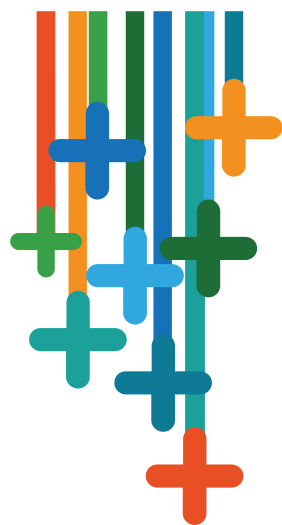




SUCCESSING with *Positive Action*

Carol Gerber Allred, Ph.D.



Positive Action[™]
empower greatness⁺

Positive Action®

**Succeeding with
*Positive Action***

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INTRODUCTION

Welcome to the world of *Positive Action*! We are pleased that you are joining us, and the other *Positive Action* users, in this positive, productive place. For more than 35 years, over 16,000 schools, districts and community providers have used *Positive Action* successfully, nationally and internationally. We have delivered *Positive Action* to over five million students and thousands of families and communities. These 35 years of implementation and research experience have gone into creating this guide. It shows you how to set the stage for engaging everyone in implementing *Positive Action* to achieve the outcomes you desire. We hope you also enjoy the spirit of the program. Positivity has the power to change lives for the better as it becomes a well-functioning lifestyle. So, come aboard for a great ride.

Please study this guide carefully before you implement the program and refer to it as you proceed through the whole implementation process. You will find it helpful, as it contains critical details that you will need to know to ensure an effective and smooth implementation of your *Positive Action* program.

This guide also briefly introduces the program with a simple overview as well as touching on our impressive body of research. Seeing the outcomes of the multiple rigorous studies of *Positive Action* will assure you that choosing this program was the right decision and inspire you to implement with fidelity. Finally, it offers the important advice you need to implement the program effectively. While preparing to implement and as questions and issues arise during implementation, consult this easy-to-use, handy resource. We want your implementation process to be as smooth, effective and trouble-free as possible while you discover a world that brings you great satisfaction and many rewards for adopting a *Positive Action* way of life.

We will be updating this guide on a regular basis, so as you develop expertise, we invite you to share your experiences with us and allow us to pass them along to others. We value all input.

In addition, you may contact us directly at 800-345-2974 or info@positiveaction.net whenever you need any other information or assistance. Our program consultants are pleased to assist in any way to ensure an effective implementation experience. Alternatively, you may wish to consult our website at www.positiveaction.net. Thank you!



[THE POSITIVE ACTION[®] SYSTEM]

Let's begin with the big picture. The *Positive Action* program is actually a system—a comprehensive, integrated set of components that serve the individual, school, family and community. The components coordinate around a common theme, or philosophy, and fit together seamlessly in any configuration but also work as a powerful, coherent approach to the whole ecosystem of learning. Having a good knowledge of the system with its components is critical to designing a customized *Positive Action* program appropriate to help you meet your short- and long-term needs and goals.

Positive Action Mission Statement: The mission of the *Positive Action* System is to promote positive actions in individuals, schools, families and communities and empower their greatness for creating happy, healthy and successful lives.

Vision: To see everyone doing positive actions in the school, home and community to create a society that is positive, safe and respectful of one another.

Values:

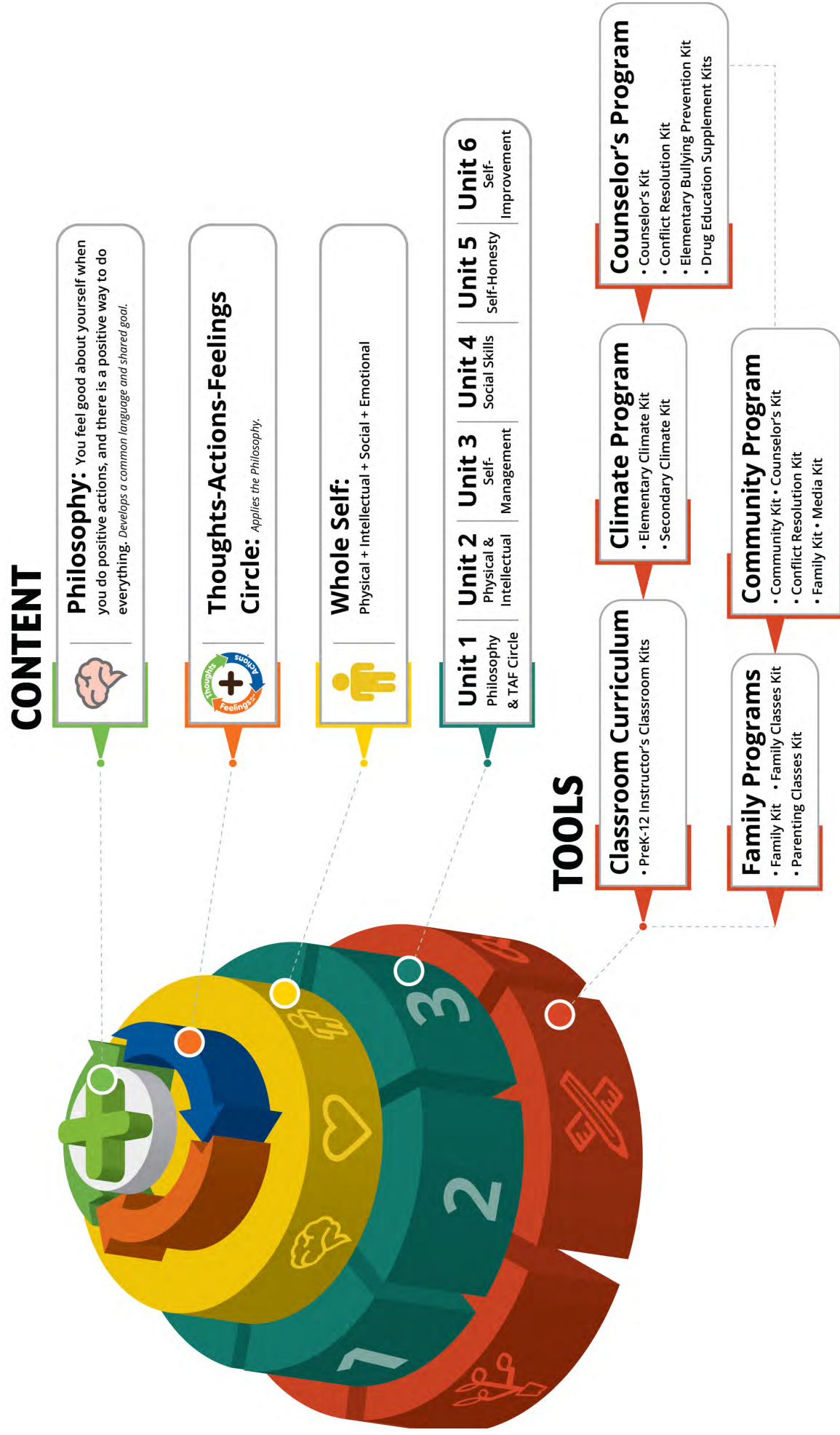
That all people have the opportunity to learn:

- To empower their greatness by personally developing themselves through positive actions.
- To manage their thoughts positively.
- To choose positive actions.
- To recognize that they feel good about themselves when they do positive actions.
- To develop their personal physical and mental wellness.
- To be responsible for their own behavior.
- To become “other” oriented by treating others the way they like to be treated.
- To be honest with themselves and others.
- To improve themselves continually by setting goals.

