

### **PBIS Tier 2 Teacher Checklist**

- Greet student **positively** in the morning, take DPR card, and prompt student
  - Things you may say: “It’s great to see you today! Let’s have a great day! I bet you can meet your goal today!”
  
- At the time periods listed on the DPR, rate student on the goals based on the following scale: 3 pts = great day, 2 pt = so-so day, 1 pts = tough day AND initial your rating. See guideline below for how to assign points...
  - Note: You may have to ask lunch/recess monitors regarding students’ behavior during that time
  - Total points will be calculated by student with “mentor” and the DPR card will be taken home for parent signature. When it is convenient for you, there is additional space to write notes for the parent(s) to review.
  
- Guidelines for giving points...
  - Give a 3 if the student meets the expectation
  - Give a 2 if the student had brief incidents of inappropriate behavior and had been warned twice (individually) and then repeated an incident of the behavior (i.e. after asking to be safe twice, student engages in unsafe behavior, then rate as 2)
  - Give a 1 if the student has repeated instances (3 or more) of not following directions, being off-task repeatedly, or doing something more serious, such as fighting
    - Note: A score of “1” should be given sparingly, as this indicates serious concerns. If a student repeatedly receives “1,” an additional intervention may be necessary for that student. Data from the DPR will be graphed and shared with you to determine whether this is needed. Please contact Ms. Pelsue if you have any concerns!!
  
- When circling ratings with student, give **specific, positive feedback** (should take less than <1 min)
  - “Given your behavior, you earned ... “ “I’m so proud of you - you...”
  - “Looks like you had a rough time... I know you can do it tomorrow”
  
- At the end of the day, prompt student to check-out by sending them to their “mentor”
  - Again, **stay positive** – “I look forward to seeing you tomorrow!” “Remember to work on ... tomorrow!”
  
- If a student’s mentor is absent, the classroom teacher will do the check in/check out with the student. Extra daily behavior report sheets will be provided to classroom teachers.

**\*\* IT IS VITAL THE DPR CARD BE COMPLETED EVERY DAY THE STUDENT IS PRESENT\*\***

## **Check In-Check Out Trouble-Shooting Guide**

**1. The student (or mentor) forgets to “check in” or “check out”**

This is common, especially for younger students or during hectic times of a day. If the student forgets to check in or the student’s mentor is absent, the classroom teacher may “check in-check out” the student. However, it is important that the student checks in with their mentor whenever possible. If the problem becomes consistent (2-3 days per week), contact Ms. Pelsue and we will come up with a plan.

**2. The student loses the DPR**

Pick a place in the classroom to keep the DPR. You may also tape the DPR to the student’s desk. Do not allow the student to carry the DPR to lunch or recess unless it is necessary. Start a new DPR (in your package) when a DPR is lost.

**3. The student “loses” the DPR if they are having a bad day**

If during the day the student says that the DPR is lost after having a bad rating, begin to use a new DPR. If you remember the ratings that you previously gave, record on the new DPR. Keep the DPR with you for the rest of the day, but still briefly meet with the student to provide the ratings and feedback.

**4. The student arrives late to school**

Begin a DPR (from your packet) and start when the student arrived. Note on the DPR if the student was absent for a specific rating period (i.e reading) by writing an “A” in that space for the rating period (i.e write an “A” under reading). When the student arrives, explain that you will start the DPR, and that they may turn in the DPR home report (from the previous day) during check out with their mentor.

**5. The student becomes angry and throws the DPR or rips it up**

Discontinue the DPR for the day. Explain that having the DPR is a special privilege, and they must not destroy it. The student should still check out at the end of the day if possible. If this continues to be a problem, please let Ms. Pelsue know.