

# "Best Practices" from the Super Star Class of Norland Elementary School



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**Shhhhhhh! I have a secret...**



Dear Super Star,

Congratulations! You were chosen to be a Super Star! Some of you were Super Stars last year. Some of you are new to this secret club. Ms. Novick came all the way from New York to teach you. You were chosen to be a student in Room 8 because you proved yourself in First Grade.

You showed your teacher that you have the skills it takes to be a Super Star. You like to:

1. Work Hard to Get Smart
2. Set big hairy audacious goals for yourself
3. Follow classroom expectations of being Respectful, Responsible, and Ready to Learn
4. Work as a team with your classmates to make sure everyone gets smart
5. Come to school prepared everyday and excited to learn

We are so proud of you for your accomplishments last year. In fact, if you were in Ms. Novick's Class, you were voted the BEST ELEMENTARY SCHOOL CLASS OF THE YEAR, and Ms. Novick was voted the best new teacher to Miami.

Guess what? You will have new goals this year, and we expect you to work hard towards them all year long. Good luck and we hope to hear about your progress this year.

Sincerely,

The President of the National Super Star Club



## How Families Help Students Become Super Stars

1. Talk to me! If you have a concern about your child's academic performance, conduct, social development, or emotional state, do not hesitate to contact me. You can call me, send me a note, or set up a conference.
2. Set aside reading time where you take turns reading to and being read to by your child. Let your child know that you look forward to and enjoy your reading time together. Make sure your child reads for at least 30 minutes a day.
3. Focus on developing your child's independence. Solve problems with your child, instead of for him or her.
4. Value their learning and supervise homework assignments. Help ensure they are completing their work.
5. Instead of TV, encourage your student to:
  - \*Write a story or a letter about something that interests him/her.
  - \*Read a book, magazine, or newspaper
  - \*Invent something
  - \*Make a favorite food
6. Take trips to the library, whenever possible.

7. Write notes to your child. This is a wonderful incentive for your student to improve his/her reading skills.
8. Hug your child everyday!
9. Show your child how to tell time and refer to the hour and clock frequently.
10. Look up words in the dictionary with your child when he/she doesn't understand them.
11. Show your child how to use a yardstick, ruler, or tape measure to measure things around the house.
12. Model organization for your student by:
  - \*Helping him/her organize homework folders
  - \*Return paper work promptly
  - \*Keep a calendar of upcoming events and refer to it with your child

### **Super Star Student Survey**



1. What is your name?

\_\_\_\_\_

2. How old are you?

\_\_\_\_\_

3. When is your birthday?

\_\_\_\_\_

4. How many brothers and sisters do you have?

\_\_\_\_\_

5. What are the names of your brothers and sisters?

\_\_\_\_\_

6. Who do you live with?

\_\_\_\_\_

7. What does LLP stand for?

\_\_\_\_\_

8. What is your *favorite*:

a. Book \_\_\_\_\_

c. Food \_\_\_\_\_

b. T.V. Show \_\_\_\_\_

d. Holiday \_\_\_\_\_

9. On the back of this paper, write how you know you will be a Super Star this year.

# Super Star Student and Parent Information Sheet

Student's full name: \_\_\_\_\_

Student's nickname: \_\_\_\_\_

Student's birthday: \_\_\_\_\_

Your name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Main phone number: \_\_\_\_\_

Is this your phone or someone else's? \_\_\_\_\_

Cell phone: \_\_\_\_\_

Is there another phone number were I can reach you? \_\_\_\_\_

Do you work or attend school?      Yes              No

If yes, please write your schedule here: \_\_\_\_\_

\_\_\_\_\_

May I call you at work if necessary?      Yes              No

If your child takes medications, please list them here and why s/he takes them.

\_\_\_\_\_

How does your child get home from school every day? \_\_\_\_\_

## **On the back....**

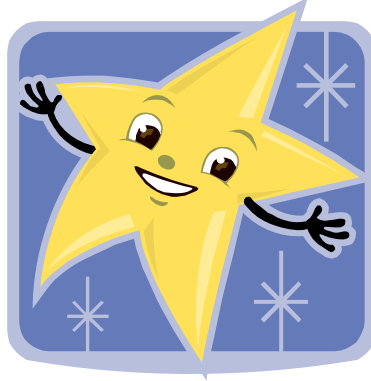
Please write a few sentences about your child.

Please write a few sentences about your child's personality.

Do you have any questions for me?

**I AM LOOKING FORWARD TO WORKING WITH YOU!**

# Super Star Student Contract



***Students:***

I was chosen to be a Super Star because I have proven that I like to work hard to get smart. When I sign below, I promise to follow the Super Star class rules. I will be respectful, responsible and ready to learn. When I choose to do these things, I will earn rewards. When I choose not to follow the rules, I know that I will earn punishment. I promise to make good choices so that I can get smart. I know that I can do anything I want, and I want to get smart this year.