That all people will live in positive environments that use and reinforce positive actions in their school, home and community.

The Positive Action System is:

Simple, logical, coherent, and meaningful.





[PHILOSOPHY]

More than just teaching new skills, *Positive Action* seeks to intrinsically motivate individuals to apply them as well. How do you motivate students to do positive actions without extrinsic rewards? You raise the awareness of how they feel about themselves after they have acted and how those feelings about themselves lead to more thoughts and actions—positive or negative.

To do this, *Positive Action* teaches the universal philosophy:

You feel good about yourself
when you do positive actions,
and there's a positive way
to do everything.

[THOUGHTS-ACTIONS-FEELINGS CIRCLE]

The *Positive Action* philosophy is the foundation of the program. To visualize this philosophy, individuals learn the Thoughts-Actions-Feelings about Self Circle. It depicts how thoughts lead to actions and actions to feelings about the self, which lead to more thoughts. The feelings about the self depend on the thoughts and actions and can be positive or negative.



To know consciously the entire thoughts, actions, feelings about self-process enables more informed, positive choices for a lifetime.



[UNITS]

Unit 1	Philosophy, Self-Concept and TAF Circle	
Unit 2	Physical & Intellectual Positive Actions	
Unit 3	Managing Yourself Wisely (Self-regulation)	
Unit 4	Getting Along with Others (Social Self)	
Unit 5	Being Honest with Yourself and Others	
Unit 6	Continuous Self-Improvement	



[SKILLS BY UNIT]

Unit 1

Defining self-concept, why it is important and how to form it.

- Understanding Philosophy
- Understanding Thoughts-Actions-Feelings Circle

- Understanding the difference between positive and negative actions



Unit 2

Physical positive actions:

- Exercising
- Eating nutritiously
- Healthy sleep
- Good hygiene
- Avoiding harmful substances

Intellectual positive actions:

- Solving problems well
- Making good decisions
- Motivation to learn
- Thinking skills
- Value of good memory



Unit 3

Social/Emotional positive actions:

- Managing thoughts
- Managing actions
- Managing feelings
- Managing time

- Managing energy
- Managing money
- Managing possessions
- Managing talents



Unit 4

Social/Emotional positive actions by treating others the way you want to be treated:

- Seeing the good in others
- Respecting others
- Saying nice things to others

- Empathy
- Fairness
- Kindness
- Cooperation
- Not bullying



Unit 5

Social/Emotional positive actions:

- Being in touch with reality
- Telling yourself the truth
- Telling others the truth
- Not blaming others

- Not making excuses
- Not rationalizing
- Knowing strengths and weaknesses
- Integrity



Unit 6

Social/Emotional positive actions:

- Setting physical goals
- Setting intellectual goals
- Setting social and emotional goals
- Believing in your potential

- Having courage to try
- Turning problems into opportunities
- Persisting and determination
- Broadening your horizons





[TOOLS]

Implementing *Positive Action* is easy and straightforward. All toolkits contain a manual and a complete set of materials that guide and support the lessons and activities.

Positive Action tools are:



Grade 4 Kit

A **PreK–12 classroom kit** for each teacher and 30 students. Scripted lessons take 15–20 minutes. *



Elementary Climate Development Kit

School/Site-Wide **Climate Development Kits** (Elementary and Secondary) for leaders to engage everyone in the school/site in developing a positive school/site climate.



Family Classes Kit

Family and Parenting Classes Kits to teach families and parents how to use the Family Kit at home.



A **Counselor's Kit** for counselors, therapists, social workers, school psychologists and others.



Family Kit for families to use at home.



Community Kit to engage the community members and various community groups.



Secondary Drug Supplement Kit

Drug Education Supplement Kits (Elementary and Secondary) to supplement the regular curriculum or stand alone.



Bullying Prevention Supplement Kit to supplement the regular curriculum or stand alone.



Conflict Resolution Supplement Kit to supplement the regular curriculum or stand alone.



Family Classes Refresher Kit

Refresher Kits to replace consumables for **all** *Positive Action* tools.

All tools are complete, engaging and easy-to-use and based on the same foundational content. They establish a common vocabulary and shared vision for the entire system.

Spanish language kits are available for K, Grades 1–4, Grades 7–8, Drug Prevention, Conflict Resolution and Family Kit. Subscription Plans are available for K–8 in 3-, 5- and 7-year terms. A subscription plan features a Refresher Kit without a set of the student activity sheets. It includes the right to reproduce the student activity sheets for one classroom for the term of the subscription.

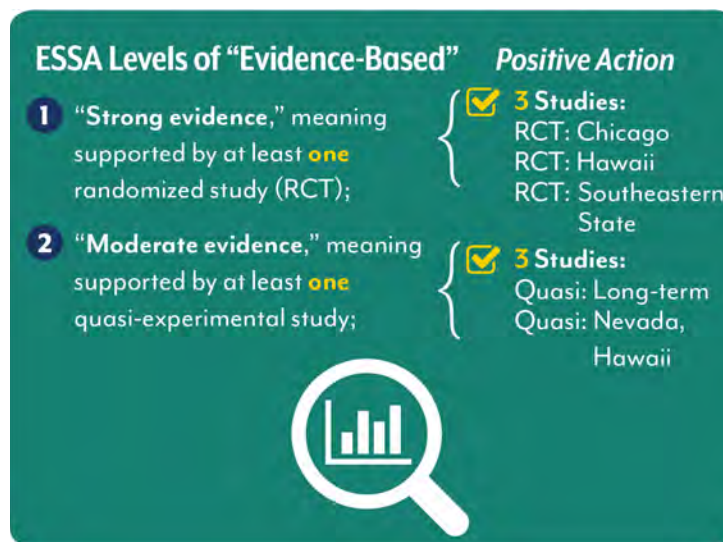
**The curriculum is aligned to Common Core and state standards and works for all tiers: Multi-Tiered System of Supports (MTSS), Response to Intervention (RTI), Positive Behavior Intervention Support (PBIS) and other versions of tiered learning.*



[RESEARCH AND EVALUATION OUTCOMES]

Positive Action is **evidence-based** at the highest levels, which is required by the ESSA (Every Student Succeeds Act). ESSA-funded programs must show proof that they are effective: Their claims and classroom results must be evidence-based. The Act contains dozens of references to evidence-based, precisely defines the term, and clarifies how it is to be applied. This helpful and necessary guidance requires that funding be linked to using evidence-based programs.

The ESSA takes a significant step toward helping educators understand what works by specifically defining four levels of evidence-based programs. *Positive Action* has studies at the highest two levels. (See graphic below.)



***Positive Action* has been endorsed by authoritative organizations.**

When comparing evidence-based programs, it is helpful to refer to lists and registries created by respected institutions and organizations that have reviewed and rated program research.

After reviewing *Positive Action's* research, many institutions have included its program on their lists and registries as evidence-based.

The three organizations requiring the highest level of rigor to meet their standards are the U.S. Department of Education, What Works Clearinghouse (a U.S. Department of Education institution) and Blueprints.

These organizations and registries are important resources for educators because they conduct high level reviews of programs to determine which are evidence-based.



