**Tier Two Check-In Check-Out (CICO) Flow Chart**

**Student with need identified *based on at least one of the following decision making rules:***

* *Two Office Discipline Referrals (ODR) for same behavior or three ODRS for any behavior*
* *Teacher nomination form*
* *Grades*

*All completed nomination forms need to go to Liz (Tier Two Coach) for PST/Tier Two team for approval*

Assistant principal notifies team of decision

If not approved, more Tier One interventions are needed and this process stops here.

If approved, continue with next steps on flow chart

**Problem Solving Team Meeting determines who the CICO Manager will be for the identified student**

**CICO Manager responsibilities include:**

* Greet student at the beginning and end of the day
* Send DPR summary form home with student
* Give DPR to Registrar (mailbox or directly)
* Attend parent meeting if CICO isn’t effective to help determine next steps

**Tier Two Team responsibilities include:**

* Mailing home parent introduction letter and Frequently Asked Questions document to start intervention
* Update the PLP tab
* Student begins Check-In/Check-Out
* Registrar sets up CICO in Infinite Campus
* Registrar enters data from Daily Progress Report at least weekly
* Tier Two Committee meets bi-weekly to review progress
* Tier Two Committee mails progress letters at progress report time and end of quarter
* Data and feedback from Problem Solving Teams will determine whether students: continue, add, change, or monitor (graduate) CICO
* Goal for graduation from CICO is 80% for four straight weeks
* Plan is to get students to self-manage
* Estimated time on CICO varies for each student