Sign here: \_\_\_\_\_

August 7<sup>th</sup>, 2006

Dear Parents,

Welcome back to school! My name is Joanna Novick, and I will be your child's second grade teacher this year. I am so happy to have the honor of having many of your children for the second time! We had big hairy audacious goals last year, which we met, and we are going to do the same this year. For those of you who are new to my class, we are called Ms. Novick's National Super Stars. My students are Super Stars because they follow directions, help one another, and work hard. When Super Stars do these things, they will get smart. This is their job for this year. My job is to help your child get smart. Your job is to also help your child get smart.

I promise to work hard to do my job, and I am asking you to also make that promise. To do this, it is important that we communicate often with one another. Please read details below about how our classroom will be run. Put your initials next to each number. When you have read each of these items, please make your pledge on the final page by signing the contract.

\_\_\_\_\_ 1. There are three rules in the Super Star class. In order to be a member of Ms. Novick's National Super Stars, your child will follow these rules.

**1. Be Respectful.**

In order to be respectful, students will

- a) use their hands for helping,
- b) keep smiles on their faces, and
- c) raise their hands before speaking out.

**2. Be Responsible.**

In order to be responsible, students will:

- a) work hard all the time,
- b) help one another, and
- c) tell the truth.

**3. Be ready to learn.**

In order to be ready to learn, students will:

- a) sit in their Listening Learning Position (LLP)
- b) follow directions the first time, and
- c) come prepared to school everyday.

\_\_\_\_\_ 2. All students must choose to follow the rules. When a student makes a good choice to follow the rules, then he/she will be rewarded. Sometimes students choose not to follow the rules. When they make a bad choice, they have chosen to be punished. Each Super Star student begins the school day on yellow. When a student chooses to make a bad choice, he or she will move his/her name on the discipline chart to different colors. These are the steps I take to discipline your child for bad choices.

- 1st bad choice = **warning (GREEN)**
- 2nd bad choice = **reflection time (BLUE)**
- 3rd bad choice = **loss of a privilege (ORANGE)**
- 4th bad choice = **phone call home, talk with Ms. Novick and/or sent to the principle (RED)**

\_\_\_\_\_ 3. Homework will be assigned. Your child should be able to do the work alone, but I invite you to help and support. If this is not possible, then please make sure to check that all of the homework is complete. This way, your child knows that he/she is expected to complete all assigned work for home and at school. This, of course, is so important to maintain our Super Star attitude that we must always work hard to get smart!

\_\_\_\_\_ 4. We will have tests and quizzes. Please be aware that your child should be studying for these all week by reviewing weekly words, math facts in addition to other homework. We must work hard to get smart!

\_\_\_\_\_ 5. I will be sending home newsletters with your children. Please read them and stay up to date on what is going on in our classroom.

\_\_\_\_\_ 6. Please contact me whenever you have a question or concern. I am available to you and your child at all times for homework help, comments, and suggestions. If you have access to email, my email address is [jnovick@dadeschools.net](mailto:jnovick@dadeschools.net). If not, please feel free to leave messages for me at school.

***Parents or guardians:***

I have read the pages above about my child's first grade class. When I sign below, I am promising to help my child work hard. I promise to contact Ms. Novick if I have questions or concerns. I promise to ask my child what color he/she was in school. I promise to work with Ms. Novick to help my child follow the rules and to get smart.

Sign here: \_\_\_\_\_

***As a teacher,***

I pledge to follow the above rules, rewards, and consequences. I promise to be supportive, loving, and fair to your child. I will work as hard as I can to help your child reach our learning goals (Big Hairy Audacious Goals - BHAGS) that I will set for this year.

Joanna Novick \_\_\_\_\_

## Special Rewards for GOOD and SMART Choices:

### 1. Individual Tickets

Students will get blue tickets at random times when caught doing the right thing. These are collected at the end of the day and every so often I will pick a few names for a raffle and give those students prizes. Students know that the more raffle tickets you have, the more likely you will get chosen.

### 2. Team Tickets

When an entire team is doing the right thing, they will get a red raffle ticket. The table with the most tickets at the end of the week gets to have lunch with me on Friday. Often lunch with the teacher means a special snack, too.

### 3. Super Star of the Week

A student must "wow" me to become the Star of the week. He or she has shown unbelievable selflessness, improvement, or positive outlook, for instance. This student gets a special certificate and prize. His or her name is also published in our "Super Star Week in Review."

### 4. Super Stars of the Month

The students whose names stayed on Yellow (the best color on our ruler), get special prizes at the end of the month.