Positive Action is on each of these registries:

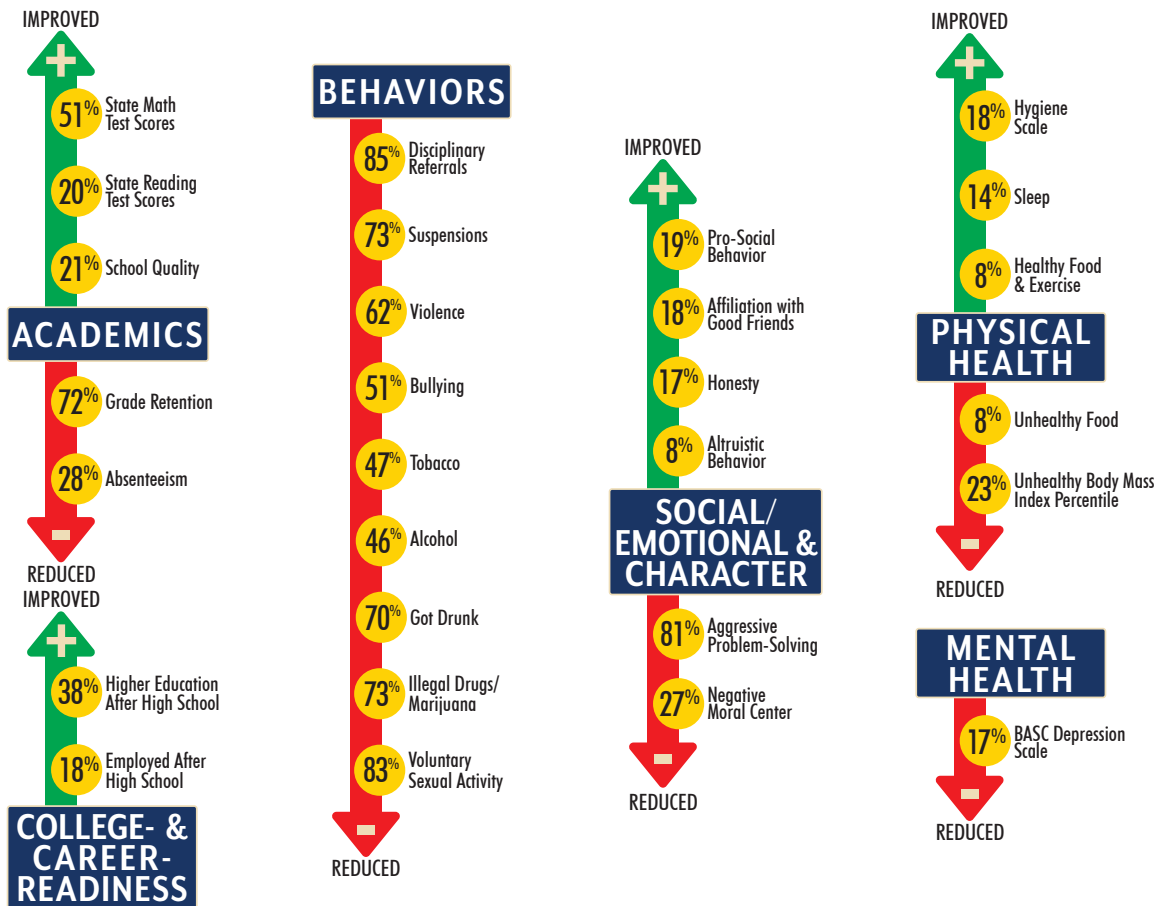
Highest Standard of Evidence

- **What Works Clearinghouse**—top-rated for “Improving Academics and Behavior”
- **U.S. Department of Education**—an approved “**Whole-School Reform Program**” for School Improvement Grants
- **Blueprints Certified:** Meeting the highest standards of evidence through independent review by the nation’s top scientists.

Others

- CASE (Special Education)
- CASEL (Social and Emotional Learning)
- OJJDP (Office of Juvenile Justice Delinquency Prevention)
- National Dropout Prevention Center/Network
- NREPP (National Registry of Evidence-based Programs and Practices)
- US DOJ OJP Crime Solutions (US Department of Justice, new Office of Justice Programs)
- and many others

Positive Action is on more lists and registries with a wider variety of outcomes than any other program.





[POSITIVE ACTION® TRAINING/PD WORKSHOPS]

Orientation Training Workshop Description

The interactive, hands-on Orientation Training Workshop instructs trainees on program concepts:

- **The content** that forms the foundation of the whole system: The philosophy and the Thoughts-Actions-Feelings about Self Circle as well as the specific positive actions for the whole self or the physical, intellectual, social and emotional areas, which are contained in six units.
- **The tools:** How to use the PreK–12 curriculum (with supplemental curricula for bullying, drug and violence prevention), site-wide climate development, counseling, family/parent and community engagement programs.
- **The implementation approach:** how to plan, prepare, implement and assess for implementing with fidelity.
- **The research studies and outcomes** and their relevance.
- **The organizations and agencies** that have reviewed the evidence of effectiveness and recognized *Positive Action* as a program with the highest level of evidence of effectiveness.

Orientation Training Workshop number of participants and length of trainings:

The Orientation Training Workshop is an engaging, interactive training that provides valuable information salient to quality implementation of the program. It also includes many opportunities for hands-on and practical experiences for trainees.

- **On-Site/Face-to-Face**—Hosted at Trainee’s site and conducted by a Certified *Positive Action* Trainer:
 - ♦ Up to 50 trainees
 - ♦ One-half to one-plus days per school/site, depending on the *Positive Action* components selected by user
- **Online/Webinar**—Hosted by a Certified *Positive Action* Trainer live with internet video and phone:
 - ♦ Up to 20 participants
 - ♦ Two to 4-plus hours per workshop, depending on the *Positive Action* components selected by user



Ongoing Training Workshop

The Ongoing Training Workshop builds on the Orientation Workshop by briefly reviewing the key points of the program but emphasizes the implementation process to raise the quality of implementation to an ever higher degree.

Ongoing Training Workshop number of participants and length of trainings:

- **On-site/Face-to-Face**—Hosted at Trainee’s site and conducted by a Certified *Positive Action* trainer.
 - ♦ Up to 30 trainees
 - ♦ One-half to one-day/school/site depending the *Positive Action* components selected by user
- **Online/Webinar**—Hosted by a Certified *Positive Action* Trainer live with internet video and phone.
 - ♦ Up to 20 participants
 - ♦ Two to five hours depending on the *Positive Action* components selected by user

Contact *Positive Action* to set up your training/professional development workshops.







[POSITIVE ACTION[®] SYSTEM IMPLEMENTATION CHECKLIST]

In order to achieve the maximum results with *Positive Action*, follow these steps.



- 1. Identify target populations.
- 2. Complete Readiness Assessment.
- 3. Decide on key implementation strategies.
- 4. Identify stakeholders and participants assigned to administer the project.
- 5. Identify participants assigned to deliver the program.
- 6. Identify Implementation Committee members.
- 7. Form and initiate Implementation Committee.
- 8. Plan implementation design.
- 9. Identify the lines of communication among project participants.
- 10. Order sufficient and appropriate program materials to arrive in a timely manner.
- 11. Schedule and conduct appropriate training/professional development.
- 12. Review lesson localization strategies with participants.
- 13. Schedule a kick off date to begin implementation.
- 14. Schedule a pre-test for implementation monitoring.
- 15. Schedule implementation reporting periods.
- 16. Schedule Committee meetings.
- 17. Populate implementation calendar and distribute to all participants.
- 18. Begin implementation on the scheduled kick-off date.
- 19. Follow the implementation plan and calendar as designed.
- 20. Assess process and outcomes.

