Check In/Check Out
Teacher Information

1. The CICO program consists of the following components:
   - Morning "check in" with _____ in room _____
   - Teacher feedback 3-5 times each day
   - Afternoon "check out" with _____ in room ____
   - Daily home report

2. Each morning, the student will walk directly to room ___ to check in. The student will receive his/her daily point card. In addition, the daily home report will be turned in. If the student comes to class before checking in, please provide a reminder to go to room ___.

3. During the day, you will provide feedback to the student in the form of points. A "3" indicates great job, a "2" indicates okay, and a "1" indicates a hard time. Please mark the student's card at the appropriate time, and provide specific verbal feedback about the rating.

4. At the end of the day, the student will walk to room ____ to check out. There are several students who need to check out, so please send the student down at the appropriate time. The student will then turn in the card, points will be recorded, and the home report will be completed.

5. Data will be graphed on a regular basis. Copies of the student's graph will be placed in your mailbox. Please contact _____ if it appears that the program is not working, or if you have other concerns.

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Typical Problems and Solutions

1. **The student forgets to "check in"**

   This is very common, especially for younger students. If the student arrives, and forgets to check in, send he/she to room 11. It is important that the student checks in. If the problem becomes consistent (2-3 days per week), contact Carissa or Amy and we come up with a plan.

2. **The student loses the card**

   Pick a place in the classroom to keep the card. You may also tape the card to the student's desk. Provide verbal reminders to the student to "remember your card". Do not allow the student to carry the card to lunch or recess unless it is necessary. Start a new card (in your package).

3. **The student "loses" the card if they are having a bad day**

   If the student says that the card is lost after having a bad day, begin to use a new card. If you remember the ratings that you previously gave, record on the new card. Keep the card with you for the rest of the day, but still briefly meet with the student to provide the ratings and feedback.

4. **The student arrives late to school**

   Begin a card (from the packet) and start when the student arrived. When the student arrives, explain that you will start the card, and that they may turn in the home report during check out.

5. **The student becomes angry, and throws the card or rips it up**

   Discontinue the card for the day. Explain that having the card is a special privilege, and they must not destroy it. The student should still check out at the end of the day if possible.

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Check in Check out Agreement

Student Responsibilities:

1. Remember to go to check in and check out in room 11
2. Keep track of CICO card
3. Be safe while walking down to room 11
4. Bring signed home report everyday

Teacher Responsibilities:

1. Provide a rating at designated times
2. Provide reminders to attend check in and check out
3. Provide support and encouragement to the student
4. Provide updates to CICO staff

CICO Staff Responsibilities:

1. Check students in and out
2. Provide CICO cards and home report
3. Provide updates to classroom teachers

_____

CICO Staff

_____

Teacher

_____

Student

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