As we discussed, we are going to start the CICO program (your school’s program name) with \_\_\_(student’s name). The point of this program is for \_\_\_\_\_(student’s name) to have positive interactions with teachers, staff, and you for following school expectations so your child is more likely to meet those expectations in the future.

**Procedure:** “We will ask \_\_\_\_\_\_\_(student’s name) to:

1. Pick up a card with the school rules and ratings on it at check-in every morning.
2. Carry the card with him/her to all classes and give to their teachers.
3. Take the card to check-out at the end of the day.
4. Take the home report home at the end of each week so that you can see their progress*.*

“We want this to be positive for your child. When they meet their goal, we will keep encouraging them to do what they are doing. If your child did not meet their goal, we will encourage them to do better the next day. Please do not punish or be negative to him/her if s/he did not meet the goal. If so, s/he may not want to participate in the program. If you are not seeing your child’s CICO sheets are the end of the week, please let me know.

“Please contact \_\_\_\_\_\_(CICO facilitator) at \_\_\_\_\_\_\_(phone number or email address) if you have any questions or concerns about this program and I will get the answer for you.”