

ACKNOWLEDGMENTS AUDIT: TEMPLATE

WHAT? (Name of procedure)	WHY? (Broad expectation and specific behaviour(s) from the expectations matrix)	WHERE? (School-wide, classroom, non-classroom)	WHEN? (Free and frequent, moderate and intermittent, or significant and infrequent)	HOW? (Acknowledgments)
Example Being a Respectful Learner	Be a Respectful Learner – Using appropriate language	Classroom Non-classroom School-wide	Free and frequent	Specific feedback and praise for the use of respectful language Points system (classroom) Gotcha cards (non-classroom)