



Guiding Positive Student Behavior Toolkit User Guide

The Guiding Positive Student Behavior Toolkit includes the 15 tools described below. They were developed for 21st Century Community Learning Centers (21st CCLC) programs, but any out-of-school time program can use them.

How to Access the Tools

You can view or download the tools on the 21st CCLC National Technical Assistance Center website. The entire toolkit is available for download as a zip file.

Ways to Use the Tools

To support professional development:

- Read them to increase your understanding of a topic or strategy.
- Note ideas you'd like to put into practice or learn more about.
- Use the tools in staff training sessions as discussion starters or as part of a think-pair-share or small-group activity.

To help your program implement or improve a practice:

- Use the tools to assess and reflect on what you already know and do — and what you need to know and do — to implement or improve a practice.
- Use the tools during a planning or strategy session to inform decisions about how to adjust current practices or implement new ones.
- Share bite-size ideas from the tools in emails, text messages, or staff meetings to help program staff implement a new strategy or practice.
- Customize the tools to include information, examples, or guidance specific to your program.

To engage and inspire stakeholders:

- Share a tool (or ideas from a tool) with school-day staff, community leaders, partners, volunteers, families, or students to help them understand a program initiative or to inspire them to get involved.
- Share excerpts or ideas in your newsletter and in emails, social media posts, and other communications with stakeholders.

How to Customize a Tool

Most tools are provided in PDF and Microsoft Word formats. You may customize the Microsoft Word version to meet your needs.

Get Additional Tools and Resources for Your Out-of-School Time Program

Check the [21st CCLC NTAC website](http://21stcclcntac.org) for online courses, training modules, webinars, third-party resources, and more on this and other topics. To stay updated as new content is added:

- Subscribe to our newsletter.
- Follow us on social media.



Tips for customizing tools:

- If you plan to print multiple copies for distribution, you may print the tool in black and white if you're concerned about the cost of color printing.
- If you delete or replace any of the text or graphics, you may need to adjust the formatting or page breaks.
- If you add or revise content, please replace the text box at the end with the following statement:

Note: Parts of this document are based on information in the Guiding Positive Student Behavior Toolkit, a resource developed by the Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) National Technical Assistance Center (NTAC). The toolkit is in the public domain and is available at 21stcclcntac.org.

Tool Titles and Descriptions

The following tools are included in the Guiding Positive Student Behavior Toolkit. Use this annotated list to identify the tools you need.

- The list is organized into three categories: (a) Learn (b) Plan and Implement, and (c) Assess and Reflect.
- You can view or download the tools on the [21st CCLC NTAC website](http://21stcclcntac.org).
- To get the complete toolkit with all the tools described below, go to the website and download the zip file.

**Learn**

Emotional Regulation: Strategies to Use and Skills to Teach — Learn about emotional regulation and dysregulation, get strategies for managing behavior caused by dysregulation, and read about emotional regulation skills to share with students.

Guiding Positive Student Behavior: Research and Practice Brief — This brief summarizes findings from research and practice that can help you understand and respond appropriately to challenges and concerns related to student behavior. *It includes a bibliography of resources cited or consulted in developing the Guiding Positive Student Behavior Toolkit and a mini-course on the topic.*

Real Talk Coaching Technique to Use With Staff and Students — Real Talk is a way to coach someone by using questions and dialogue to help them clarify their thinking, set realistic goals, or make a decision. You can use this technique with students or staff members.

Restorative Practices: Introduction, Tips, and Research — Learn about restorative practices and their effectiveness in education settings from this introduction to the concept.

**Plan and Implement**

Circle Practices to Foster Community, Engagement, and Discussion — Use this guide to help you make circle practices part of your program to give everyone equal voice and responsibility.



Creating a Group Norms Agreement — Get best practices, examples, and a norms agreement template.

Guiding Positive Student Behavior Cue Cards — Use these cue cards to improve or refresh your knowledge about student behavior, to prompt discussion among staff and volunteers, or to support training and practice.

Participatory Response Options to Engage Students — Here are some ways to give all students a chance to participate, not just those who answer first or talk the loudest.

Program Practices to Guide Student Behavior — Choose from 10 strategies for establishing appropriate behavior norms. Activities like daily meetings and team-building activities can lay a foundation for an effective learning environment.

Providing Feedback That Feeds the Whole Person — Use this tool to reflect on feedback that has impacted you positively and negatively. Then use those experiences and the suggestions in the tool to identify strategies for giving feedback to students or staff.

Questionnaire: Building Student-Educator Relationships — Use the responses to this questionnaire to get to know your students better and to help build positive relationships.

Strategies for Creating a Positive Learning Environment — Use these strategies to create a program environment that nurtures students intellectually, emotionally, and in other ways.

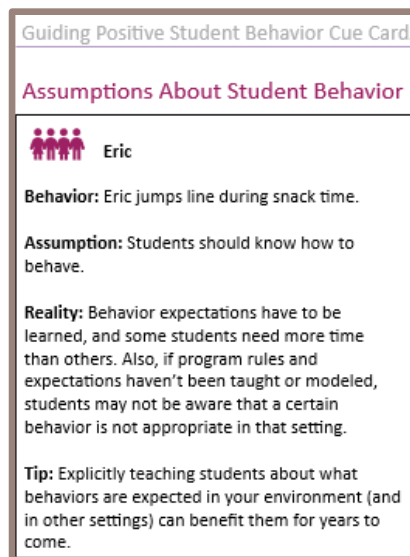


Assess and Reflect

Staff Self-Care Practices — Get self-care ideas and a template to help you track what works for you. Managing stress helps you respond appropriately to challenging student behaviors.

Stress Reduction for Work-Life Balance — This reflection guide helps you consider what you can and can't control, set boundaries, manage frustrations, and focus on goals and impacts.

Ten Daily Practices to Engage All Students — This guide describes simple but important best practices that provide structure, consistency, and empowerment. These practices can help engage students and improve behavior. Implementation tips are included.



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