

# **Bramble Middle School**

## **Check-In Check-Out (CICO) Overview**

Purpose: To serve as a behavioral intervention for students identified as needing Tier II support (i.e. at-risk for developing chronic/more serious behavior problems).

Objective: To provide students behavioral support through positive, consistent, and frequent adult feedback (including parent involvement).

Program Capacity:

Current Enrollment:

Roles & Responsibilities:

- CICO Coordinator:
  - Assign students to support team (considers contextual fit)
  - Process and prioritize student referrals for the program
  - Train support team members on policies & procedures in effectively implementing CICO
  - Follow up on changes based on feedback suggested by PBIS team
- CICO Consultants and Data Entry:
  - Enter on CICO data into individual Excel graphs
  - Prepare for graphs of student progress for parents/teachers – suggested recommendations based on performance
  - Report on CICO data to PBIS team
  - Assist in prioritizing student referrals, assigning students, and problem solving/troubleshooting an issues that may arise
- CICO Support Team Members:
  - Leading morning check-ins and afternoon check-outs
  - Maintain accurate and complete records of each check-in/check-out
  - Each support team member will be responsible for 1-5 students.
  - Attend brief trainings/meetings on how to implement CICO and check in about student progress
  - Notify coordinator and arrange for a sub when absent
- CICO Subs:
  - Attend trainings when able
  - Assume support team members responsibility in the event of staff absence

Time Allocation:

- Check-ins: 2-4 minutes/student (max 5 students); to be concluded by 8:40
- Check-outs: 2-4 minutes/student (max 5 students); to start at 2:30 and be concluded by 2:45
- Trainings/check-in with Coordinator: 10-15 minutes per month

# Bramble Middle School

## Check-In Check-Out (CICO) Overview

### Entrance Criteria:

- Communication form submitted to the specialist team
  - Behaviors are attention seeking
- Parent permission is granted and agreement is signed by parent for students involvement in the program
- ODRs are reviewed when making determination

### Exit Criteria:

- CICO team will consider fading students from program who are consistently meeting behavior goals. This will be considered every 4-6 weeks through data analysis (**PBIS team**).
- To be considered for exit, a student must:
  - Meet 80% of daily point goal for most days (allows for a few “rough days”)
  - Classroom teacher agrees with exiting student from CICO
- Once “graduated” from program, student will have a celebratory party with parent, teacher (if possible), support team member etc.
- Students may begin transferring from teacher ratings of their behavior to student ratings of their own behavior.
- Alumni CICO students will check in weekly to receive adult feedback about continued success with self-management/success in classroom. Alumni will check in weekly for 6-8 weeks.

### Supports for Successful Programming:

- Training for support team members to ensure fidelity of implementation (initial; troubleshooting)
- Pool of substitute team members (canceling check-ins/check-outs is *not* an option)
- Regular reviews of data with CICO consultants, coordinator, PBIS team, and involved staff
- Feedback forms for support team members and classroom teachers to document perceptions, concerns, effectiveness, etc. of program
- Students who already have a point card will continue to use the one they have been using
- Reinforcers will be given to students on a daily (PBIS Tickets) and weekly basis (other reinforcers motivating to each individual students; i.e. prize box; homework pass etc.)