

SAMPLE FAMILY CICO PERMISSION FORMS

(sample adapted from Everett et al., (2011))

Dear Parent/Guardian of: _____,

This letter is a follow-up to our earlier conversation regarding your student's involvement in the *(insert name of your program)* daily Check-In/Check-Out Program at Anywhere Elementary School. You should have received a document describing the program, including the benefits and expectations for participation. This is a program designed to help students meet our school-wide expectations in a positive manner.

Your child will be assigned to a facilitator and will be responsible for checking-in with that person each morning and checking out again at the end of the day. The teacher(s) will fill a report out daily and the facilitator will review the report at check-in/out time. Students pick up their report from Ms. Facilitator every morning between 8:10 and 8:20 a.m. and then return it at 3:10 p.m. to Ms. Facilitator. Your child will work on goal setting for appropriate behavior and will be able to earn incentives for appropriate behavior. As parents, we ask for your support to ensure your child arrives on time each day for check-in and that you review and sign the daily progress report each night. Together, we can make this a positive experience for your child.

We appreciate your cooperation in this program and look forward to working with your student. Please contact the guidance department if you have any questions. We may be reached at () 123-4567.

_____ I do give consent for my child to participate.

_____ I do not give consent for my child to participate.

_____ Parent/Guardian Signature

_____ Date

Sample Family Communication Form #2

Date: _____ Student: _____ Grade: _____

Teacher: _____

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 and weekly goals, and be sure your child is ready to begin the school day. This positive contact sets your child up for success and allows an opportunity for extra adult attention and instruction. Next, throughout the school day your child's teachers will give specific feedback about performance following the Warrior Way (Being Safe, Being Respectful, and Being Responsible). Teacher feedback will be documented using a daily progress report (DPR). At the end of the school day students in the CICO program return to the facilitator they met with during the morning check-in. For this afternoon check-out period facilitators help students count and record the number of points earned for appropriate behavior that day. In addition, the facilitator provides positive comments, encouragement for on-going success, and additional instruction if students struggled with a particular class period of the day. Finally, your child will be able to earn incentives for meeting behavioral goals.

To support each child's success, we ask parents to make sure children arrive on time each day for the morning check-in and also that they review and sign the daily progress report. A copy of the progress report will be sent home from school each day.

Most children who participate in the program show rapid gains, enjoy working with the facilitator, and benefit from additional attention provided by their classroom teacher. While your child is in the program our school's Tier 2 Team will monitor data closely. After your child meets his/her program goals we will celebrate with a graduation ceremony.

If you do not wish your child to participate in this program, please call a school administrator.

Sincerely,
PBIS Tier II Team

Sample CICO Family Communication Form 3

Dear Parent/Guardian,

We have a wonderful school wide goal this year. Our goal is to create an inclusive and welcoming environment which values, recognizes and affirms the worth of each individual in our learning community. To help us reach our goal, we are starting a very effective program for students who need additional support.

We call this program "Check-In, Check-Out (CICO)." Students involved in this program will check in with a staff member in the morning. At Check-In they receive a point card allowing them to receive points for being a safe, respectful, responsible citizen of our school. The staff member and the student talk together, setting a goal of how many points the student will get that day. As they go through the day, they must periodically check in with their teacher to receive points. At the end of the day they check out with a staff member who totals the points and discusses how the day went. Students will bring home a report each day to let the parent know if they met their goal. There is a place for the parent to sign and then your child will bring the form back to school. Students can accumulate points to spend in various ways, like lunch with a teacher or computer time.

Joey has been chosen to participate in CICO. We are excited that he will be a part of our plan to make our school a safe, caring and fun place for students to go to school. If you have any questions, please contact me at ***.

Sample CICO Family Communication #4

Dear Parent/Guardian:

This letter is to inform you that your student, _____, has been recommended for the Check-In, Check-Out program at *** High School. The Check-In, Check-Out program is a positive intervention that allows students to start their day by checking in with an adult to promote positive behavior throughout the day. Students will also spend a few minutes at the end of each day with an adult reviewing their progress. Progress sheets may be sent home for you to review.

If you do NOT want your child to be a part of this program, please sign below and return this paper back to the school with your child. If you have any questions about the Check-In, Check-Out program, please feel free to contact me at ****. If you have any questions or would like more details regarding Check-In, Check-Out, please call ****.