AWESOME ELEMENTARY SCHOOL

Check-In/Check-Out Manual

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|  | Purpose of CICO clearly described |
|  | Overview of the CICO program |
|  | Overview of CICO routine/process |
|  | Check in/out staff and location identified (including substitute support) |
|  | Student Selection Process   * Data decision rules for screening * Timeline for access to intervention |
|  | Daily Progress Report   * Generic point card linked to positive SW Expectations * General check-in times identified * Clearly defined expectations for how to rate student behavior * Clearly defined process for providing teacher feedback to student |
|  | Acknowledgment & point trading system   * Range of incentives * Documentation of how student progress toward rewards is kept * Documentation of timeline for delivery of student rewards |
|  | Training & Orientation Materials   * Students * Whole staff overview (e.g., description of CICO, how to access) * Teacher support when student is on CICO * Parent Letter * Substitute teacher information/materials * Plans for supporting fidelity of implementation |
|  | Method for Monitoring Student Progress |
|  | Additional Materials |

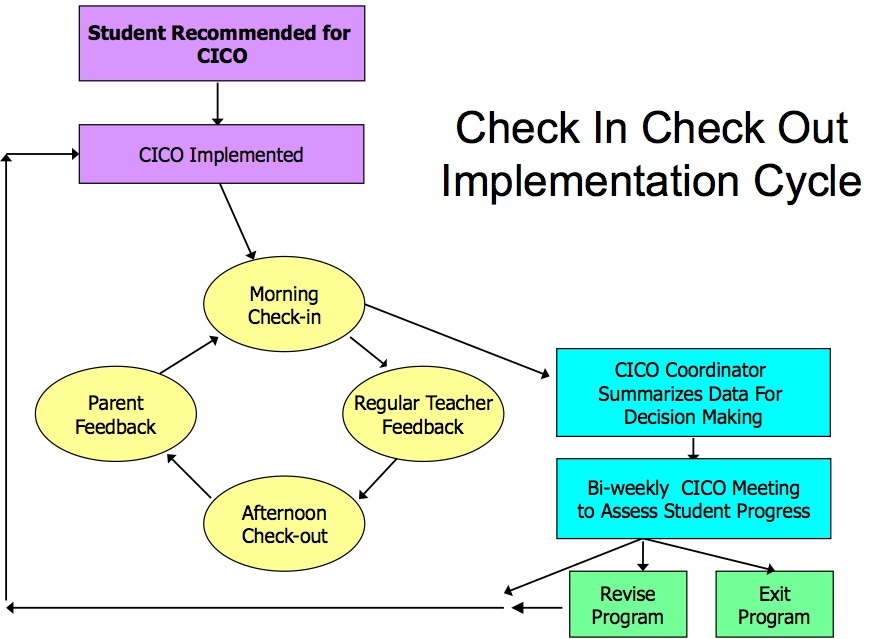
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| **INTERVENTION GUIDELINE** |

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| **Intervention** | **Description** | **School-wide Data: Entry Criteria** | **Data to Monitor Progress** | **Exit Criteria** |
| Check-In/Check-Out |  |  |  |  |

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| **Rationale** |

The purpose of CICO is to

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| **Overview of CICO (Routine & Practices)** |

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| **CICO STAFF** |

**Check-in/Check-out Coordinator:**

**Description:**

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| **STUDENT SELECTION PROCESS** |

**Data Decision Rules:** *Describe Entry Criteria from Intervention Guideline*

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| **DAILY PROGRESS REPORT** |

**Place DPR Example Here**

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| **ACKNOWLEDMENT SYSTEM** |

**Describe how students will be acknowledged for participating and meeting goals.**

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| **TRAINING & ORIENTATION MATERIALS** |

**Staff Training Materials**

[**http://pbistier2.weebly.com/uploads/1/2/7/0/12709910/cico\_saff\_training\_template.ppt**](http://pbistier2.weebly.com/uploads/1/2/7/0/12709910/cico_saff_training_template.ppt)

**Student Orientation Materials**

**Parent Orientation Materials**

**Substitute Teachers Orientation Materials**

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| **MONITORING STUDENT PROGRESS** |

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| **ADDITIONAL MATERIALS** |