

## Appling County System Check In Check Out Procedural Guide

1. Administrative recommendations/Behavior RtI
2. Obtain parental consent for the student to participate in Check In Check Out (CICO) at the Tier 2 meeting. **Obtained consent form from the school RtI contact and/or the CEIS representative.**
3. Utilize the Forced Choice Survey to determine appropriate incentives to implement with CICO. The student and the CICO mentor will complete the appropriate Forced Choice Survey on first meeting to determine what type of rewards will mostly likely be effective. Discuss (realistic) rewards with the student. This provides the mentor an opportunity to build a positive relationship with the student. (The Force Choice Surveys are located on the ACBOE website. Click on the RtI Resource link.)

**Note: Follow-up with a phone call to review CICO program if parents do not attend the first RtI meeting?**

### Discuss the following with parents:

1. A consent form will be sent home with your child to participate in the CICO program.
2. This is a positive system of support for your child.
3. A SOAR card will be send home daily to indicate if your child has met his/her goal.
4. Your role is to provide positive specific praise and feedback.
5. This is not meant to be an opportunity for punishment.
6. Please review, sign and return the SOAR card daily.

4. Each school will have a group of trained CICO designated mentors. Each mentor will decide the best location (morning and afternoon) to conduct student CICO.
5. CICO (SOAR card) forms will be linked to the student's behavioral weaknesses.
  - The SOAR card will be developed by the student's teacher(s), RtI school contact and/or CEIS representative.
  - Each student's goal will begin at 70%. Adjust student's goal to meet his/her behavioral needs.
6. All school staff will view the CICO video during a PLC session and the CICO procedure will be presented by the RtI school contact and/or CEIS representative each school year.
7. CICO must be consistently implemented along with additional Tier 2 behavior interventions, for a minimum of 6 weeks or 30 days. If limited or no behavioral improvement has occurred (as indicated by Infinite Campus data graphs), initiated a FBA and BIP before moving the student to Tier 3.

## **Student/Mentor/Teacher Check-In Check Out Procedures**

1. Rtl school contact or CEIS representative will meet with student to explain the CICO process, SOAR Card goals, rewards, and will introduce the student to their CICO mentor.
2. CICO mentor will conduct a Forced Choice Survey (ACBOE website under Rtl) with student at their first meeting to help them learn more about the student and determine what type of rewards are most effective. (Specific rewards will need to be discussed with the student based on the results of the Forced Choice Survey.) (This is all about building a positive supportive relationship with the student)
3. Students participating will check-in with the CICO mentor at the beginning of each day.
  - The student will be given his/her SOAR card for the day. The CICO mentor will set the tone for the day and make sure the student has what is needed to be successful. **(Remind student to have pencils, paper, books, etc.)** This interaction should be positive.
4. The student will give the SOAR card to his/her teacher at the beginning of the class/subject period. The teacher will rate the student's behavior at the end of the class/subject period.
5. The teacher(s) should provide encouragement and positive feedback regarding the student's performance **throughout** the class/day. This feedback should be positive and specific to the behavior(s) exhibited.
6. If the student demonstrated problematic behavior, provide some corrective but supportive feedback with an explanation for a less than perfect rating.
7. At the end of the day the student will return to the CICO mentor to check-out.
8. Scores will be added with discussion regarding whether or not the goals were met.
9. Reinforcement for participating in CICO will be given initially & faded as appropriate.
10. The CICO mentor will give the student a copy of his/her SOAR card or report (K-2) to take home for the parent to sign. The mentor will return the original SOAR card to the homeroom teacher and/or designated personnel.
  - The student will bring the signed SOAR card to the CICO mentor each morning.
  - The CICO mentor or the student will return the daily SOAR card to the homeroom teacher and/or the designated personnel at the end of the day. Enter behavior data in Infinite Campus daily or once a week.
11. After a minimum of 6 weeks of intervention, the student's teacher(s,) the CICO mentor, Rtl school contact and/or CEIS representative, will meet to review data (graphs) and make decisions of how to proceed with the student.

**12. Appropriate student recognition and reinforcements will be determined by each school.**

**Suggestions for student recognition and reinforcement:**

- 1. Receive recognition at school Awards Program**
- 2. Have lunch with favorite teacher**
- 3. Have lunch with principal and/or assistant principal**
- 4. Have lunch with a friend**
- 5. Extra computer time**
- 6. Ice cream treat**
- 7. Ticket to school event (ballgame, show choir)**
- 8. Homework pass**
- 9. See Behavior Resources ( ACBOE)**

**Note: If punishment at home becomes an issue or if parents are using CICO in a negative way, assign the student a “surrogate parent” in the building to review SOAR card in order to receive positive feedback.**