YOUR POSITIVE ACTION PROGRAM: 3 PARTS





[PART 1: PROGRAM]

- PLAN 
- PREPARE 
- IMPLEMENT 
- ASSESS 

[PART 2: LESSONS]

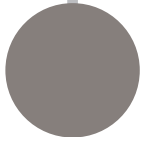
- PLAN 
- PREPARE 
- IMPLEMENT 
- ASSESS 

[PART 3: CLIMATE ACTIVITIES]

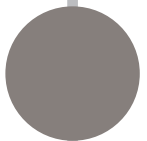
- PLAN 
- PREPARE 
- IMPLEMENT 
- ASSESS 



PLAN



PREPARE



IMPLEMENT



ASSESS

[PART 1: PROGRAM]

PLAN Your *Positive Action* Program Customized Just For You

1. Plan Your *Positive Action* Program with assistance from our consultants.

Familiarize yourself with *Positive Action*'s integrated, coherent System and its components by exploring the *Positive Action* website (www.positiveaction.net) and/or contact us at 800-345-2974 or 208-733-1328 for assistance on creating Your *Positive Action* Program.

One of *Positive Action*'s program consultants will assist you to create your own customized *Positive Action* program that combines components you choose from the *Positive Action* System to meet your specific needs and goals.

For further assistance, a program consultant can suggest other available options:

- Inquire by email at info@positiveaction.net.
- Request a 20–30 minute live personalized webinar.
- Request a conference call.

2. Fill out the “Implementation Planner” form to create your customized *Positive Action* program.

In order to design the best possible *Positive Action* program for your needs and goals, please carefully consider the following questions and provide as much information as possible in your responses on the “Implementation Planner” form, which is included in the “Your *Positive Action* Program” packet provided by a *Positive Action* program consultant. The more information you provide, the more specific we can be in recommending a customized program just right for you.

By using the information you provide, we can create your tailor-made *Positive Action* program utilizing the lessons and activities as prepared in the materials.

If you find that you are unable to use the materials exactly as prepared, a *Positive Action* consultant can assist you in designing “Your Specialized Plan” that identifies the key lessons or activities right for you.

These plans, along with the “Implementation Planner” form and this *Succeeding with Positive Action* guide, will help you know how to plan, prepare, implement and assess your program to get maximum results. Together, they will be your road map for successfully implementing *Positive Action* and achieving your goals and objectives.



PLAN

YOUR POSITIVE ACTION PROGRAM

WHO

Administration, Staff and Students

- Who administers the program and what are their roles?
- Who delivers the program and what are their roles?
- Who supports the program and what are their roles?
- Who receives the program and what are their roles?

Training/Professional Development

- Who schedules the program's training/PD?
- Who conducts the program training/PD?
- Who attends the program training/PD?

Logistics

- Who orders the program materials?
- Who receives the program materials?
- Who delivers the program materials to the users?
- Who does the bookkeeping?

WHAT

Design Your *Positive Action* Program to fit your needs and goals, preferably with the assistance of a *Positive Action* Program consultant, by selecting the tools appropriate for you.

Choose from:

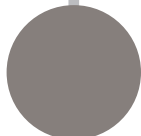
- PreK–12 curriculum Instructors' Kit and curriculum supplements: Elementary Bullying Prevention Kit, Elementary Drug Education Kit and Secondary Drug Education Kit and Conflict Resolution Kit
- Elementary Climate Development Kit and/or Secondary Climate Development Kit
- Counselor's Kit
- Family Kit, Family Classes Kit and/or Parenting Classes Kit
- Community Kit

WHY

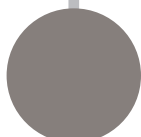
- Why implement *Positive Action* (your goals and objectives).
- Why inherent challenges and barriers could impede implementation of *Positive Action*.

WHERE

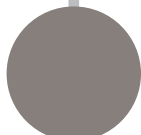
- Where to locate the program: specific site(s) and rooms(s).
- Where to deliver the *Positive Action* materials: specific site(s) and room(s).



PREPARE



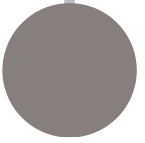
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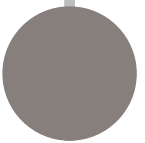
ASSESS



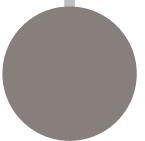
PLAN



PREPARE



IMPLEMENT



ASSESS

WHEN

- When to order and receive the program materials.
- When to schedule and hold the program’s training.
- When to use the program (years).
- When to begin or kick-off the program (date) and when to conclude/wrap-up (date).
- When to deliver the lessons, climate activities, family classes and community events as scheduled on a **Positive Action Calendar Planner** that you will create, based on your school's/site's calendar (briefly).



Your Positive Action Program packet



Online Positive Action Calendar Planner (Interior)

- When during the day (i.e., morning, 9:00–9:20 am, afternoon, 2:00–2:40 pm), to deliver the lessons or activities.

HOW

- To determine how to implement Your *Positive Action Program*, combine your responses from these Who, What, Why, Where and When categories and fill out the “Implementation Planner” form. The result will become your own customized program or Your *Positive Action Program*.



Your Positive Action Program packet

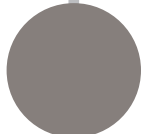


Positive Action Implementation Planner (Interior, front & back)

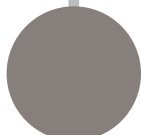




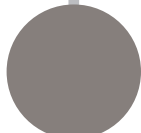
PLAN



PREPARE



IMPLEMENT



ASSESS

- Use this *Succeeding with Positive Action* guide and the “Implementation Planner” form, which you have just created, to implement the program successfully and achieve your goals and objectives.

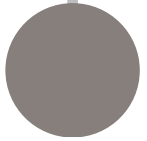
3. Order program components identified for Your *Positive Action* Program.

To order, contact a *Positive Action* consultant for assistance and together determine which components of the System you will need, the specific kits within the components and the quantities needed of each kit. With that information, we can calculate a budget or budgets for you until it fits your allotted funds. Or, you can calculate the budget for yourself and order from it. Choose from the following components to create an order with the accurate number of kits needed:

- **PreK–12 Curriculum:** You need one kit per teacher according to their grade level.
- **Curriculum Supplements:** Elementary Bullying Prevention Kit, Elementary Drug Education Kit, Secondary Drug Education Kit and Conflict Resolution Kit: You need one kit per teacher according to their purpose.
- **Elementary Climate Development Kit** and **Secondary Climate Development Kit:** You need one kit per school/site according to its level. If you have a K–8 school, you need one of each. The **Elementary Climate Development Kit** contains:
 - ♦ **Six** smaller, white Teacher’s Materials boxes with materials for teachers to use in the classroom. Order an extra box/teacher for any teacher over 6.
 - ♦ **Twenty-one** Support Staff Handbooks. Order an extra Support Staff Handbook for any support staff you have over 21.
 - ♦ **Three** Parent Handbooks. Order extra Parent Handbooks for as many parents as possible.
- The **Secondary Climate Development Kit** contains:
 - ♦ **500** PALs (Positive Action LeaderS) Cards are included in each kit box with one to be provided to each student. Order more as needed.
 - ♦ **Ten** Secondary Climate Implementation & Committee Handbooks
- **Counselor’s Kit:** One/counselor-type person (social workers, school psychologists, psychologists, therapists, etc.)
- **Family Kit:** One/family
- **Family Classes Kit** (includes 10 Family Kits). Order a Family Classes Multi-Refresher Kit (includes 10 Family Kits) for each additional 10 families attending Family Classes.
- **Parenting Classes Kit** (includes 10 Family Kits). Order a Parenting Classes Multi-Refresher Kit (includes 10 Family Kits) for each additional 10 families (parents) attending Parenting Classes.
- **Community Kit:** One/community



PLAN



PREPARE



IMPLEMENT



ASSESS

Or, shop for your *Positive Action* materials in our online store (<https://catalog.positiveaction.net/>) with a credit card or send a purchase order, check or bank transfer.

