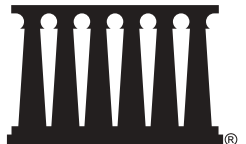


Planning Your School Wide Character Initiative

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JOSEPHSON
INSTITUTE
CHARACTER COUNTS!

Behavior Goals

Changes We Want to See in _____

Pillar	We Want to See <u>More</u> of This Behavior	We Want to See <u>Less</u> of This Behavior
Trustworthiness <i>(Integrity, honesty, promise-keeping, loyalty)</i>		
Respect <i>(Showing courtesy and decency, allowing privacy, maintaining dignity, recognizing autonomy, being tolerant and non-violent)</i>		
Responsibility <i>(Doing one's part, pursuing excellence, taking accountability, giving appropriate credit, correcting mistakes)</i>		
Fairness <i>(Giving opportunities according to reasonable, unbiased criteria, giving notice and listening to both sides of an issue, playing by the rules)</i>		
Caring <i>(Showing sympathy, compassion, kindness, helpfulness and genuine concern for others' best interests)</i>		
Citizenship <i>(Obeying the law, voting, paying taxes, serving on jury duty, making the community a better place)</i>		
Decision Making <i>(Making choices that uphold the Six Pillars)</i>		

Action Plan Worksheet Focus Areas

On page 8 we provide an Action Plan Worksheet to help you get the school and community groups below started on implementation planning. The ideas generated by completing the worksheets for several focus areas in each group will help you create a detailed, inclusive, comprehensive and creative action plan for TRRFCC behavior.

Schools: Athletic Programs

Focus areas:

- ♦ Parent Orientation
- ♦ Parent Standards of TRRFCC Conduct
- ♦ Parent Conduct at Games
- ♦ Parental Reinforcement of Six Pillar Student Behavior
- ♦ Rules for Athletes
- ♦ Traveling Teams
- ♦ Spectator Guidelines
- ♦ Athlete Relationships
- ♦ Athletes as Role Models
- ♦ Awards/Recognitions
- ♦ Scholarships
- ♦ Recruiting Practices
- ♦ Hiring Practices
- ♦ Staff Evaluation
- ♦ Media Relations
- ♦ Fund Raising
- ♦ Boosters (Donors/Supporters)
- ♦ Philosophy of Competition
- ♦ Competition as a Character Development Tool
- ♦ Trustworthiness Behavior
- ♦ Respect Behavior
- ♦ Responsibility Behavior
- ♦ Fairness Behavior
- ♦ Caring Behavior
- ♦ Citizenship Behavior
- ♦ Other

Schools: Maintenance

Focus areas:

- ♦ Staff Training/Orientation
- ♦ Staff Code of Conduct
- ♦ Relationships with Students
- ♦ Relationships with Faculty, Staff and Administration
- ♦ Promoting Trustworthiness
- ♦ Promoting Respect
- ♦ Promoting Responsibility
- ♦ Promoting Fairness
- ♦ Promoting Caring
- ♦ Promoting Citizenship
- ♦ Facility as a Character Education Tool
- ♦ Other

Schools: Transportation

Focus areas:

- ♦ Communications with Students
- ♦ Staff Rules
- ♦ Student Rules
- ♦ Student Recognition
- ♦ Creating a TRRFCC Climate
- ♦ Recognition of Staff
- ♦ Communication with Parents
- ♦ Trustworthiness Behavior
- ♦ Respect Behavior
- ♦ Responsibility Behavior
- ♦ Fairness Behavior
- ♦ Caring Behavior
- ♦ Citizenship Behavior
- ♦ Using the Monthly Pillar
- ♦ Staff Training
- ♦ Other

Schools: Administration

Focus areas:

- ♦ Parent Orientation/Communication
- ♦ Handling of Discipline
- ♦ Communication to Faculty/Staff
- ♦ Faculty/Staff Relationships
- ♦ Student Handbook
- ♦ Referral Slips and Rules
- ♦ Announcements
- ♦ Sponsored Youth Social Events
- ♦ Awards and Recognition
- ♦ Staff Training
- ♦ Relationships with Students
- ♦ Facilities
- ♦ Character Education Tools/Resources
- ♦ Six Pillar Visibility
- ♦ Assemblies
- ♦ Weekly Recognition – Students, Staff, Faculty
- ♦ Monthly Recognition – Students, Staff, Faculty
- ♦ School Climate
- ♦ Trustworthiness Month
- ♦ Respect Month
- ♦ Responsibility Month
- ♦ Fairness Month
- ♦ Caring Month
- ♦ Citizenship Month
- ♦ Other

Schools: Cafeteria Climate

Focus areas:

