**MENTOR TRAINING FOR CICO**

**Example of Check-In Procedures:**

Students check in with the CICO Mentor either before school or at the beginning of school. When students check in, make sure to greet them happily. Ask them how they are doing and praise them for checking in. Ask if they have their DPR (card name) signed by caregivers from the previous day. Praise them if they return it signed. Have student write name, date, and goal on their new card and give it to them to take to class. For students who need help, write the information for them. Remind them when to check out at the end of the day and encourage them to do their personal best in class.

If students don’t check in after 20 minutes, take their DPRs to them to see if they are absent. If they are at school, ask them why they didn’t check in (in a supportive manner), give them their new DPR, and encourage them to do a good job. Check in later if the student is not at school to see if he or she arrived late.

Specifics that need to be trained:

* Structure of the DPR (your card name)
* How to summarize scores
* Required components (e.g., rating and teacher signature) versus option components (e.g., additional positive comments)

**Example of Check-Out Procedures:**

Take a moment with each student to go over how his or her day went based on his or her DPR. It’s important to focus on the positive, and help them feel they can succeed in the future. Then calculate their daily percentages to see if they made their goal. If they do, they spin a spinner for a small prize (or whatever reinforcer system has been established). For a long-term reinforcement idea, after students meet their daily goals for 10 cumulative days, they can pick a prize from a reinforcement menu. If they do not meet their daily goal, offer encouragement, “You can do better tomorrow!” and provide a reinforcer for checking out. The students then take the top copy of the DPR (or separate caregiver report form) home to get signed, and the bottom copy stays at school.

**CICO Mentor Training**

**Things to Say to Students**

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| **Things to say at Check-In** | **Things to say at Check-Out** |
| * Wow! You brought back your DPR signed!
 | * You had a great [awesome, terrific, etc.] day.
 |
| * You’re here on time again - great!
 | * You’re right on target.
 |
| * It’s great to see you this morning.
 | * Looks like today didn’t go so well - I know you can do it tomorrow.
 |
| * I like the way you said “good morning”.
 | * You look a little frustrated - what happened? [If student looks upset take a few minutes to “just listen”.]
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