4. Plan your Training/PD session.

Please consider the following points and provide as much information as possible on the “**Training Planner**” form provided by a *Positive Action* program consultant.



Positive Action *Training Planner* (Cover)



Positive Action *Training Planner* (Interior)

WHO

- Conducts the training:
 - ♦ A Certified *Positive Action* trainer(s) or other.
- Attends the training:
 - ♦ Administrators such as the principal, director, or coordinator
 - ♦ Teachers, facilitators, specialists or others delivering the program
 - ♦ Support staff such as secretaries, aides, custodians, and cooks
 - ♦ Family programs’ coordinator and Family and Parenting Classes instructors
 - ♦ Community coordinator and appropriate community members

WHAT

Type of training:

- Live On-site, online webinar or self-training
- Orientation, Ongoing or Professional Development

WHERE

Where to locate the training: specific site(s) and room(s). (Building name, city, state, other directions.

WHEN

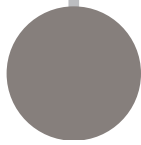
Date and time the training will take place.



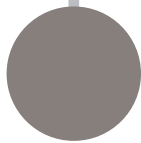
PLAN



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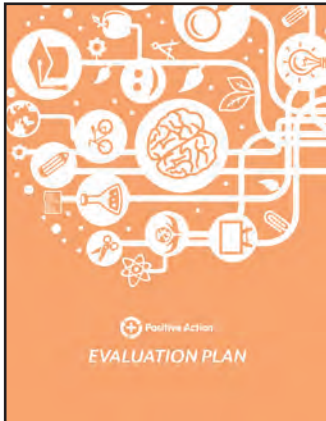
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ASSESS

5. Plan your assessments.

- Create an evaluation plan using the “**Evaluation Plan**” form provided by a *Positive Action* program consultant.
- List your evaluation goals and objectives and how you will measure them.



Positive Action Evaluation Plan (Cover)



Positive Action Evaluation Plan (Interior)

Positive Action has a comprehensive set of measures for assessment and evaluation. Many are on our website free of charge or contact *Positive Action* at 800-345-2974 or info@positiveaction.net for details.

Evaluation services are also available for a fee.

POSITIVE ACTION MEASURES

Training

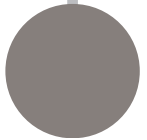
- *Positive Action* Training Workshop Evaluation

Outcome Surveys

- Teacher and Staff Surveys
- Students’ Surveys
 - ♦ K–2
 - ♦ Upper Elementary
 - ♦ Middle School
 - ♦ High School

Screening & Monitoring Students Surveys

- Behavior Rating Scale
- Skills for Greatness Surveys:
 - ♦ Student
 - ♦ Teacher Screener of Student
 - ♦ Teacher



PLAN



PREPARE



IMPLEMENT



ASSESS

- ◆ Counselor Screener of Student/Client
- ◆ Counselor
- ◆ Parent Screener of Child
- ◆ Parent
- ◆ Principal
- ◆ Skills for Greatness Checklist

Fidelity monitoring surveys and logs

- Weekly Implementation Report
- Unit Implementation Report
- Site Activity Log
- Unit Lesson Log

Process Surveys

- End-of-Year Teacher Process Evaluation Survey
- End-of-Year Field Coordinator Process Evaluation Survey
- Student Process Survey

Determine:

- Who will administer the measures?
- Who will enter the data?
- Who will analyze the data?
- Who will write the report?

PREPARE for Program

1. Prepare to implement Your *Positive Action* Program, customized for you.

- Prepare and distribute copies of “Your *Positive Action* Program” to all relevant program participants in your organization.
- Prepare and distribute copies of your online *Positive Action* Calendar Planner to all relevant participants in your organization.

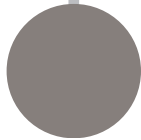
2. Prepare and conduct the training/PD Workshop.

The training workshop is ready and trainees bring their appropriate kits to learn how the *Positive Action* System works and its content, structure and tools, and how to:

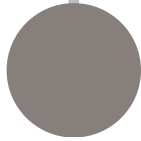
- Use the “Your *Positive Action* Program” packet.



Program



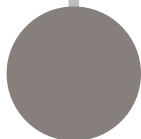
PLAN



PREPARE



IMPLEMENT



ASSESS

- Use your online *Positive Action Calendar Planner*.
- Use the toolkits.
- Adapt the program while maintaining fidelity.
- Understand the research and outcomes and their relevance.
- Assess Your *Positive Action Program's* effectiveness.



Your Positive Action Program packet



Positive Action Implementation Planner (Interior)



Online Positive Action Calendar Planner (Interior)

3. Prepare program participants to implement Your *Positive Action Program* after their training by:

- Directing them to familiarize themselves with their own kit and its contents.
- Reminding them to follow the implementation guidance offered in this guide, in the training, and other informational handouts they have received.

4. Prepare to implement your assessment plan.

Prepare the assessments you have chosen to implement.

- Outcomes: Pre- and post-tests
- Screening surveys
- Fidelity monitoring surveys
- Process surveys

IMPLEMENT the Program

1. Implement your assessment measures needed for a baseline.

- Student Pre-test

2. Implement Your *Positive Action Program*.



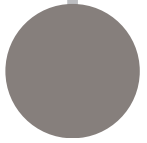
3. Start Your *Positive Action* Program on the kick-off day indicated in your *Positive Action Calendar Planner* and continue until the last date on your calendar.



Online Positive Action Calendar Planner

4. Implement the following:

- The Instructor's Kits, one for each instructor, of the curriculum you have selected and other tools according to Your *Positive Action* Program.
- Have instructors begin by teaching the first lesson and the following lessons sequentially on the days indicated by your *Positive Action* Calendar Planner.
 - ◆ If you have a Your Specialized Plan, follow it according to the plan and calendar.
- The Climate Development Kits (Elementary or Secondary, or both):
 - ◆ Organize a *Positive Action* Committee.
 - ◆ Hold the first assembly to introduce the program to the school/site according to your *Positive Action* Calendar Planner.
 - ◆ Use kits as directed in materials and in trainings.
- Supplements to PreK–12 curriculum:
 - ◆ Elementary Bullying Prevention Kit
 - ◆ Elementary Drug Education Kit and Secondary Drug Education Kit
 - ◆ Conflict Resolution Kit
 - ◆ Use as directed in materials and trainings.
- Counselor's Kit
- Family Materials:
 - ◆ Family Kit
 - ◆ Family Classes
 - ◆ Parenting Classes
 - ◆ Use as directed in materials and trainings.
- Community Materials:
 - ◆ Community Kit.
 - ◆ Use as directed in materials and trainings.



