

# Check-In/Check-Out (CICO)

Insert School Name

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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.

\_\_\_\_\_ 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 **at the podium in the lunchroom\***. 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 teacher will work alongside the student to track their specific goal, circling numbers aligning with the number of reminders during certain time chunks of the day.

At the end of the day, the student will "check-out" with the same adult they "checked-in" with in the morning, **at the same location**, bringing the form for a review of how the day went. The student will be given 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!\***

**Here are some strategies for supporting CICO in the classroom:**

- **Consistency:** *Filling out the students chart daily* and not missing sections so that students can see their full points and really meet the goal set for themselves.
- **Focusing on strengths:** Build your feedback to students off what they do well.
- **Positive praise:** When a student is meeting their goal behavior, or you're seeing them really try hard at it, notice it and voice it! We want these students to get lots more positive attention when they're displaying their goal behavior than negative attention when they're not displaying their goal behavior.
- **Remind them of their goal and incentive:** When you see students displaying unexpected behaviors related to their specific goal behavior, give them a positive reminder about their goal. Here are some examples:

- *"I'm seeing you \_\_\_\_\_, and I know your goal is to \_\_\_\_\_. I just wanted to give you a reminder. I know you can do this! I just saw you doing an awesome job at it. You've got this!"*
- *"You did such an amazing job with your goal behavior at \_\_\_\_\_. What's making it more difficult to do right now? I really want to be able to award you full points for Student Store prizes! I know you can do it!"*
- **Connect with The XXXXX Way:** Our specific behavioral goals should be connected to our school-wide expected behaviors (as you can see on the example form below). One way CICO can be supported is to use the same language when talking with the student about the form. Here are some examples:
  - *"I'm noticing how great you're doing at showing Respect by \_\_\_\_\_. I also know that's your goal! Awesome job!"*
  - *"Let's pause. How can we show more Respectful behavior? I know your goal is to \_\_\_\_\_, and I've seen you show this many times!"*

### 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: