

Date:

Dear

As you know, we believe it's important for all of our students to be safe, respectful, and responsible at school and at home. We use a number of strategies to help ensure a positive environment at school. First, of course, we teach the children what our expectations are and exactly what being safe, respectful, and responsible at school looks like in all school environments. We talk about it and practice every day.

However, some of our children require more practice and reminders about school expectations. For this purpose, we have a check in/check out system that we put into place for students who may need more support to be successful. **Please note that the check in/check out system is meant to be a positive system that acknowledges all of the work that a student is doing to follow the school rules.** The student meets with an adult frequently to talk about how well the day is going and what the student can do to be successful across the day.

Your child's teacher believes that the check in/check out system will be a positive reminder for your child to be safe, respectful, and responsible every day at school. Attached are the steps that we follow with the check in/check out system, and a sample check in/check out form.

The teacher will send home daily copies of your child's performance. It would be very helpful if you review the form with your child and PRAISE the areas in which he/she does well. Working together with the teacher will help your child's success.

Please feel free to contact your child's classroom teacher with any questions you may have about the system.

Sincerely,

Cris Vowels, Principal