PLAN



PREPARE



IMPLEMENT



ASSESS



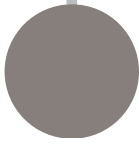
Program



PLAN



PREPARE



IMPLEMENT



ASSESS

5. Implement selected assessments.

- Outcomes: Pre- and post-tests
- Screening & monitoring surveys
- Process surveys
- Fidelity monitoring surveys and logs

ASSESS the Program

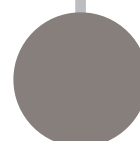
1. Collect Data
2. Analyze Data
3. Write Report
4. Submit Report



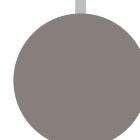
PLAN



PREPARE



IMPLEMENT



ASSESS

[PART 2: LESSONS]

PLAN to Implement Lessons

1. Provide each teacher with a copy of *Your Positive Action Program* which may include *Your Specialized Plan*.
2. Provide each teacher with the online *Positive Action Calendar Planner*.



Your Positive Action Program packet



Your Specialized Plan packet



Online Positive Action Calendar Planner (Interior)

3. Confirm that an order has been placed for the appropriate number of PreK–12 Instructor's Kits and any curriculum Supplement Kits: Elementary Bullying Prevention Kit, Elementary or Secondary Drug Education Kits, and/or Conflict Resolution Kit.
4. Confirm the schedule of a training/PD workshop with a *Positive Action* program consultant for a *Positive Action* certified trainer to conduct your training.

PREPARE to Implement Lessons

1. Teachers/facilitators receive the appropriate Instructor's Kit as determined by *Your Positive Action Program*, which might also include *Your Specialized Plan*.
2. Teachers review the *Positive Action Calendar Planner*.



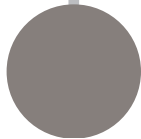
Lessons



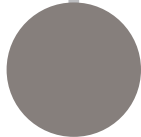
PLAN



PREPARE



IMPLEMENT



ASSESS

3. **Teachers review their appropriate Instructor's Kit including the manual and all materials.**
 - Review the Instructor's manual Introduction carefully.
 - Skim all lessons for an overview of your manual's lessons.
 - Review all materials to see how they accompany the lessons.
4. **Introduce *Positive Action* to your students prior to implementation and prepare them for a course to learn how to feel good about themselves. Share with them that the class contains universal concepts that will work for all of them for their whole lives.**
5. **Continue to build positive anticipation for *Positive Action* with the students prior to the actual kick-off of the program and the first lesson.**
6. **Teachers prepare lessons.**

Prepare to:

 - Plan lesson ahead of time.
 - Use all materials called for in the lessons.
 - Teach the methodologies contained in the lessons.
 - Stay within your time frame.
 - Make the lessons relevant to students: ask direct questions on how the lessons' concepts relate to them.
 - Adapt the lessons so that you can effectively restate in your own words some parts of the lesson while still reading key parts from the script.
 - Teach the lesson with fidelity to the purpose or goal of the lesson.
 - Engage and interact with the students.
 - Emphasize the part of the Thoughts-Actions-Feelings about Self Circle where most students need help, i.e. the thoughts, or the actions or the feelings about self while still keeping the context of the whole Circle in mind.
 - Always keep the big picture context in mind: the philosophy, Thoughts-Actions-Feelings about Self Circle, the six unit concepts and finally the individual lessons' goals and objectives.
 - Provide opportunities for struggling students to do a positive action(s) that will lead to a good feeling about themselves so that you can reinforce it.
 - Create a positive climate in your classroom by displaying *Positive Action* posters, students' work, using a special lamp for *Positive Action* time and other ideas to create *Positive Action* ambiance.



- Integrate *Positive Action* into your other subjects and activities.
- Adapt lessons to be culturally appropriate by changing names and including cultural references and practices.
- Transition between lessons by recapping the prior lesson.
- Summarize each lesson by returning to the purpose or goal of the lesson.
- Teach lessons in the sequence offered in the manual, unless you have a Specialized Plan. If you do, follow it.
- If you need to address a situation in your classroom for which there is a lesson, go ahead and teach the lesson and when you come back to the lesson, you can review it.

PLAN

PREPARE



IMPLEMENT

ASSESS

IMPLEMENT the Lessons

1. Follow Your *Positive Action* Program and *Positive Action* Calendar Planner.



Your Positive Action Program packet



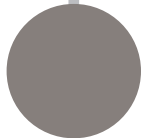
Online Positive Action Calendar Planner (Interior)

2. Implement the curriculum by teaching the lessons as prepared from the Instructor's Manual. To teach the lessons effectively:

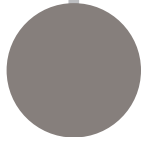
- Focus on the purpose or goal of the lesson.
- Set the ground rules so everyone understands that during *Positive Action* time especially, everyone is respectful, empathetic, and kind to one another.
- Create an environment where everyone feels safe, welcome, and respected.
- Protect everyone's privacy and emphasize the need for confidentiality.
- Adjust the lesson as you go to stay within your time frame.
- Split the lesson if there is great interest in it, if possible.
- Stay positive yourself and keep students positive.
- Demonstrate sincerity and that you value the lesson as helpful for everyone.



Lessons



PLAN



PREPARE



IMPLEMENT



ASSESS

- Model the concepts you are teaching.
- Reinforce the positive actions of students at every opportunity to further illustrate the meaning of *Positive Action*.
- Apply *Positive Action* principles to solve problem situations.
- Enjoy the lessons, employ humor and make them fun.
- Make lessons interactive and engaging.
- Provide many opportunities for students to contribute to the lessons and avoid too much “teacher talk”.
- Make the lessons relevant to their everyday world.
- Create a more positive classroom by listening to students’ suggestions for making the classroom and school/site a positive world where everyone wants to be.
- End each lesson on a positive note.

ASSESS the Lessons (Students)

1. Process assessment

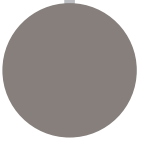
- Check for understanding as the lesson progresses.
- Highlight important points by writing them on the board.
- Ask students for their ideas about how to learn best the specific positive action you are discussing.
- Give students opportunities to express what they have learned: make posters, put on a program for parents or other classes and other ideas.
- Discuss often, and particularly at the end of the day, what positive actions they have done and how those behaviors made them feel about themselves.

2. Outcome Surveys

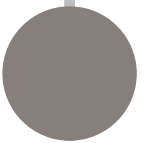
- Pretest/Posttest Outcomes Surveys to be completed prior to and at the end of implementation each year:
 - ♦ Student Surveys
 - ♦ K-2
 - ♦ Upper Elementary
 - ♦ Middle School
 - ♦ High School
 - ♦ Behavior Rating Scale (completed by teacher)



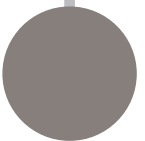
PLAN



PREPARE



IMPLEMENT



ASSESS

[PART 3: CLIMATE ACTIVITIES]

PLAN to Implement Climate Activities

1. Use Your *Positive Action* Program created by your leaders or create one of your own.
2. Use your online *Positive Action* Calendar Planner created by your leaders or create one of your own.



Online Positive Action Calendar Planner

3. Order from Positive Action, Inc. and/or confirm that each school/site will receive their own Climate Development Kit(s) appropriate for the site: Elementary Climate Development Kit, Secondary Climate Development Kit or both for PreK-8 or PreK-12 schools/sites.
 - The **Elementary Climate Development Kit** has a manual, posters and other materials:
 - ♦ **Six** smaller, white Teacher's Materials boxes that contain materials for teachers to use in the classroom. If you have more than six teachers, you will need to order sufficient boxes so there is one for each participating teacher at the school/site.
 - ♦ **Twenty-one** Support Staff Handbooks. Confirm whether this is a sufficient number of manuals to provide one to each member of your support staff. Order extra Support Staff Manuals as needed.
 - ♦ **Three** Parent Handbooks. Provide a sample of these handbooks to review and determine if you would like to make them available for some or all parents in your school/site.
 - ♦ **Five** Implementation Planning envelopes for the *Positive Action* Committee.
 - The **Secondary Climate Development Kit** has a manual, posters and other materials:
 - ♦ **500** PALs (Positive Action LeaderS) Cards are included in each kit box with one to be provided to each student. Order more as needed.
 - ♦ **Ten** Secondary Climate Implementation & Committee Handbooks.



