Responsibilities Associated with the Check-in/Check-out Intervention

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| **1. Tier II Team** | Attend weekly meetings, contribute to decisions, conduct orientation meetings, gather supplemental information on students, assist with staff development workshops |
| **2. Intervention Coordinator** | Oversee work of the CICO mentors, meet regularly with each mentor to review progress of the students they serve, prioritize students to discuss during team meetings, receive nominations, assist with graduation ceremonies, conduct periodic check-ups with program graduates. |
| **3. Intervention Mentors** | Lead morning check-in and afternoon check-out, enter DPR data and maintain records, create student graphs, meet with coordinator to prioritize students that will be discussed during team meetings, attend team meetings |
| **4. Classroom Teachers** | Greet the student positively at the beginning of the school day or class period, initiate feedback at the end of each rating period, provide an explanation for the rating earned, prompt for appropriate behavior, reinforce for following expectations or making improvements, mark DPR. |
| **5. Students** | Check-in and pick up DPR, hand DPR to teacher at the beginning of the day or class period, accept teacher feedback, obtain a new DPR if one is lost, return completed DPR during afternoon check-out, take DPR home for caregiver feedback then return it to school the next day |
| **6. Families** | Provide consent for participation, review the daily DPR, provide feedback, consider use of additional incentives at home, communicate regularly with the school, particularly if a change in home life occurs |

2015-2016 MO SW-PBS Tier 2 Team Workbook