

Check in Check Out (CICO) Planning Guide

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?	

<p>Will the point card go home for signature?</p> <p>If so how will points be tracked if it is lost?</p> <p>Have you included a place for parents to sign?</p>	
<p>D. Acknowledgement System</p>	
<p>What will the standard daily percentage goal be?</p>	
<p>What reinforcers will students receive for meeting their daily goal?</p>	
<p>Will the students have weekly rewards or rewards based on number of days meeting the goal?</p> <p>If so, describe the reward system.</p>	
<p>Will your site provide initial rewards for students for picking up and returning their point cards?</p>	
<p>Is there a cost for the rewards that you will be using?</p> <p>If so, how will you fund these?</p>	

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?	