Climate Activities



PLAN

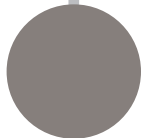
4. Order the appropriate training/PD workshop(s) from Positive Action, Inc.
5. Schedule the training/PD workshop(s) on your *Positive Action* Calendar Planner.
6. Identify a *Positive Action* Coordinator.



PREPARE

7. Identify personnel from within your school community to serve on the *Positive Action* Committee:

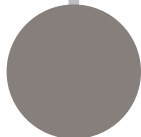
Put representatives on the committee from administration, teachers (one from each grade level), support staff, parents and a community member(s). Also, add students from upper grades, if appropriate.



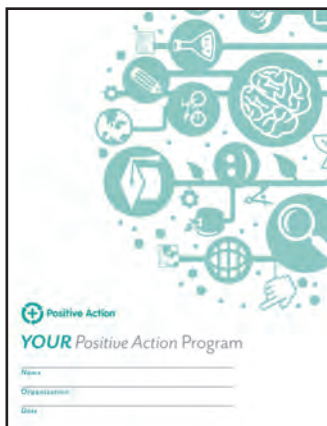
IMPLEMENT

PREPARE to Implement Climate Activities

1. Prepare to implement by reviewing Your *Positive Action* Program.
2. Prepare to implement by reviewing your *Positive Action* Calendar Planner.



ASSESS



Your Positive Action Program packet



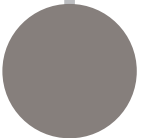
Online Positive Action Calendar Planner (Interior)

3. Prepare to implement the *Positive Action* Climate Development Kit(s) by delivering them to the *Positive Action* Coordinator and *Positive Action* Committee members.
 - Review all the materials in the kit box and prepare to use them according to the Your *Positive Action* Program and your *Positive Action* Calendar Planner.
 - Review the Instructor's Manual from the Climate Development Kit(s), which guides how to use the materials provided for developing a positive site-wide climate.
 - Review and distribute the Implementation Planning envelopes in the Elementary Climate Kit box which contain materials for the members of the *Positive Action* Committee. The Secondary Climate Kit has Climate Implementation & Committee Handbooks for the members.



IMPLEMENT the Climate Activities

1. **Implement Your *Positive Action* Program for site-wide climate development according to the plan you have prepared. Your plan may include:**
 - A Kickoff assembly, newsletters, Positive Notes and:
 - ♦ Elementary: ICU Boxes, stickers, tokens, Words of the Week cards and announcements
 - ♦ Secondary: SOS Boxes and Kudos, photo collage and banner, Peace Flag and Buzzwords
2. **Display *Positive Action* posters provided in the kit box in common areas.**
3. **Look for opportunities to reinforce positive actions site-wide, all day.**
 - Reinforce students often, using your climate development material, or simply noticing when you see them using positive actions. Be particularly vigilant with students who do not often display positive behaviors. You might even consider setting them up to do a positive action for you or others to reinforce.
 - Use your Positive Behavior Plan and Positive Behavior Celebration when you see an opportunity to help students learn how to change a negative behavior to a positive one.
 - Encourage students to reinforce each other's positive behaviors.
 - Involve the support staff to do positive actions and reinforce students and others they see behave in a positive manner. (The Elementary Climate Development Kits have Support Staff Handbooks to guide the staff in supporting *Positive Action*.)
 - Encourage everyone to model positive behavior throughout the day.



PLAN



PREPARE



IMPLEMENT



ASSESS

ASSESS Climate Activities

The U.S. Department of Education has high quality, adaptable school climate surveys (ED-SCLS) and associated web-based platforms. States, local districts and schools can collect reliable, nationally validated school climate data in real-time. There are surveys for middle and high school students, instructional staff, non-instructional staff, and parents/guardians and can now be downloaded free of charge at <https://nces.ed.gov/surveys/edscls/index.asp>.

Positive Action, Inc. also has weekly and unit climate implementation reports available. Contact a *Positive Action* consultant for assistance.

<https://www.positiveaction.net/support/surveys>

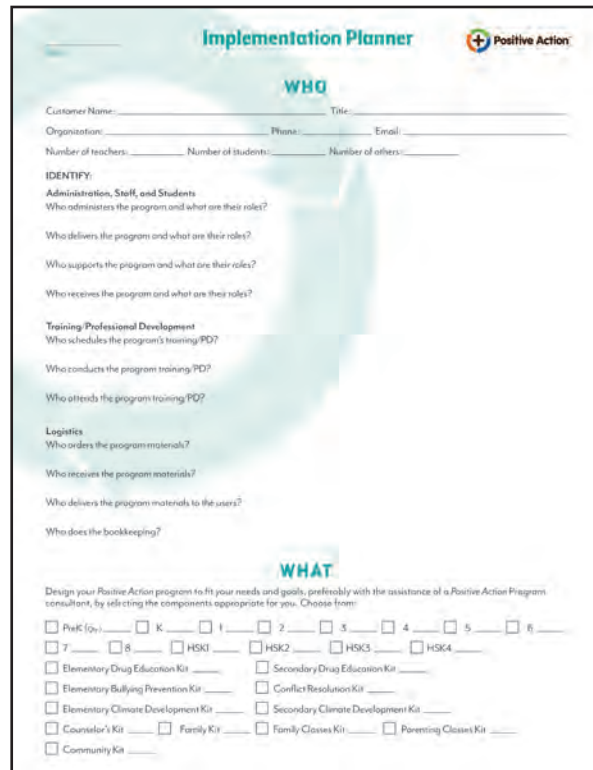
[CONCLUDING THOUGHTS]

We are pleased that you are joining the *Positive Action* family. We know that with your expertise and commitment to implement the program for success as outlined in this guide, you will embark on a journey that will take you to a new level of achievement in reaching your goals and aspirations. *Positive Action* inspires a positivity that unlocks the potential of not just the students but those who deliver it as well. Your setting can become that place where everyone wants to be because it is safe, welcoming and warm. Be open to what it offers and use your influence to make it accessible to all. Best wishes from all of us here at *Positive Action*!

