How To Use The Check In/Check Out Form

- 1. The purpose of the check in/check out form is to track student progress toward changing behavior and to ensure that the student receives positive interactions with an adult each day.
- 2. Make a <u>positive</u> contact with student at each activity on the form, asking the student to reflect on whether or not he/she met expectations during that activity. Use specific words defining the exact behavior expected.
- 3. Encourage wanted behaviors. Give student positive feedback, encouragement, etc.
- 4. Circle the face that best describes student's performance in regard to Be Safe, Be Respectful, and Be Responsible and his/her goals for that day.
- 5. Record comments in areas in which the student didn't perform well and in areas in which the student did exceptionally well.
- 6. If an activity did not occur, mark it off, (for example, if there was no library or the student didn't use the restroom).
- Send student to Check Out person at end of day to "check out".
- 8. Record the % of number of smiley faces earned in regards to the number possible to earn for that day.
- 9. If necessary, remind the student to try again tomorrow to work on a particular goal.
- 10. Give the yellow copy of the form to the teacher, but send the white copy home to family.

Do:

- Use positive language
- Connect the specific behavior to the school expectations
- Use visuals if necessary
- Promote improvement in student behavior
- Let the student know that he can try again.

Avoid:

- Negatives
- Using CI/CO as a consequence or punishment
- Using too much language
- Making the sharing of info with parents/quardians seem as a threat