



STAFF CHECKLIST

This checklist supports student life staff in planning and reflecting on residential and after-school activities. Use it to ensure programming is purposeful, developmentally appropriate, and supports students' communication and growth across all settings.

BEFORE THE SHIFT / ACTIVITY

Planning

- ☐ The activity has a clear purpose and is appropriate for students' age and developmental level
- ☐ The activity promotes engagement, not just supervision
- ☐ All students can participate in the activity, the range of student needs and interests have been considered

Language Preparation

- ☐ I am prepared to communicate directly with students in ASL
- ☐ I understand that I am a language model during the activity
- ☐ I will support student communication in ASL and/or English

DURING THE SHIFT / ACTIVITY

Student Engagement

- ☐ Students are actively involved in the activity
- ☐ Students have opportunities to make choices, take responsibility and practice independence
- ☐ Student have the opportunity to lead activities when appropriate

Language Modeling

- ☐ I use clear, accurate ASL when communicating with students
- ☐ I communicate directly with students
- ☐ I support students in expressing themselves in ASL and/or English

Environment

- ☐ Students feel safe, respected, and comfortable participating
- ☐ I promote positive interactions among students by creating a welcoming and inclusive environment
- ☐ I address student interactions that could affect the safety of others

AFTER THE SHIFT / ACTIVITY

Ask Yourself

- ☐ Were students genuinely involved or did some become disengaged? What contributed to that?
- ☐ Did the activity meet student needs and interests, including those who needed more support?
- ☐ Was my ASL clear and did students have real opportunities to interact with each other?

Continuous Improvement

- ☐ I have identified one specific adjustment to improve the activity or better support a student
- ☐ I have noted any concerns about student safety, access, or participation to follow up on