

Check-In/Check-Out (CICO)

Enter School Name:

Dear parents and/or guardians,

Check-In/Check-Out is a strengths-based, goal-directed program all about caring for students. It provides students with a consistent supportive adult relationship in the school setting who will come alongside them and encourage them in their own behavioral goals to be successful academically, socially, and emotionally. The goal of CICO is to support students in displaying expected behaviors for social wellness and academic success.

Your student has been nominated to participate in Check-In/Check-Out!

Here's how it works: Students participating in CICO will start each of their school days off being greeted by and checking-in with a consistent, supportive adult. In this interaction, the student will also be reminded of their specific behavioral goal, be given positive encouragement around meeting that goal, and receive a CICO form (*see example on back*) used through the day to track their specific behavioral goal. Throughout the day, the student's classroom teachers will work alongside the student to track their specific goal.

At the end of the day, the student will "check-out" with the same adult they "checked-in" with in the morning, bringing the form for a review of how the day went. The student will be given positive feedback and awarded points depending on their score total. ***These points can be redeemed once a month to win some cool prizes from the student store!** Your student will bring home a copy of this form for you to review and sign daily. They will then bring the form back the next day for their check-in for additional points.

On the back of this page, you'll find strategies for supporting CICO from home.

If you would **not** like your student to participate in CICO or have any questions, please feel welcome to call me at (425) 385-XXXX, or email me at insertcontact@everettsd.org.

In care,

Insert Contact

How to best support CICO from home:

- **Consistency**: Checking and signing the students chart daily and giving encouraging feedback about their day may be the best way to support from home.
- **Celebrate success, resist punishment**: We want students to trust that even if they had a hard today, tomorrow can be something different. So, we suggest avoiding punishment for not meeting behavioral goals, but rather encouraging them in the belief they can do it, and focusing on discussing what they may try differently. Here are some examples:
 - *“Wow! I see that during the morning you met all expectations. How great! Will you tell me what happened differently in the afternoon? I know you can do it because I see you did it in the morning.”*
 - *“Today was a hard day. Will you tell me about it? I wonder how we can make the day better. I know you can do this and I’m excited to see what tomorrow brings!”*
- **Utilize incentives**: Is there something positive your student could work towards each week by meeting their goals for the week? Incentivizing student success at home can be supportive by helping motivate students to work hard at meeting their personal goal.
 - Examples: picking what to eat for dinner; getting to to play a game of choice with you; play date with a friend; getting to choose a movie to watch.

Example of CICO Form:

Check-In/Check Out												
Name _____				Date _____								
2-Nice Work, 1-Okay, 0-needs work/improvement												
	Safe			Respectful			Responsible					
Check-In (Morning)	2	1	0	2	1	0	2	1	0			
Before Recess	2	1	0	2	1	0	2	1	0			
Before Lunch	2	1	0	2	1	0	2	1	0			
After Recess	2	1	0	2	1	0	2	1	0			
Check Out (afternoon)	2	1	0	2	1	0	2	1	0			
Today's Goal:				Today's Points								

Parent/Guardian Signature: _____

Comments from or to home: