover the classrooms while the winners are away.

Blue Jeans Pass

Each month, give staff members with the best attendance two passes that allow them to wear blue jeans to work. Make stickers for staff members to wear on Jeans Day that say, "I have Great Attendance and earned this Jeans Day."

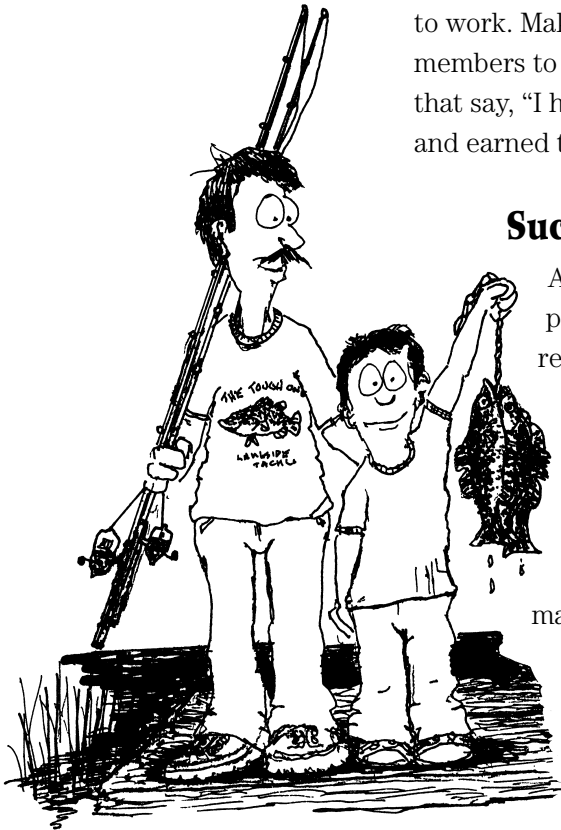


Success Assemblies

At the end of each marking period staff members and students are recognized for perfect attendance as well as other successes.

Half Day Off

Encourage staff members to get parents to participate in events such as Parent Information Night and parent conferences. The teacher from each grade level with the highest percentage of parents attending the events receives a half day off. The administrators and counselors serve as substitutes in the classrooms. (*Chisholm Trail Elementary School, Sanger, TX*)



"My Time Off"

Parking Space Drawing

Put the names of staff members who have perfect attendance for the week in a container for a drawing. The person whose name is drawn gets the parking spot of his or her choice for the week. Hold the drawing at the weekly staff meeting or on Monday morning, and announce the winner during the daily announcements. Make a sign designating the winner's special parking spot.



CLASSROOM CLEANLINESS

Golden Dustpan Award

Each week (or month) the night custodian selects the cleanest classroom and the winner is announced on the P.A. system. The principal gives the award to a student from the winning room; the award is displayed in the classroom for a month.



PEER RECOGNITION

Above and Beyond Award

Give an award for staff members who go **Above** and **Beyond** the **Call** of duty in service to colleagues. This helps focus attention on staff-to-staff relationships, and promotes interdependence, collaboration, and peer recognition. Using an "ABC" card, staff members nominate each other by describing how the nominee went above and beyond in order to help a colleague. Recognize the winners at staff meetings by reading the card aloud, presenting a personalized certificate suitable for framing, and awarding a congratulatory letter and gift certificate from an area restaurant or other suitable business. Make an "ABC" bulletin board and put it in a public location. Copy the narrative from the card and post it on the bulletin board, along with a picture of the honoree.

(Karyn Brownlee, Principal, Lee Elementary School, Coppel, TX)

