

Parent/Guardian CICO Agreement

Check-In, Check-Out (CICO) Program

Much of your student's success in school and in this *Check-In, Check-Out (CICO) Program* depends upon you. This Parent/Guardian CICO Agreement is designed to ensure that you understand your role in the CICO program. Carefully read each statement. For your student to succeed in CICO and in school, we ask that you fulfill the parent/guardian CICO expectations. ***We are striving for this to be a POSITIVE EXPERIENCE for your student both at school and at home.***

Please initial each expectation to indicate that you have read and understand these expectations. (A copy will be made for your reference.)

Parent/Guardian CICO Expectations

_____ My student will attend school every day, other than excused absences.

_____ Each day after school and before the next school day, I will review and sign my student's *Daily CICO Data Form*, focusing on the positive results.

_____ I will help my student complete his/her homework.

_____ I will respond to contacts made by the CICO team, teachers, counselors, and/or administrators by phone or email within 72 hours.

_____ I agree to meet before or after school when requested with the CICO team, teachers, counselor, and/or administrator at a mutually agreed upon time.

_____ I will support the CICO team and the teachers in their decisions. When I have a concern, I will contact _____ directly.

I understand the Parent/Guardian CICO expectations, and will assist my student to be a successful participant in the CICO program and in school.

Parent/Guardian Name (Please print)

Parent/Guardian Signature

Date

(R. Johnson, Salina, Kansas)

Parent/Guardian Permission for Check-In, Check-Out (CICO) Program

Date _____

Student _____ Grade _____

We would like to include your child in our Check-In, Check-Out (CICO) Program. Much of your student's success in school and in this *Check-In, Check-Out (CICO) Program* depends upon

your involvement. A brief *Daily CICO Data Form* will be filled out by the teachers and reviewed at the end of each day by our coordinator, Rick Johnson. Your student will need to pick up his/her *Daily CICO Data Form* each morning 10 to 20 minutes before the start of the first class from Mr. Johnson in Room 215. At the end of the school day he/she will return the completed form to Mr. Johnson in the Main Office. Your student will earn SPIRIT ticket incentives for appropriate behavior.

This Parent/Guardian CICO Permission is designed to ensure that you understand your role in the CICO program. For your student to succeed in CICO and in school, we ask that you fulfill the parent/guardian CICO expectations. ***We are striving for this to be a POSITIVE EXPERIENCE for your student both at school and at home.***

Parent/Guardian CICO Expectations

- See to it that my student will attend school every day, other than excused absences
- Review and sign my student's *Daily CICO Data Form* before the next school day, focusing on the positive results
- Respond to contacts made by the CICO team, teachers, counselors, and/or administrators by phone or email as soon as possible
- Contact Mr. Johnson directly, if I have any concerns (phone 309-3525)

I understand these Parent/Guardian CICO expectations, and will assist my student to be successful in the CICO program and in school.

_____ I **do** give consent for my student to participate.

_____ I **do not** give consent for my student to participate.

Parent/Guardian Name (Please print)
(R. Johnson, Salina, Kansas)

Parent/Guardian Signature

Date

PARENT TRAINING FOR CICO

This can be done at a meeting with parents, if possible, or over the phone. This should not be the first time the parent(s) have heard about the program. They should have given permission and been consulted on the program for their child.

Rationale for CICO: "As we discussed, we are going to start the CICO program (your school's program) with _____ (student's name). The point of this program is for _____ (student's name) to have positive interactions with teachers, staff and you for following school expectations so your child is more likely to meet those expectations in the future.

Procedure: "We will ask your child to:

1. Pick up a card with the school rules and ratings on it at check in every morning.
2. Carry card with him/her to all classes.
3. Take card to check out at the end of the day.

4. Receive a reward or points toward a reward.
5. Take card home at end of day to be signed by you, the parent(s).
6. Bring card back to school the next day.

“We want this to be positive for your child. When they meet their goal, you might say things like, ‘Wow! Nice work today,’ or ‘You have done a great job following all the rules this week!’ If your child did not meet their goal, you can encourage them to do better the next day, ‘What can you do to meet your goal tomorrow?’ or ‘I know that if you work hard, you can meet your goal tomorrow.’ Please do not punish or be negative to him/her if s/he did not meet the goal. If so, s/he may not want to participate in the program.

“Please contact _____ (CICO coordinator) if you have any questions or concerns about this.”

(Everett, Sugai, et.al, 2011)