Your Positive Action Program Packet



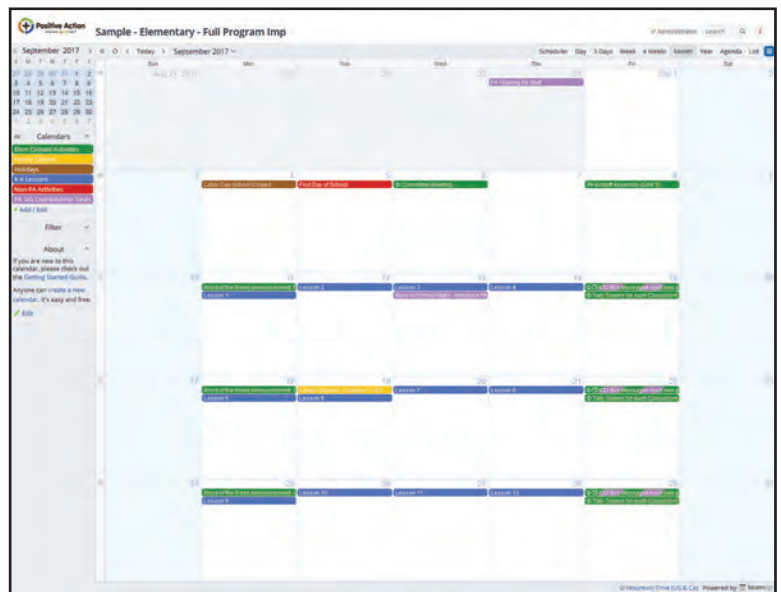
Your Positive Action Program (Cover)



Positive Action Implementation Planner (Interior)

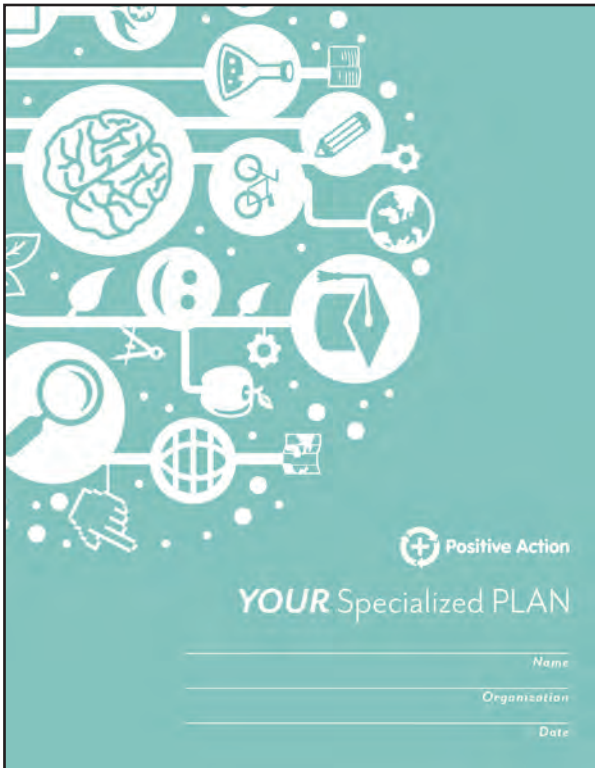


Positive Action Implementation Planner (continued)

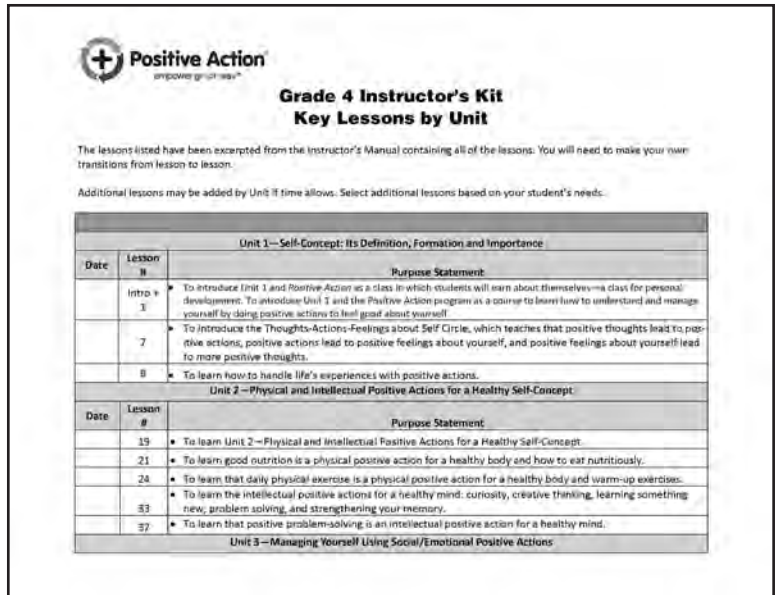


Online Positive Action Calendar Planner (Interior)

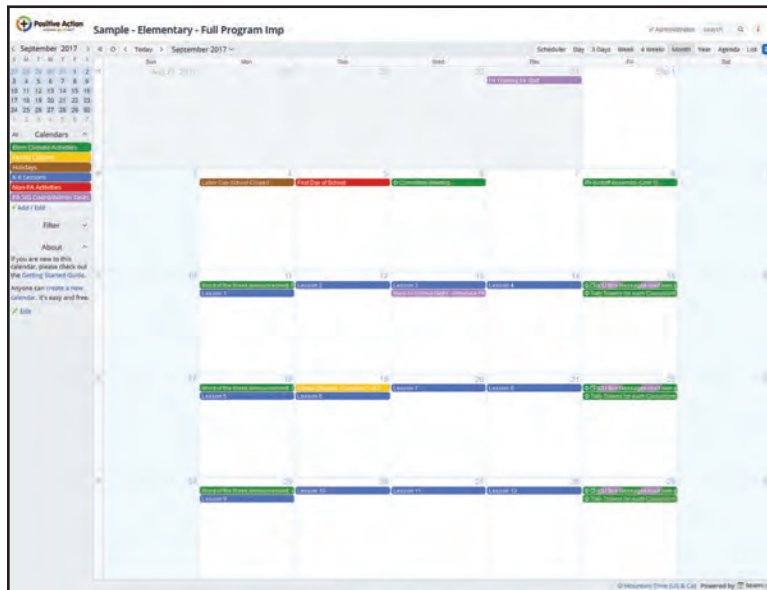
Your Specialized Plan Packet



Your Specialized Plan (Cover)

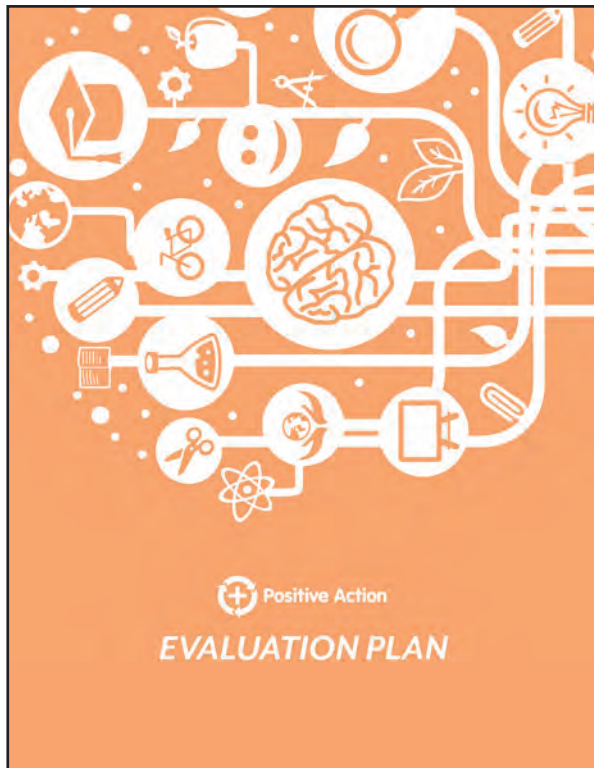


Sample Lessons Plan (Interior)



Online *Positive Action* Calendar Planner (Interior)

Positive Action Evaluation Plan



Positive Action Evaluation Plan (Cover)

Positive Action Evaluation Plan (Interior)

Positive Action Training Planner



Positive Action Training Planner (Cover)

Positive Action Training Planner (Interior)

