

Daily Progress Report Card – Morning Check In

Student Responsibilities	Coordinator Responsibilities
<ul style="list-style-type: none"> <input type="checkbox"/> Report to DPR classroom on time. <input type="checkbox"/> Report to designated check in location. <ul style="list-style-type: none"> ▪ Tell coordinator how you're doing. ▪ Be honest. <input type="checkbox"/> Return signed DPR Card from home. <input type="checkbox"/> Retrieve new DPR Card from coordinator. <input type="checkbox"/> Complete activities listed on the daily class agenda. <input type="checkbox"/> Take new DPR Card to each class. 	<ul style="list-style-type: none"> <input type="checkbox"/> Greet and thank student for coming to class. <input type="checkbox"/> Give students new DPR Card, retrieve completed DPR Card. <input type="checkbox"/> Ask student how they are doing. <input type="checkbox"/> Check student's non-verbal signs that may indicate increased risk of negative behaviors. <input type="checkbox"/> Provide structured classroom activities: Daily Entry Task, study skill activities, homework completion time, etc. <input type="checkbox"/> Score students' performance at and of class. <input type="checkbox"/> Remind student of daily points goal of 80%. <input type="checkbox"/> Convey high expectations of student behavior in a positive way. <input type="checkbox"/> Rate student behavior for the Academic Seminar class period. <input type="checkbox"/> Dismiss to next class

Daily Progress Report Card- Class by Class Check

Student Responsibilities	Classroom Teacher Responsibilities
<p>Check In</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrive to class on time. <input type="checkbox"/> Give DPR Card to teacher <input type="checkbox"/> Follow class rules, complete assigned work on time. <input type="checkbox"/> Copy assignments into planner / assignment sheet. <input type="checkbox"/> Place class and home work papers in notebook, backpack, etc, in an organized manner (so you can find them later). <p>Check Out</p> <ul style="list-style-type: none"> <input type="checkbox"/> Politely retrieve DPR Card from teacher at the end of period. <input type="checkbox"/> Listen to teacher feedback. <input type="checkbox"/> Refrain from negotiating teacher rating <input type="checkbox"/> Report to next class on time. <input type="checkbox"/> Repeat the Class by Class Check process with all classroom teachers. 	<p>Check In</p> <ul style="list-style-type: none"> <input type="checkbox"/> Greet and thank student for coming to class. <input type="checkbox"/> Provide student with: <ul style="list-style-type: none"> ▪ positive reminder of daily point goal. ▪ brief overview of class topic, Big Idea, etc. <p>Check Out</p> <ul style="list-style-type: none"> <input type="checkbox"/> Thank student for retrieving card. <input type="checkbox"/> Rate student behavior and performance for the class period. <ul style="list-style-type: none"> ○ 2 = Student met goal for the period. ○ 1 = Student had a “So so” performance. ○ 0 = Student did not meet goal for that period. <input type="checkbox"/> Use positive language to explain rating. <input type="checkbox"/> Praise student for meeting or coming close to goal. <input type="checkbox"/> If applicable, state in positive, explicit terms what student can do to improve performance for next day.

Daily Progress Report Card – Afternoon Check-Out

Student Responsibilities	Coordinator Responsibilities
<ul style="list-style-type: none"> <input type="checkbox"/> Report to check out location on time. <input type="checkbox"/> Share completed DPR Card with teacher. <input type="checkbox"/> Wait for your turn to speak with the teacher listen to teacher's comments and feedback. <p>While you are waiting talk with the teacher:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Update your planner / assignment sheet if needed. <input type="checkbox"/> Check the bulletin boards, check with peers. <input type="checkbox"/> Check that all materials for homework completion are available. <input type="checkbox"/> Stay positive! 	<ul style="list-style-type: none"> <input type="checkbox"/> Greet and thank student for returning to check-out. <input type="checkbox"/> One at a time, briefly review student's day. <input type="checkbox"/> Give specific, positive feedback on student's performance. <input type="checkbox"/> Convey high expectations of student behavior in a positive way. <input type="checkbox"/> Remind students of their goals for the next day: 80% of DPR points. <input type="checkbox"/> Remind students to check SLC bulletin boards, teacher web-sites, confer with peers on homework, tests and upcoming projects. <input type="checkbox"/> Dismiss for the day

DPR Card – Home Check

Student Responsibilities	Parent Responsibilities
<ul style="list-style-type: none"> <input type="checkbox"/> Take DPR Card home to share with parent / guardian <input type="checkbox"/> Ask for parent's / guardian's signature on the DPR Card. <input type="checkbox"/> Put the card in your notebook, backpack or purse, and bring it to Check In the next day. 	<ul style="list-style-type: none"> <input type="checkbox"/> Review the card <input type="checkbox"/> Recognize positive efforts of the student, for example: "Your score has been at 80% for three days? Great job!" "You've been on time for every class, that is excellent." <input type="checkbox"/> In a positive way, help student identify what she / he can work on the next school day, for example: "You did great in English today- you earned a 2. Tomorrow let's work on earning a 2 in Math by being on time" "Thanks for remembering to bring the card home. How about tomorrow you work on remembering to have your teachers sign it too?" "Keep up the good work!" <input type="checkbox"/> Initial the card and add a positive comment. For example: "Good work!" "Glad to see Jorge is earning all of his points." "How can I support Donovan at home?" <input type="checkbox"/> Prompt the student to return the DPR Card to school. <input type="checkbox"/> Remind the student to put the DPR Card in her/his backpack, homework folder, or somewhere highly visible so it will be remembered the next morning: front of refrigerator, under their house key, etc.