

# *The School District of Sturgeon Bay*

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To: Parent  
From: Brian O'Handley, Elementary Dean of Students  
Date: [Click here to enter a date.](#)  
CC: Classroom Teacher: Teacher  
Re: Name Beginning Check-In/Check-Out Program

**Name** will begin a program for students who need additional support with their behavior. This program is called Check In/Check Out (CICO). The purpose of the program is to give **Name** more feedback on **his/her** behavior during the day. **Name** will also be working to meet point goals each day. These points can be spent in various ways, like lunch with a teacher, free time in the gym or computer time.

Students in this program will check in with a Sunrise staff member in the morning. At Check In they receive a report card they will use to receive feedback from teachers and staff. **Name** will use this card to get feedback throughout the day on how well **he/she** is able to be safe, respectful and responsible. The staff member and the student talk together, setting a goal of how many points the student will get that day. As **Name** goes through the day, **he/she** will check in with **his/her** teacher to receive points.

At the end of the day, **Name** will check out with a staff member who totals the points and discusses how the day went. Students will bring home a report each day to let parents know if they met their goal. Please see the other side of this letter for an example of the home report. There is a place for the parent to sign and then your child will bring the form back to school. **CICO works best when parents have positive discussions on how well their children's day went. If Name does not meet his/her goal, encourage him/her to have a better day tomorrow.** Research shows punishing students because of a poor CICO report does not help them improve. CICO gives teachers and parents an opportunity to celebrate the difficult work students undertake when changing their behavior.

**Name** has been chosen to participate in CICO. We are excited that **he/she** will be a part of our plan to make Sunrise Elementary a safe, caring and fun place for students to go to school. If you have any questions, please contact me at by email at [bohandley@sturbay.k12.wi.us](mailto:bohandley@sturbay.k12.wi.us), or by phone at 746-5906.

Thank you,

Brian O'Handley  
Elementary Dean of Students  
Sturgeon Bay Public Schools

Your child's name will be here.

One of these will be circled, depending on how well your child's day went.

The Sunrise Way Check In/Check Out Program  
Home Report

Name: Student Name \_\_\_\_\_ Date: \_\_\_\_\_

Circle one:

<b>I MET MY GOAL TODAY!</b>	I almost met my goal today.	I'll try again tomorrow.
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One thing I did well today was: \_\_\_\_\_

Something I will work on tomorrow is: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Comments: \_\_\_\_\_

**Parents & Guardians**

- Be sure to let your child know how much you appreciate them meeting his/her goals today.
- If your child doesn't meet his/her goals, encourage them to do better tomorrow. If you have concerns about your child's day, please contact his/her teacher

This is the place for parents to sign and comment. Research shows the more positive the comments and attention, the more progress students make.

Your child will write about one thing that went well and one thing to work on for tomorrow.