

## G SAMPLE PERMISSION FORMS

### *Bennett C. Russell Elementary School*

3740 Excalibur Way  
Milton, Florida 32583  
(850) 983-7000 Fax 983-7001

To the parent/guardian of: \_\_\_\_\_,

We would like to include your child in our Cardinal Daily Check-In/Check-Out program. 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 checkout again at the end of the day.

A report will be filled out daily by the teacher(s) and the coordinator will review the report at check-in/out time. You will also review and sign the daily report each night, The student will earn incentives and rewards for appropriate behavior. As parents, you are responsible for making sure your child arrives on time each day for check-in and that you review and sign the daily progress report. Together, we can make this a positive experience for your child.

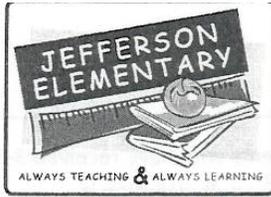
We appreciate your cooperation in this program and look forward to working with your student. Please contact the guidance department if you have any questions. We may be reached at 850-983-7000.

\_\_\_\_\_ I do give consent for my child to participate.

\_\_\_\_\_ I do not give consent for my child to participate.

\_\_\_\_\_

Parent/Guardian Date



## Jefferson Elementary School

### Manistee Area Public Schools

515 Bryant Avenue, Manistee, MI 49660

(231) 723-9285 Fax (231) 398-2021

Kevin Schmutzler, Principal

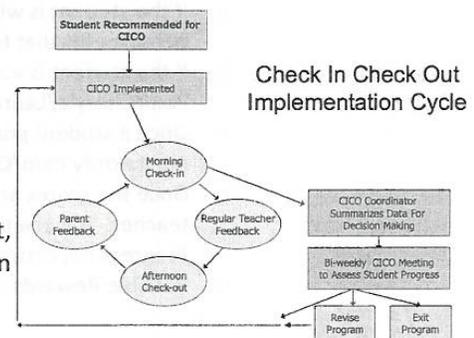
April 15, 2010

Dear Parents of Jacob Livingston:

As part of our Positive Behavior Supports program, we are implementing a second level intervention for your child called "Check In-Check Out". The purpose of the Check In-Check Out is to avoid reoccurring incidents and discipline referral forms. It is important to note that all students are provided with universal supports, and those in need of secondary level of support are provided with behavior support strategies in addition to the universal supports. Fortunately, many students will respond positively to simple intervention strategies, like the "check in-check out" and "self-monitoring" systems.

Students using the Check In-Check Out program are presented with daily/weekly goals and then receive frequent feedback on meeting the goals throughout the day. The feedback system is connected to our Jefferson Chippewa STAR expectations (Safe, Truthful, Always respectful and Responsible.) Basic features of the Check in-Check out program include:

- Check-in and check-out daily with an adult at school
- Regular feedback and reinforcement from teachers
- Positive family component
- 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 intervals on a data sheet. The teacher also periodically observes the student, records the student's behavior, and provides feedback on the accuracy of the student's recording.
- Goal-setting is a key component of this procedure



If you have any questions, please contact my office or your child's teacher at 723-9285.

Educationally Yours,

Kevin Schmutzler, Principal  
[kschmutz@manistee.org](mailto:kschmutz@manistee.org)