Shepherd Public Schools

Check In Check Out

Date:

To the parent/guardian of:

As part of our Positive Behavior Support program, we are implementing a second level of intervention for your child called, “Check In, Check Out”. This is a program designed to help students meet our school-wide expectations in a positive manner. Your child will be assigned a coordinator and will be responsible for checking-in with that person each morning and check-out again at the end of the day.

Students using “Check In, Check Out” program are presented with daily/weekly goals and receive frequent feedback on meeting the goals throughout the day. The feedback is connected to our Shepherd expectations. (Be respectful, be responsible and be safe) As parents, you are responsible for making sure your child arrives on time each day for check-in and that you review the daily progress report. Together, we can make this a positive experience for your child.

**Basic Features of Check in Check Out:**

\*Check –in and Check-out daily with adult

\* Regular feedback and reinforcement from teachers

\* Positive family components

\*Daily performance data used to evaluate progress

\*Students are taught to self-monitor their own behavior during a specific time period. The student records his or her own behavior at predetermined interval on the data sheet the teacher also periodically observes the student, records the student behavior, and provides feedback on the accuracy of the students recording.

\*Goal setting is a key component of this procedure.

We appreciate your cooperation in this program and look forward to working with your student. If you have questions, please contact my office or your child’s teacher.

Sincerely,

Autumn Kring