

## Check In Check Out (CICO) Program

The CICO Program is a school-wide, check-in, check-out prevention program for students who are starting to engage in problem behavior. The goal of the CICO Program is to prevent students who are acting out from escalation and provide them with more frequent feedback on their behavior to prevent future problem behavior. Below are answers to some frequently asked questions about the CICO Program.

### Which students do well on the CICO Program?

Students who you are concerned about and/or who are starting to act out but ARE NOT currently engaging in dangerous (e.g., extreme aggression, property destruction) or severely disruptive behavior (e.g., extreme noncompliance/defiance) would be good candidates for the CICO Program. Students who have problem behavior across the day and in different settings are good candidates for the program versus students who have trouble only at recess or during math.

### How do teachers participate in the CICO Program?

### How long are students on the CICO Program?

At the end of every trimester the CICO Team looks at each student's data to determine if he or she is ready to be faded off the CICO Program. Since there are a limited number of students (up to 15) that can receive the intervention, it will be important to fade students off as they become more independent in managing their own behavior.

### How is student progress monitored?

A designated staff person keeps track of the daily points earned and charts the progress for each student. the CICO data entry person will enter two data points per day per student in CICO that includes (1) the percent of possible points earned daily and, (2) a cumulative graph for meeting the daily goal. On a weekly basis, the CICO team reviews the data to determine if the program should stay the same, be adjusted, or be terminated.

## CICO Cycle

## CICO Record

Name: \_\_\_\_\_

Date: \_\_\_\_\_

3 = great    2 = OK    1 = hard time

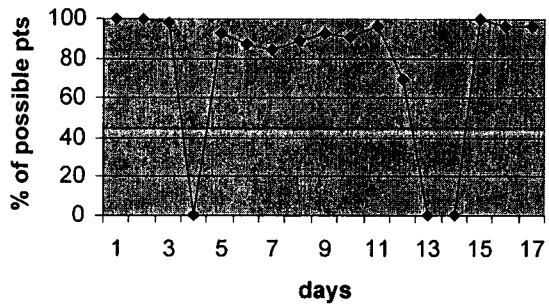
	Safe			Responsible			Respectful		
Check In	3	2	1	3	2	1	3	2	1
Before Recess	3	2	1	3	2	1	3	2	1
Before Lunch	3	2	1	3	2	1	3	2	1
Before Recess mid afternoon	3	2	1	3	2	1	3	2	1
Check Out	3	2	1	3	2	1	3	2	1
Today's goal				Today's total points					

Comments:

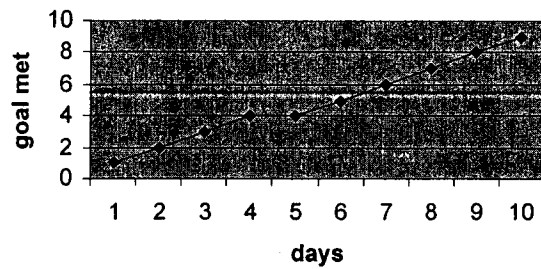
### CICO Store

	Wants Attention	Wants something	Wants to escape attention	Wants to avoid something
Small 100	Take note to office/teacher Ask a peer to play/read/draw Be a leader Principles recess	Trip to treasure chest Choose a snack Choose a 5 min. activity School wide sticker Principles recess	Computer time by self	
Medium 250	Computer with a friend Extra sharing time	More time for selected activity	Time alone	Alternative assignment
Large 400	Out to lunch with <u>TBA</u> Class recess, free time, or popcorn party	New school /art supplies		

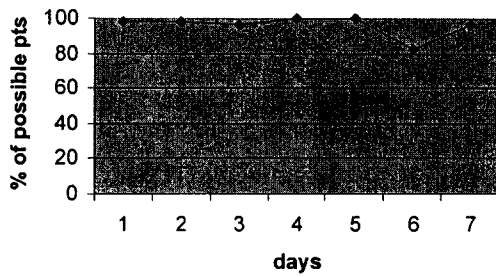
**CICO points earned  
Trevor**



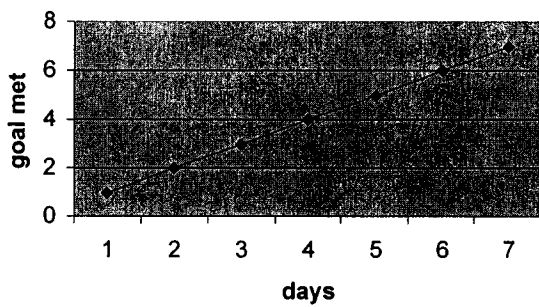
**Daily Goal Cumulative Graph  
Trevor**



**CICO daily points  
Chad**



**Daily Goal Cumulative Graph  
Chad**



## CICO Home Report

Name: \_\_\_\_\_

Date: \_\_\_\_\_

My goal today is: \_\_\_\_\_

\_\_\_\_\_ I met my goal today

\_\_\_\_\_ I had a hard day

One thing I did really well today was: \_\_\_\_\_

Something I will work on tomorrow is: \_\_\_\_\_

Comments:

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Parent/Guardian Signature:

Comments:

Parent/Guardian

Daily:

- When your child meets his/her goals acknowledge their efforts for doing well in school.
- When your child does not meet his/her goals refrain from further punishment, he/she will have another opportunity tomorrow to meet his/her goals.

Weekly:

- When possible, set up a special treat, activity or extra privileges when your child has used his/her CICO Home Report to keep you informed of weekly progress

What do students do with their earned points?

As part of the check in's, students evaluate their behavior by scoring points on their CICO daily record. Points are totaled at check out time and deposited in the students CICO Account. Points are not taken away, due to problem situations. Points earned are saved until the student wants to trade them. Pre-determined spending times are set with the student to trade points for activities, prizes, free time, and other special things at the school.

Teachers participate by providing both verbal and written feedback to students at pre-determined times throughout the day. The feedback is quick and instructional.

Who is responsible for checking students in and out?

A dedicated staff person(s) is in charge of checking students in and out on a daily basis.

How do students get selected for CICO?

A request for assistance is made to the CICO Team that meets weekly. In collaboration with the teacher, the team will determine whether the CICO Program is appropriate or whether another intervention would be more appropriate.

What is the family's role?

A daily report goes home daily with the CICO student. The student is encouraged to show the report to parents and get a signature to return to school during the next day check in. Family's are encouraged to acknowledge their child's efforts and successes and to refrain from punishment when their child temporarily slips up. A weekly check in with the child's teacher is highly encouraged.