

PBIS Tier 2 “Mentor” Checklist

- Morning Check-In (< 5 min per student)
 - Greet each student individually (see examples below)
 - **Collect DPR card from previous day and put in “Mentor” folder *if signed by parent, give student an Eagle Expectations ticket and thank them for being responsible**
 - Give student new DPR card (make sure it is dated)
 - Prompt student to have a good day and to meet his/her goals
- Things you might say at Morning Check-In
 - You’re here on time again – Great!
 - It’s great to see you this morning!
 - Looks like you’re ready for a good day!
 - Thanks for coming to check in!
 - Sounds like you had a great weekend!
 - We missed you yesterday (if student absent) – it’s nice to see you!
- Afternoon Check-Out (<5 min per student)
 - Greet each student individually and accept DPR card
 - Review day by calculating points earned and comparing to goal
 - **Fill out your Weekly Mentor Monitor Sheet**
 - Help student fill out reflection portion of DPR card & send with student
 - **Remind student of potential rewards (“CICO Store” sheet)**
- Things you might say at Afternoon Check-Out
 - You had a great day!
 - Your mom/dad are going to be so proud of you!
 - You made your goal – wow!
 - Looks like today didn’t go so well – I know you can do it tomorrow
 - You look a little frustrated – what happened?
 - We all have bad days – I know you can turn it around tomorrow.
- **Weekly Responsibilities**
 - Give Ms. Pelsue all Weekly Point Sheets/DPR cards you have collected **every Friday**
 - Make sure to ask Ms. Pelsue for more DPR cards when needed
 - If you have any concerns, please let Ms. Pelsue know so we can problem solve around any issues you may be having
 - If you are absent, the classroom teacher will “mentor” the student for the day. Make sure to collect the DPR card from the teacher/student for the day(s) you were absent.