Check in Check Out (CICO) Planning Guide

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| A. Personnel and Logistics |  |
| CICO Coordinator |  |
| CICO Mentor(checks in and out with students) |  |
| CICO Mentor substitute |  |
| Location of CICO meeting spot |  |
| Number of students on CICO to start |  |
| Name of the CICO/Point Card |  |
| How will students get their Point Card if they are late? |  |
| B. Referring Students |  |
| How will students be referred to CICO? |  |
| What criterion is used for student selection?What is the response time once a referral is received?  |  |
| C. CICO Point Card |  |
| What are your school behavior expectations?(these will be used on your point card) |  |
| How many time periods will your card have? |  |
| What will the definitions for each point be?(e.g., 2 =Met all expectations [Awesome Job!]) |  |
| Will the card be the same for all grade levels? |  |
| Will you include a spot for positive comments from teachers? |  |
| Will the point card go home for signature? If so how will points be tracked if it is lost? Have you included a place for parents to sign?  |  |
| D. Acknowledgement System |  |
| What will the standard daily percentage goal be? |  |
| What reinforcers will students receive for meeting their daily goal? |  |
| Will the students have weekly rewards or rewards based on number of days meeting the goal?  If so, describe the reward system. |  |
| Will your site provide initial rewards for students for picking up and returning their point cards? |  |
| Is there a cost for the rewards that you will be using?  If so, how will you fund these? |  |

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| E. Parent Permission and Communication |
| How will parent permission be obtained? |  |
| How will parent training occur? |  |
| How will the CICO data be shared with parents and how often? |  |
| F. Plan for Student and Staff Training |
| Who will train the students? |  |
| How will the students be trained? Will you have a contract? |  |
| How will the staff be trained? |  |
| G. Data Systems |
| Who will be entering the data into the CICO program? |  |
| How frequently will the data be shared with the Intervention team? |  |
| Who will be responsible for bringing the data to the Intervention team?(Usually this will be the CICO Coordinator) |  |
| When will your team complete training for CICO data entry? |  |