- ♦ Staff Orientation/Training
- ♦ Lunchroom Behavior
- ♦ Weekly Recognition
- ♦ Monthly Recognition
- ♦ Walls as Six Pillar Teaching Tools
- ♦ Table Tents as TRRFCC Tools
- ♦ Placemats as Six Pillar Teaching Tools
- ♦ Cafeteria Staff as Character Educators
- ♦ Trustworthiness Month
- ♦ Respect Month
- ♦ Responsibility Month
- ♦ Fairness Month
- ♦ Caring Month
- ♦ Citizenship Month
- ♦ Other

Schools: Co-Curricular Activities

Focus areas:

- ♦ Standards of Conduct
- ♦ Meetings
- ♦ Induction/Initiation
- ♦ Competitor Events
- ♦ Inclusiveness
- ♦ Service Projects/Service Learning
- ♦ Mentoring Younger Students
- ♦ School Assemblies
- ♦ Performances
- ♦ Advisor
- ♦ Officers
- ♦ Trustworthiness Month
- ♦ Respect Month
- ♦ Responsibility Month
- ♦ Fairness Month
- ♦ Caring Month
- ♦ Citizenship Month
- ♦ School Activities as Character Builders
- ♦ Other

Schools: Classroom Instruction

Focus areas:

- ♦ Teacher Orientation/Training
- ♦ Parent Communication
- ♦ Classroom Rules
- ♦ Daily Recognition
- ♦ Weekly Recognition
- ♦ Monthly Recognition
- ♦ Consequences
- ♦ Referral Slips
- ♦ Recess/Playground
- ♦ Thought for the Day
- ♦ Lunch Period
- ♦ Creating Climate of Trustworthiness
- ♦ Infusing Trustworthiness into Classroom Instruction
- ♦ Creating a Climate of Respect
- ♦ Infusing Respect into Classroom Lessons
- ♦ Creating a Climate of Responsibility
- ♦ Infusing Responsibility into Classroom Lessons
- ♦ Creating a Climate of Fairness
- ♦ Infusing Fairness into Classroom Lessons
- ♦ Creating a Caring Climate
- ♦ Infusing Caring into Classroom Lessons
- ♦ Creating a Climate of Good Citizenship
- ♦ Infusing Good Citizenship into Classroom Lessons
- ♦ Service Learning/Class Projects
- ♦ Class Performances
- ♦ Field Trips
- ♦ Other

Community: Youth Organizations

Focus areas:

- ♦ Officer Training
- ♦ Camps/Day Camps
- ♦ Retreats
- ♦ Publications
- ♦ Standards of Conduct
- ♦ Meetings
- ♦ Induction/Initiation
- ♦ Competitor Events
- ♦ Inclusiveness
- ♦ Service Projects/Service Learning
- ♦ Mentoring Younger Students
- ♦ School Assemblies
- ♦ Performances
- ♦ Advisor
- ♦ Officers
- ♦ Trustworthiness Month
- ♦ Respect Month
- ♦ Responsibility Month
- ♦ Fairness Month
- ♦ Caring Month
- ♦ Citizenship Month
- ♦ Youth Activities as Character Builders
- ♦ Other

Community: Families

Focus areas:

- ♦ Family Rules
- ♦ Communication
- ♦ Family Meetings
- ♦ Family Calendar
- ♦ Table Topics
- ♦ Relationships: Parent – Child
- ♦ Relationships: Peers
- ♦ Family Nights
- ♦ Communication with School
- ♦ Trustworthiness Behavior
- ♦ Respect Behavior
- ♦ Responsibility Behavior
- ♦ Fairness Behavior
- ♦ Caring Behavior
- ♦ Citizenship Behavior
- ♦ Other

Community: Local Government

Focus areas:

- ♦ Conduct Guidelines
- ♦ Staff Training
- ♦ Community/Neighborhood Training
- ♦ Neighborhood Conduct Goal-Setting
- ♦ Creating a Climate of Trustworthiness in Agency/Dept.
- ♦ Creating a Climate of Respect in Agency/ Dept.
- ♦ Creating a Climate of Responsibility in Agency/Dept.
- ♦ Creating a Climate of Fairness in Agency/ Dept.
- ♦ Creating a Climate of Caring in Agency/ Department
- ♦ Creating a Climate of Good Citizenship in Agency/Department
- ♦ In-House Communication
- ♦ Public Information/Communication
- ♦ Hiring/Personnel
- ♦ Employee Evaluation/Promotion/Recognition
- ♦ Street Signs, Banners, Murals as TRRFCC Tools
- ♦ Community Events as Character Builders
- ♦ Grant-writing for character education
- ♦ CC! Kickoff
- ♦ CC! Week Celebration
- ♦ Local Government Employees as Role Models for TRRFCC Behavior
- ♦ Involvement of:
 - Law Enforcement
 - Parks & Recreation
 - Judicial System
 - Libraries
 - Housing Projects
 - Hospitals
- ♦ Community Traditions as Six Pillar Tools
- ♦ Lunch & Learn Sessions for Local Government Staff
- ♦ Promoting the Pillar of the Month
- ♦ Other

