

Check In Check Out: a Targeted Intervention

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1. Purpose of Targeted Intervention and expected student outcomes

- a. To provide a daily check in and check out with an adult
- b. To establish goals based on the school-wide expectations
- c. To provide organizational, academic, social prompts
- d. To encourage student self assessment of behavior throughout the day
- e. To establish regular communication with families of students participating in CICO

2. Student screening and selection to program decision rules and procedures

- a. Staff / family request
- b. 2+ Major Office Discipline Referrals by October
- c. 3-5 Major Office Discipline Referrals through the year
- d. Student who likes adult attention

3. Procedures for participating in the targeted intervention

- a. What the staff do:
 - i. All Staff: provide student with a brief positive welcome to class, provide rated feedback to student at end of class
 - ii. CICO Coordinator: provide student with a positive start of the day and end of the day; set student up for success in the morning and provide praise/encouragement at the end of the day.
- b. What the students do:
 - i. Students will use card throughout the day as prompts and reminders, as a self assessment tool, and to get rated teacher feedback at beginning and the end of the class period.
- c. What the families do
 - i. At end of each day, a parent asks student for CICO report and asks child about their day. The parent typically does not correct the child again, but simply has a tool for opening up a conversation about the school day.

4. Procedures for training staff, students, families, transportation, substitute staff, others

- a. Staff training at beginning of school year with boosters in winter and spring
- b. Provide description of program on website, in the staff handbook and in the newsletter
- c. Include CICO information in the Substitute Folder

5. Data system for monitoring student progress

- a. Data entry person enters student point data in CICO-SWIS at the end of each day, or weekly at a minimum

6. Decision making cycle and people responsible

- a. Student progress monitoring (Data Analyst)
 - i. Guidelines for concern: 5 consecutive data points under goal that make a flat line or three consecutive days of decreasing point earned percentage under goal.
- b. Fidelity and effectiveness of targeted intervention (Team)
 - i. Review CICO- SWIS reports at least weekly
 - ii. The team completes the CICO Self-Assessment annually and uses the information for action planning