



Check-In Check-Out Overview

5 Key Steps for Check-In - Check-Out (CICO)

1. Morning Check-In with a facilitator
2. Student receives feedback on their behavior throughout the day
3. Student Checks-Out with facilitator at the end of the day
4. Parents or guardians provide feedback at home each night
5. Data are used to determine progress on the intervention



1



Who is CICO appropriate for?

Low-level problem behavior (reoccurring minor incidents)

2-5 Office referrals.


Behavior occurs across multiple locations

Examples: talking out, minor disruption, work completion

October Catch



2




Step 1 – Morning Check-in

Each morning our student will check in with a specified facilitator

1-minute meeting to give DPR sheet and discuss briefly goals of the day

****Can be anyone that is **positive** and a cheerleader for the student****

3




Step 2- Feedback Throughout the Day

The student takes the DPR back to the facilitator to receive feedback on their performance that day

The facilitator or the students, totals the points for the day. ****This is then recorded by the facilitator****

Students who meet daily goals are then reinforce by whatever way the CICO team sets forth (tickets for store, lunch with staff, etc.)

4




Step 3- Check-Out End of the Day

Throughout the day, at the end of the class or natural transitions student receives feedback on each of behavior expectations (0-1-2)

The facilitator should let the student know what they did well and what that could improve on in an encouraging way

****Should be 1 minute or less & specific, and corrective, if necessary****

5




Step 4- Share with Parent/ Guardian

Students will take a hard copy home to review progress with their adult at home

Provide feedback in a positive and encouraging way

Parents sign and return

6



Step 5- Data on Student Progress

Use the data that has been collected to assess the effectiveness of the intervention

The goal is for student to hit 80% of their goal **some may need to start with a lower goal and gradually move up

Students can access the reinforcement that the CICO team made as a goal for that student

Name: _____ Date: _____

2 points	1 point	0 points

Daily Goal: _____ Points Earned: _____

Daily Goal Met: Yes No



Goals	Subject: Teacher Initials:	Subject: Teacher Initials:	Subject: Teacher Initials:	Subject: Teacher Initials:	Subject: Teacher Initials:	Subject: Teacher Initials:
Friendly •	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Integrity •	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Respectful •	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Engaged •	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0

Adult Signature: _____ Student Signature: _____

H.U.G.S. - Hello Update Goodbye Sheet

Name: _____

Date: _____

2 points.

1 point

0 points

Daily Goal: _____ Points Earned: _____



Daily Goal Met: Yes No

Goals						

Signature: _____

Key
2 = Yes! – 0-1 Reminder
1 = Almost – 2-3 Reminders
0 = Try Again – 4+ Reminders

Classroom Expectations	1 st	2 nd	3 rd	4 th	5 th	6 th	Daily Totals
COMPUTER ID:							
Quietly Enters Classroom							
Completes Opening Activity Procedures							
Interacts w/ Students without verbal or physical aggression							
Interacts w/ Teachers without verbal or physical aggression							
Displays Calm and Patient Demeanor							
Students will follow the school rules							
Uses materials appropriately							
Remains in dress code							
Completes Closing Activities and Procedures							