

CHECK IN CHECK OUT PROCEDURES for Kenneth Murphy Elementary School

Purpose: Check In Check Out (CICO) provides frequent positive feedback to students in regard to their behavior. All students receive pre-correction in the morning and reinforcement in the afternoon in addition to throughout the day.

How CICO Works:

Check In: Students will check in with designated staff around 8:15-8:30 in the morning where they are greeted positively, reminded of our 4 expectations, and given their folder.

During the Day: The teacher then helps students monitor their behavior by giving reminders and positive feedback in the 4 areas of the CICO sheet. At the end of each subject, including lunch, please rate the student's behavior with one of the following

2 or = 0-2 Redirections needed

1 or = 3-4 Redirections needed

0 or = Redirected 5+ times/Was not able to do so

Check Out: Students go to the designated staff member at 2:30 in the afternoon for check out. If they receive 80% of the possible points they will receive a small reward. If they don't make 80% of the possible points they will be reminded of how they can earn points the following day.

Entrance to the CICO program: Students who receive 3 or more referrals in a 6 week period and/or students referred by one of their teachers or a family member will be automatically enrolled. The teacher will be contacted and a parent note will go home. The school social worker will train the student about who their check in/out staff is and how the program works.

Exit from the CICO program: Students will be progress monitored through their CICO sheet daily. The Tier 2 PBIS team will review the data monthly to evaluate progress or lack of progress. Students will be eligible to exit the program after making their daily goal of 80% of the days in the last 4 weeks. Teacher input will be used to determine continuation, change in, or exit from CICO.

Additional Info: Each teacher will receive a CICO substitute plan sheet. When one of your students begins CICO, please write their name on the line provided and put the form in your sub folder. Please update as students enter or exit the program.

Check in Check Out is to provide positive feedback to the students. It is not for communication with the parents. We do ask that students take a copy of their sheet home to show their parents; however, we do not want you to write comments about misbehavior on this form. The purpose of the program is to provide continuous positive feedback.