

Check -In/Check-Out

Check-In/Check-Out (CICO) is a Tier 2 intervention designed to support students who have not been responsive to school-wide practices and systems for supporting positive behavior.

While CICO establishes supports for individual students, since the support is applied to multiple students it is considered a group intervention. CICO works well for kids who are motivated by attention and can be reinforced with earning items or activities if/when goals are achieved.

Key components of CICO:

- Morning Check-Out
- Regular Teacher Feedback during the day
- Afternoon Check-Out
- Parent Participation

Morning Check In: CICO Coordinator meets with many students in rapid succession at a predictable/designated location each morning. CICO Coordinator provides each student with their Daily Progress Report (DPR) as well as positive feedback around daily goal setting.

Regular Teacher Feedback: Using the DPR, teachers provide scheduled feedback through the day. Teacher provides positive feedback for appropriate behavior, corrective feedback as applicable (and according to the skills targeted on the DPR) and rates student demonstration of expectations on the point scale in accordance with the DPR. Teacher must initiate if the student does not do so independently.

Afternoon Check-Out: Students return to the CICO coordinator at designated time/place. Coordinator reflects with student, totals points, reinforces positives, reteaches as applicable and provides encouragement. CICO Coordinator gathers data for each student quickly (in case DPR does not come back). Reminds student to share DPR with parent.

Family Participation: Students are reminded to share DPR with parents and to return it to the CICO Coordinator at the morning Check-In. Parents should be notified prior to implementation of CICO and be provided with strategies for dialogue and reinforcement at home. A process for two-way communication between home/school should be developed so that positive reinforcement is consistent in both settings. There should be no penalty if a DPR is not signed/returned—but instead, reteaching is in order.

Data Collection: Daily data from DPRs should be gathered and weekly updated into Panorama and available to the Tier 2 team as needed on a regular basis in accordance with the building specific Tier 2 schedule and processes.