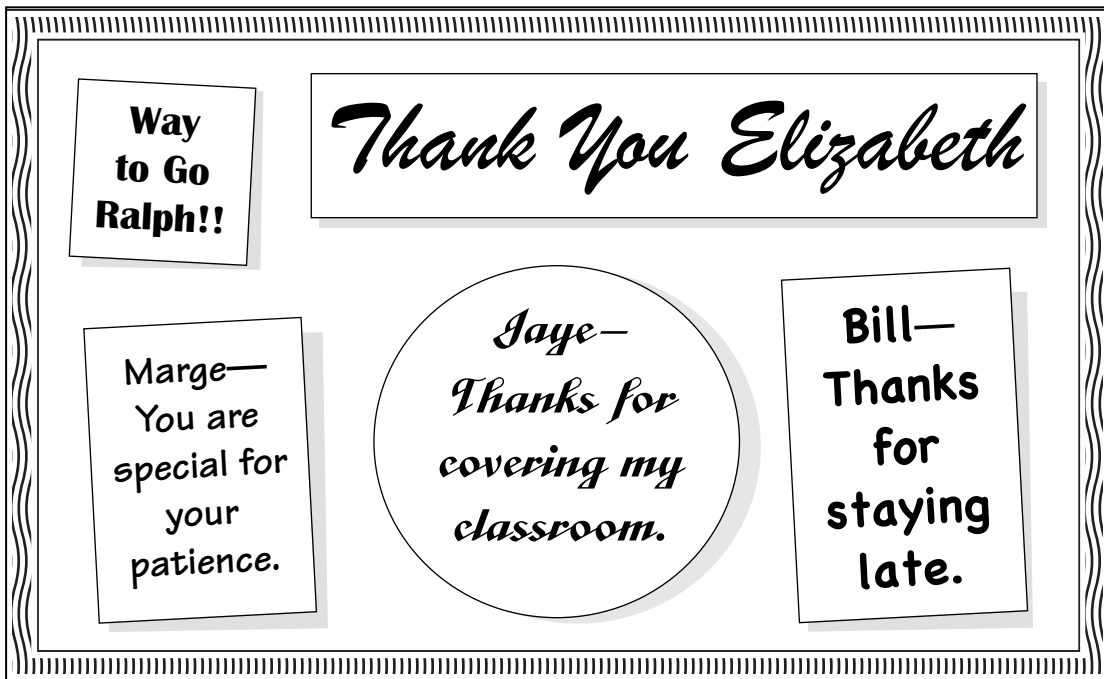


There is no
letter I in TEAM

Acknowledgment Areas

Designate areas throughout the school as “peer recognition zones.” For staff members it may be the copy room or staff lounge. Tape acknowledgements to the wall every week and include in the morning announcements when appropriate. After acknowledgements are removed from the wall, give them to the recipient (these make great portfolio items).

Variation: Create a “Thank You Board,” where staff members can attach notes of thanks written on cutouts or Post-it Notes. At the end of the month, hold a drawing to select one of the notes on the board. The winner receives a monetary award. (*Crowell Independent School District, Crowell, TX*)



Magic Notes

Give “Magic Notes” to staff members who help their colleagues (e.g., covering an assigned duty for another). Submit them to the principal to read at the Monday morning assembly. Students can be rewarded in the same manner.

Treat Cart

At the start of the school year, ask staff members to list their favorite beverage and snack food. Keep this information in a file. Throughout the year, encourage staff members to nominate their peers to be awarded “a treat break.” Select one staff member each week to receive treats, and include a note explaining why he or she was nominated.

Kindness Coins

At the start of the school year, give staff members a supply of gold medallion coins; these represent emotional currency of appreciation. Staff members then give the coins to their peers throughout the year as a way of expressing thanks.



Gratitude Bowl

The principal begins the activity by decorating a bowl with balloons and filling it with 10 candy bars. He or she takes the bowl to a staff member and thanks the person for doing something special. The staff member selects a candy bar and then takes the bowl to another person deserving of thanks. The bowl continues to be passed to others until all candy bars are gone.

Recognition Postcards

During a staff meeting give each person a postcard to self-address. Collect the cards and distribute them again so that no one gets their own. Ask staff members to write a positive comment about the person whose name and address appears on the postcard and then sign it. Collect and mail the completed cards. Staff members will look forward to



If you can't say
something nice,
why not?

receiving their card of praise and recognition. And the staff lounge might be buzzing with the positive comments people have received in the mail.

