**SNAP for Schools and Communities**

**Purpose:** The intent of this policy is to ensure the curriculum is provided as intended. SNAP in Schools is an educational curriculum provided in high risk low performing elementary school classrooms. It focuses on topics which include but are not limited to managing anger, handling group/peer pressure, and dealing with bullying, with the overall goal of increasing productive school attendance.

**Policy:** SNAP in Schools is a 13 week school based program conducted by a trained SNAP Facilitator in a classroom setting with the teacher present.

**Procedure and/or Process:**

1. Groups will be conducted at a local school with elementary aged youth.
2. Once the identified school has agreed to participate, a letter will be sent home by the teacher to inform the legal guardian of SNAP in Schools services. SNAP in Schools staff will then begin to deliver services in the classroom.
3. During each group session, and attendance log must be completed with each students’ name along with the signature of the classroom teacher and the SNAP in Schools facilitator.
4. There must be at least five (5) students aged 6-11 years of age to be considered a group and each session must be a minimum of 45 minutes.

Required documents to be completed:

* The Measure of Classroom Environment (MoCE) is completed Pre and Post SNAP® in Schools to identify baseline and treatment outcomes of reported classroom dynamics.
* ‘Class Goal’ Sheet is completed and uploaded to OneDrive
* Measure of Classroom Environment (MoCE) Pre and Post
* Weekly Attendance Logs must be completed to include each students’ name and/or identifying information, the classroom teacher’s signature, and the SNAP® in Schools facilitator signature. (Attendance logs will be uploaded by the last business day of each month into NetMIS to OneDrive in chronological order by the last business day of each month).
* One (1) SNAP Fidelity Adherence Checklist is completed per classroom for the 13-week classroom sessions and is uploaded into OneDrive.
* Data Entry: Each group session must be entered into NetMIS within three (3) business days.