

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 positive 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).
7. 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/guardians seem as a threat