Variation: Save the postcards and mail them out over the course of a month or periodically during the year. (*Phineas Davis Elementary School, York, PA*)

Back Scratchers

Give each staff member a piece of tagboard or large piece of construction paper with a string attached so it can be

worn around the neck. Have them put the paper around their necks so that it rests on their back. Ask staff members to write what they appreciate about their colleagues on the papers. Post the sheets in each staff member's classroom or shrink them so they can be put in their portfolios.



Angel Award

Purchase an angel to use as a traveling award. At a staff meeting, give the award to a staff member who has done something significant behind the scenes for students or another staff member. The first week's recipient decides who the next recipient will be, and so on. (*Paw Paw High School, Paw Paw, MI*)

Extra Hand Award

Create a hand by using a see-through plastic glove (not one that is powdered, such as an examination glove). Fill the glove with popcorn or another type of treat and tie it off at the wrist. Draw fingernails with magic marker or nail polish. Attach a note such as, "The extra hand you gave certainly came in handy" or "Thanks for lending us a hand."

“I Care” Bear

Dress or decorate a stuffed bear in your school colors and attach a card and note such as the following:

I’m your friendly “I Care” Bear, and I am here to remind you that someone cares. I can only stay with you for today, so pass me on to someone else. Before passing me on, PLEASE sign and date the back of my card. Have a “Beary” Good Day!



It’s a great booster to receive the bear, see where it’s been, and select the next recipient. (*Villa Rica Middle School, Temple, GA*)

“Beary” Special

Buy a small stuffed bear and attach a small spiral notepad to it. Laminate a sheet that says, “Let a staff member know something you like about him or her by writing a note in the notepad and putting the bear on his or her desk.

Recipient: Pass the bear on to someone else within three days.” (*Margaret Daniel Primary School, Ashdown, AR*)

Filling the Shoes

Without being asked, staff members often fill in for someone who’s late, absent, behind in work, or needs extra help. Give a special “Shoe Award” to those who “step up” to help others.

Hero Bulletin Board

Create a "Did You Ever Know You Were My Hero?" bulletin board. Staff members and students can write about the staff member(s) who inspired them and have become their hero. Read the entries each morning during the announcements while playing "The Wind Beneath My Wings."



POSITIVE ATTITUDE

Attitude Certificates

Make *Good Attitude* certificates and give them to staff members or building coaches. When staff members see a colleague displaying a positive attitude, they can award the certificate to that person, who then puts his or her name on the back of the certificate and passes it along to another colleague when appropriate. (*Lima Senior High School, Lima, OH*)



MVP (Most Valuable Participant)

There are some people who are always there to help, calm the seas, contribute, offer suggestions, etc. Recognize them at the start of the school year when all staff members are present (or at another very public place) by dedicating the meeting or event to them. Write a proclamation that explains why they deserve the honor.



Three billion people on the face of the earth go to bed hungry every night, but four billion people go to bed every night hungry for a simple word of encouragement and recognition.

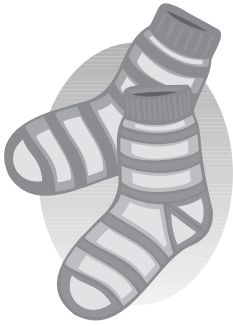
—Cavett Robert,
Founder of the
National Speakers
Association

SCHOOL ACHIEVEMENT

Superior Staff

Some states rate schools each year; “superior” is the highest rating. If the school receives such a rating, be proud out loud. This gives the staff bragging rights, so provide them with achievement recognition items. Start by giving staff





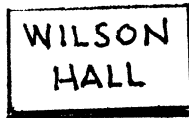
members tote bags with the school mascot and “Superior School” printed on them. Later give matching T-shirts and lanyards. What’s next? School spirit socks! (*Ross Elementary School, Milford, DE*)

BOB Award

Each marking period give a **BOB** pin to staff members who “**Bend Over Backwards**” to achieve the goals set for the school and students. Anyone can recommend a staff member for the award. Take photos of the recipients and post them on the bulletin board.

Visible Difference Award

Give recognition to staff members who excel in their fields and make a visible difference in an area such as student achievement.



Halls of Fame

Name rooms and halls in honor of staff members whose students have the most improved test scores each year.