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| --- | --- |
| Feature | Check to include |
| School-wide Expectations | |
| Include school-wide expectations   * + Expectations should be positively stated   + 5 or fewer expectations should be listed on the DPR   OR  Include school-wide expectations with specifically defined behaviors   * + Expectations and behavior should be positively stated   + 5 or fewer expectations should be listed on the DPR |  |
| Teacher Friendly and Easy to Complete | |
| Allow for circling of ratings rather than narrative feedback |  |
| Include a narrow range of scores   * + 3 point system is recommended (1-3 or 0-2)   + Consider whether use of a “0” rating is age-appropriate or fits the culture of your school |  |
| Include a ratings key on the DPR   * + Staff should clarify and agree upon the difference between ratings |  |
| Include a place for teachers to record “successes” rather than “comments” |  |
| Make copies and have DPR cards readily available everyday |  |
| Design and Content | |
| Use the same card for all students per grade level |  |
| Avoid calling the DPR a “behavior card” or “behavior plan” |  |
| Make the DPR a half sheet if copying costs are a concern |  |
| Include only classroom settings.  (Non-classroom settings typically are not included on the DPR but this can be modified later) |  |
| Include a minimum of 4 rating periods and a maximum of 10   * + Correspond rating periods with natural transitions during the day   + Rating periods should be less than 75 minutes |  |
| Include a column or place for teacher to initial ratings |  |
| Include a line for parent signature and a place for them to record success |  |
| Verify that data is easy to summarize and determine if goal is met   * + Include an area for total points earned   + Determine whether the percentage goal will be listed     - * Provide a range and student circles his/her goal (50%-80%) |  |