Dear Parent,

Chippewa Falls Middle School is using an evidence and research based behavior intervention called Check-In/Check-Out. Through universal screening or our recent conversations the data indicates your child is struggling with his/her behavior or academics within the school setting despite attempts at re-teaching.

We would like to include your child in the Check-in/Check-out (CICO) program to help improve his/her school experience. Below is information to help further understand the intention of the program.

* CICO is a teaching tool which is not intended to include discipline or punishment.
* Students are typically enrolled in this program for a minimum of six weeks.
* A sheet called a Daily Progress Report (DPR) will be completed daily by your child’s teachers and checked at the end of the day by one of the middle school’s Check-in/Check-out staff. Your child is responsible to have the DPR on them throughout the day and is to present it during each class period as listed on the document.
* Students in this program will be instructed to pick up their DPR every morning and then return it to the assigned staff at the end of the day.
* Students will receive feedback including positive attention and recognition for demonstrating appropriate behavior as a part of this program. Difficult days will NOT be met with discipline measures based on this report.
* As parents, we ask you to talk to your child about their day, and, if part of the plan, sign the daily progress report summary and return it with your child to school the next day. Again, this is not meant to result in punishment or discipline at home. This is simply a teaching tool intended to help a child become more aware of their progress on the behavior or academic goals identified by our school community.
* We will provide you progress reports over the course of the program.

The length of time your child will be on the Check-In/Check-Out program will depend on his/her DPR scores and/or school-wide behavior and/or academic success.

Together we can make this a positive experience for your child.

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