Community: Media

Focus areas:

- ♦ Code of Conduct for Journalists
- ♦ Journalists as TRRFCC Role Models
- ♦ Standards for Radio, TV, Newspaper Products
- ♦ In-House Relationships
- ♦ Hiring/Firing/Promotions
- ♦ Recognition (In-House)
- ♦ Promotion of Trustworthiness
- ♦ Promotion of Respect
- ♦ Promotion of Responsibility
- ♦ Promotion of Fairness
- ♦ Promotion of Caring
- ♦ Promotion of Citizenship
- ♦ Promotion of **CC!** Kick-off
- ♦ Promotion of **CC!** Week
- ♦ Recognition of Students, Adults, Organizations Each Week/Month
- ♦ Staff Orientation/Training
- ♦ Promotion of Family Involvement in **CC!**
- ♦ Other

Community: Businesses and Agencies

Focus areas:

- ♦ Local **CC!** Support – Funding
- ♦ Local **CC!** Support – Resources
- ♦ Relationship with Clients/Customers
- ♦ In-house Relationships
- ♦ Relationships with Competitors
- ♦ Promotion of Trustworthiness Month
- ♦ Promotion of Respect Month
- ♦ Promotion of Responsibility Month
- ♦ Promotion of Fairness Month
- ♦ Promotion of Caring Month
- ♦ Promotion of Citizenship Month
- ♦ Community-wide **CC!** Kick-off
- ♦ **CC!** Week Involvement
- ♦ Other

Community: Civic Organizations

Focus areas:

- ♦ Local **CC!** Support – Funding
- ♦ Local **CC!** Support – Resources
- ♦ Relationship with Clients/Customers
- ♦ In-house Relationships
- ♦ Relationships with Competitors
- ♦ Promotion of Trustworthiness Month
- ♦ Promotion of Respect Month
- ♦ Promotion of Responsibility Month
- ♦ Promotion of Fairness Month
- ♦ Promotion of Caring Month
- ♦ Promotion of Citizenship Month
- ♦ Community-wide **CC!** Kick-off
- ♦ **CC!** Week Involvement
- ♦ Other

Community: Faith Communities

Focus areas:

- ♦ Assemblies
- ♦ Trustworthiness Behavior
- ♦ Respect Behavior
- ♦ Responsibility Behavior
- ♦ Fairness Behavior
- ♦ Caring Behavior
- ♦ Citizenship Behavior Recognition
- ♦ Six Pillar Integration in the Religious School Curriculum
- ♦ Camps/Retreats
- ♦ Day Camps
- ♦ Special Events
- ♦ Service Projects
- ♦ Six Pillar Knowledge
- ♦ Six Pillar Attitudes
- ♦ Six Pillar Skills
- ♦ Bulletins/Newsletters
- ♦ Other

Action Ideas Worksheets

Use the “Action Ideas” worksheets on the following pages for community groups to generate lists of ideas in brainstorming sessions. (Make 12 copies for each group, one for each month.) You could hold an annual brainstorming session during which participants address every month of the year, or you could hold monthly sessions. Encourage each group to use the worksheet as a checklist, marking off each idea as they actually make it happen. You could also collect the worksheets from each group, and every month send a copy back to the group as a reminder of what they had planned to do.

A coordinating co-chair should follow up with every group to establish an annual or monthly community calendar published in the local newspaper, on the web, on cable TV or as special publication fundraiser. (It’s easier for the universe to reward action when the universe is aware of, and anticipating, your published plans!)

Action Ideas for Schools

What can you do to infuse Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship into your ongoing efforts? How can you teach, enforce, advocate and model good character while meeting your instructional requirements? How can you create a Six Pillar climate in your school? How can your school send a pervasive message about good character without diminishing other aspects of instruction?

With the Six Pillar framework you can emphasize one word a month, so parents and community groups can reinforce a particular behavior goal or message. Imagine the entire community working on a focused community-wide goal or Pillar for over four weeks!

Use the following list of action ideas as a springboard for your own brainstorming to embed the Six Pillars in your ongoing lessons and events.

