

## Essential Guidelines in Make Your Day

1. Make Your Day is portal to portal.
2. The "Rule" and "Expectations" are posted.
3. Steps are administered properly.
4. Shadowing and Contracting are done individually.
5. Recourse is allowed.
6. An automatic. Step 4 is used for repeated, severe and/or serious behaviors.
7. Expectations are clarified for each point period.
8. Points are "earned" and each period starts with zero points.
9. Points are recorded 5 - 7 times per day.
10. Points are averaged when necessary.
11. Concerns are done individually and properly.
12. Eliminate cueing. It taxes away from learning time.
13. A daily communication goes home when a person doesn't Make Their Day.
14. Each day is a fresh start in Make Your Day.