

## Instructions for Positive Action Program Tracking

Hello Teachers!

The Communities That Care (CTC) Coalition has been strengthening partnerships in the C-EB schools for the past 3 years and has recently taken on the Positive Action Program tracking. With your help in completing the below documents, CTC will be able to create a report for C-EB administration at the end of the year to determine Positive Action success. Thank you for your help with this!!

Please note that our partnership, and participation in Positive Action Program Tracking is in no way an evaluation of any school staff member. CTC is simply creating a report on the program to be used for administrative reports, grant writing, and other opportunities to show successful program implementation.

Below are the instructions for both documents that would need to be completed in the school for accurate program tracking and evaluation. If you have any questions, please feel free to reach out to myself, or Cora. Thank you again for all of your help, and continued support of our work, and activities with the school and students! We hope you have an amazing school year!

-Jaylynn Farlee, CTC Coordinator

| Document to be completed  | Instructions   | Return procedure  |
|---|--|---|
| Positive Action Student Pre and Post Survey<br><br><a href="#">Link</a> to document                                 | This one-page survey will be completed by students in all classes learning Positive Action (PA) lessons in participating grades.<br><br><b>Who's participating?</b><br>Only 3 <sup>rd</sup> -6 <sup>th</sup> grade students<br><br><b>Who's giving the survey?</b><br>Teachers will administer to students<br><br><b>How Often?</b><br>Administered twice a year. 1) At beginning of year -before PA lessons. 2) At end of the year – after PA lessons | Return to the secretary's mailbox in the office after completion. |
| Positive Action Lesson Checklist<br><br><a href="#">Link</a> to document<br><a href="#">Link</a> to complete online | This one-page checklist will be completed by teachers in all grades administering Positive Action (PA) Lessons.<br><br><b>Who completes?</b><br>All teachers administering PA Lessons in grades 2 <sup>nd</sup> -6 <sup>th</sup><br><br><b>How Often?</b><br>This document should be completed at least 2 times a month, and at most once a week.  | For checklist completed by paper, return to Robyn Johnson.        |

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 Thank you for all you do!



CRST Communities  
 That Care Coalition  
AN EFFORT FOR THE COMMUNITY, FROM THE COMMUNITY.

“A teacher’s influence extends beyond the classroom and into the future.” – Unknown