**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) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |