### Action Plan Worksheet for (name of school or community group)

<table>
<thead>
<tr>
<th>Committee</th>
<th>Person Responsible</th>
<th>Actions to Take</th>
<th>Necessary Changes</th>
<th>What We Want to Be</th>
<th>Where We Are</th>
<th>Academic Learning</th>
</tr>
</thead>
</table>

### Action Plan Worksheet for

(name of school or community group)

<table>
<thead>
<tr>
<th>Physical</th>
<th>Where We Are</th>
<th>What We Want to Be</th>
<th>Necessary Changes/Goals</th>
<th>Actions to Take</th>
<th>Person Responsible</th>
<th>Committee</th>
<th>Deadline</th>
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This chart also appears in “Promising Practices in Character Education,” edited by Phillip Fitch Vincent (New View Publishing, 1996).
<table>
<thead>
<tr>
<th>Committee</th>
<th>Responsible Person</th>
<th>Actions to Take</th>
<th>Necessary Changes/Goals</th>
<th>Where We Are</th>
<th>What We Want to Be</th>
<th>Social/Emotional</th>
</tr>
</thead>
</table>

(name of school or community group)

Action Plan Worksheet for
# Action Plan Worksheet for

(name of school or community group)

<table>
<thead>
<tr>
<th>Character</th>
<th>Where We Are</th>
<th>What We Want to Be</th>
<th>Necessary Changes/ Goals</th>
<th>Actions to Take</th>
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# Academic Domain

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualified, committed teachers and staff</td>
<td>Competent to grade level standards</td>
</tr>
<tr>
<td>Instructional techniques that engage students</td>
<td>Analytical, reasoning and problem solving skills</td>
</tr>
<tr>
<td>Quality resources (books, computers, equipment)</td>
<td>Good judgment</td>
</tr>
<tr>
<td>Facilities and environment conducive to learning</td>
<td>Growth mindset: “I can learn.”</td>
</tr>
<tr>
<td>Supportive/engaged parents and community</td>
<td>Belief that education matters</td>
</tr>
<tr>
<td>Instruction on study and time management techniques</td>
<td>Love of learning</td>
</tr>
<tr>
<td>Systems promoting integrity and preventing cheating, plagiarism, etc.</td>
<td>Interest in higher education</td>
</tr>
</tbody>
</table>

# Moral & Ethical Domain (Character)

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culture of character where all school personnel teach, enforce, advocate and model identified life-skill and moral character virtues (such as goal-setting, perseverance, self-discipline, and commitment to excellence)</td>
<td>Core life skill and ethical character traits, such as trustworthiness, respect, responsibility, fairness, caring and citizenship</td>
</tr>
</tbody>
</table>
## Physical Domain

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a physical space that is clean, comfortable, safe, and conducive to learning, and where all students are and feel physically and emotionally safe.</td>
<td>Students enjoy coming to school.</td>
</tr>
<tr>
<td></td>
<td>Students want to learn.</td>
</tr>
<tr>
<td></td>
<td>Students believe the care of the physical space represents the attitudes and values of the school toward everything around them.</td>
</tr>
</tbody>
</table>

## Social and Emotional Domain

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caring and respectful interactions</td>
<td>Students feel safe and cared for.</td>
</tr>
<tr>
<td>Emphasis on connectedness, including school and personal pride</td>
<td>Students feel valued, respected.</td>
</tr>
<tr>
<td>Welcoming and accepting attitude toward racial, cultural and physical differences</td>
<td>Students feel competent and confident.</td>
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<tr>
<td>Availability of counseling and support</td>
<td></td>
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</tbody>
</table>
Action Plan Worksheet Focus Areas

On page 95 - 96, we provide an Action Plan Worksheet to help you get school and community groups started on implementation planning. The ideas generated 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
- Fundraising
- Boosters (donors/supporters)
- Philosophy of competition
- Competition as a character-development tool
- Trustworthy behavior
- Respectful behavior
- Responsible behavior
- Fair 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
- Trustworthy behavior
- Respectful behavior
- Responsible behavior
- Fair 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
- Trustworthy behavior
- Respectful behavior
- Responsible behavior
- Fair 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/department
- Creating a climate of respect in agency/department
- Creating a climate of responsibility in agency/department
- Creating a climate of fairness in agency/department
- 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
- Grantwriting for character education
- CC! Kick-Off
- CC! Week celebration
- Local government employees as role models for TRRFCC behavior
- Involvement of:
  - Law enforcement
  - Parks and 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
- Trustworthy behavior
- Respectful behavior
- Responsible 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
# Planning Goals Worksheet

<table>
<thead>
<tr>
<th>Domain Area</th>
<th>Locks-&gt;Keys</th>
<th>Stakeholders Involved</th>
<th>Steps To Achieve</th>
<th>Goal</th>
<th>Success Indicators</th>
</tr>
</thead>
<tbody>
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<td>Character</td>
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