Month: _____ Pillar of the Month: _____

Pillar-Related Behavior Goal for This Month: _____

Topic	What We'll Do To "Pillarize" It	Who's in Charge?
<ul style="list-style-type: none"> <input type="checkbox"/> Monthly Pillar-Related Behavior Focus <input type="checkbox"/> Published Rules and Expectations for Students <input type="checkbox"/> Published Rules and Expectations for Staff/Faculty <input type="checkbox"/> Teacher Lounge <input type="checkbox"/> Front Office Climate and Conduct <input type="checkbox"/> Staff/Faculty Recruitment <input type="checkbox"/> Hiring <input type="checkbox"/> Supervision <input type="checkbox"/> Performance Appraisal <input type="checkbox"/> Promotion <input type="checkbox"/> Staff Disciplinary Action <input type="checkbox"/> Staff/Faculty Training <input type="checkbox"/> Principal as Faculty Role Model 		

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Topic	What We'll Do To "Pillarize" It	Who's in Charge?
<ul style="list-style-type: none"><input type="checkbox"/> Teachers as Student Role Models<input type="checkbox"/> Older Students as Role Models for Younger Students<input type="checkbox"/> Student Council as Role Models<input type="checkbox"/> Athletes as Role Models<input type="checkbox"/> Art as a Character Teaching Tool<input type="checkbox"/> Band and Music as Character Teaching Tools<input type="checkbox"/> Physical Education as a TRRFCC Opportunity<input type="checkbox"/> Teacher-Staff Relationships<input type="checkbox"/> Teacher-Teacher Relationships<input type="checkbox"/> Administration-Staff-Faculty Relationships<input type="checkbox"/> Playground Behavior<input type="checkbox"/> Playground Graphics and Reminders<input type="checkbox"/> Hallway Graphics as TRRFCC Teaching Tools<input type="checkbox"/> Bulletin Boards<input type="checkbox"/> Signage as Monthly Pillar Reminder<input type="checkbox"/> Daily/Weekly/Monthly Pillar Recognition for Students<input type="checkbox"/> Daily/Weekly/Monthly Pillar Recognition for Staff<input type="checkbox"/> Daily/Weekly Monthly Pillar Recognition for Faculty<input type="checkbox"/> Cafeteria as a CHARACTER COUNTS! Environment<input type="checkbox"/> TRRFCC Transportation<input type="checkbox"/> Weekly/Monthly Reward Activities		

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Topic	What We'll Do To "Pillarize" It	Who's in Charge?
<ul style="list-style-type: none"> <input type="checkbox"/> Athletic Fields as Six Pillar Teaching Tools <input type="checkbox"/> Graphics on Vehicles <input type="checkbox"/> Monthly Pillar Assemblies <input type="checkbox"/> Student Elections <input type="checkbox"/> Honor Societies/Clubs <input type="checkbox"/> American Youth Character Awards <input type="checkbox"/> Scholarships for Six Pillar Behavior <input type="checkbox"/> Drill Team/Cheerleaders as TRRFCC Role Models <input type="checkbox"/> School Newspaper as a Monthly Pillar Teaching Tool <input type="checkbox"/> Monthly Pillar-related Behavior Goals <input type="checkbox"/> Parent Meetings <input type="checkbox"/> Parent Training <input type="checkbox"/> Service Learning Programs <input type="checkbox"/> Yearbook <input type="checkbox"/> Drama Club/Class as Character Educators <input type="checkbox"/> Morning Announcements <input type="checkbox"/> Posters <input type="checkbox"/> School Pride <input type="checkbox"/> Quotes of the Week <input type="checkbox"/> Library Exhibits and Booklists <input type="checkbox"/> Contests <input type="checkbox"/> Ceremonies and Rituals <input type="checkbox"/> TRRFCC Street Signs for Corridors <input type="checkbox"/> TRRFCC Honor Roll <input type="checkbox"/> Student/Faculty/Staff Task Force 		

10 Steps for Developing Your Character Education Evaluation

1. Decide on a group to evaluate (e.g., parents, educators, youth or community leaders) with assistance from others in your **CHARACTER COUNTS!** program.
2. Determine whether to do the evaluation yourself or hire an evaluator.
3. Design questions that are developmentally appropriate for the survey group.
4. Review the questions with a population-specific review team.
5. Eliminate inappropriate or ineffective questions by surveying a pilot group of around 50 individuals.
6. Revise questions if needed.
7. Determine the evaluation site(s) to obtain a good cross-section of your state or community (e.g., rural, urban, small town or specific ethnic groups).
8. Decide who will carry out the steps in the evaluation process (e.g., teachers, ministers, youth organization leaders, businesses or extension educators). Assign responsibilities for:
 - Printing
 - Distribution of evaluation materials to the sites
 - Data collection
 - Data pick-up/shipping from sites
 - Data entry
9. Analyze the results (with an evaluator if appropriate).
10. Share the results with stakeholders.

Developed by Rachelle Vetter, M.S., CC! National Faculty and former South Dakota CC! Project Leader, and Dr. Mary Ellen Aamot, South Dakota State Youth Development/4-H Specialist.