**[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwiMsbav9ebPAhUDOD4KHSccCz0QjRwIBw&url=https://en.wikipedia.org/wiki/Schenectady_City_School_District&psig=AFQjCNHS7G-4lgG5THwU1fN_9wthHleFkg&ust=1476968168665686)Check-In/Check Out**

**Parent/Guardian Notification**

Date:

Student:

Parent/Guardian:

Congratulations! Your child has been selected to participate in a program at our school. We would like to include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in a behavior intervention program called Check-In Check-Out (CICO).

To participate, your child will report to their CICO facilitator, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, first thing every morning after arriving to school. During this brief meeting the CICO facilitator will review our schoolwide behavior expectations, provide a reminder about daily/weekly goals, and be sure your child is ready for the school day. This positive contact sets your child up for success and provides an opportunity for extra adult attention and instruction. Next, throughout the school day, your child’s teacher(s) will give specific feedback about how they are doing on their goals: 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This feedback will be documented on a Daily Progress Report which your child will review with their CICO facilitator at the end of every school day. Together they will count up the points earned for using positive behavior. Your child will be given positive attention and praise for positive behavior and get further instruction for any challenges they had that day. Your child will be rewarded for earning \_\_\_\_ number of points per day/week.

You can help your child by making sure they get to school on time for their morning check-in and by reviewing the Daily Progress Report every day after school.

Most children who participate in this program like the extra attention and show improvement in their behavior.

We look forward to working with your child.

Sincerely,