### 5. Classroom Jobs

Students who demonstrate responsibility are invited to apply for classroom jobs. If they are hired but don't fulfill their responsibilities, they could be fired.

### 6. Team Captain Position

The Team Captain is an incredible responsible, honest, and well behaved student who gets various privileges like collecting materials at their tables and helping to model excellent Super Star Behavior.

## Consequences for BAD Choices:

### 1. Verbal Warning

Student moves his/her name to green on the ruler.

### 2. Reflection

Student moves his/her name to blue on the ruler and sits, separate from the class to write a note about what happened and what he/she will do to change this bad choice. I must sign it and so must a parent.

### 3. Lose a Privilege

Student moves to orange and loses a privilege, depending on what we have planned for the day.

### 4. Call home/Sent to Principal

Student moves to red and usually gets a call home or if necessary a parent conference is held.



## *Super Star Class Week in Review*

### Words of the Week

Ms. Novick Miami Math Science  
Norland Florida summer  
school Social Studies Reading

Dear Families,

Welcome back to school! I will send home a "Week In Review" every Friday. Please review it with your children to keep up with important Super Star information.

It has been a week full of learning (or re-learning) my rules and procedures and reviewing what we learned last year. Many of you brought in supplies. For those who haven't, please do so ASAP so we can jump right into our Second Grade year.

A few reminders: 1. All students must have 3 sharpened pencils everyday in order to be prepared. 2. I love your involvement in our class. Please feel free to come by and visit, and if you would like opportunities to get more involved, let me know!

Starting next week, there will be a **Super Star of the Week**. This person will earn this honor for showing excellent behavior and effort in class. Super Stars who follow classroom rules will have a chance of being the Star of the Week. Please review my rules with your children over the weekend.

**Star News:** HAPPY BIRTHDAY KIARA!

**WORK HARD...CHOOSE WELL...GET SMART!**

*And, have a great weekend!*

# Super Stars' Personal Responsibility Report

**Please check all that apply to you.**

\_\_\_\_\_ I did not have materials in class today.

Circle:        book, paper, pencil, other

\_\_\_\_\_ I did not have the assigned homework.

\_\_\_\_\_ I did the homework, but did not have it in class.

\_\_\_\_\_ I did not return assigned materials (parent note, progress report, etc).

**EXCUSES: Check all that apply to you.**

\_\_\_\_\_ I did not have appropriate materials at home.

\_\_\_\_\_ I forgot.

\_\_\_\_\_ I was too sick – to do my homework.

\_\_\_\_\_ I was absent and did not get the assignment.

\_\_\_\_\_ Other – please explain in detail.

**NEXT STEPS:**

---

**Signature** \_\_\_\_\_  
(student)

**Date**

**Signature** \_\_\_\_\_  
(teacher)

**Date**

**Signature** \_\_\_\_\_  
(parent)

**Date**



## **BIG HAIRY AUDACIOUS GOALS**

### **MATH**

All Super Stars will climb the Math Mountain by scoring an 80% or higher on all unit assessments and our end of the year math test.

### **READING**

All Super Stars will be able to join the Good Readers' Club by using Good Reader Strategies to improve 2 levels in reading. (Students' initial level is determined by the DRA Assessment and San Diego Quick Assessment)

### **WRITING**

All Super Stars will score Advanced or Professional on our Rubric. (Students initial level is determined by a narrative and expository writing prompt).

## **SUPER STARS BECOMING PROFFESIONAL WRITERS**

	<b>Learner</b>	<b>Practicing</b>	<b>Advanced</b>	<b>Professional</b>
<b>Topic</b>	*Fails to answer the topic	*Answers the topic	*Answers the topic and has focus	*Answers topic, flows naturally
<b>Structure</b>	*Lacks beginning middle, and end	*Lacks either beginning, middle, or end	*Attempts a clear beginning, middle, and end	*Contains a clear beginning middle and end
<b>Vocabulary</b>	*No use of Rich Vocabulary	*Little use of Rich Vocabulary	*Some use of Rich Vocabulary	*Rich vocabulary
<b>Grammar</b>	*Use no grammar rules	*Use of few grammar rules	*Use of many grammar rules	*Proper use of grammar rules
<b>Spelling</b>	*Spelling is hardly clear	*Spelling is somewhat clear	*Spelling is mostly clear	*Spelling is clear
<b>Genre Form (narrative, expository, persuasive, letters)</b>	*Genre form is not followed	*Genre form is attempted	*Genre form is specific, mostly	*Genre form is specific, entirely
<b>Errors</b>	*Contains major errors	*Contains multiple minor errors	*Contains more than 3 minor errors	*Contains less than 3 minor errors

**BIG HAIRY AUDACIOUS GOAL:**

We will all score *Advanced* or *Professional* by the end of the year.

*If I work hard, I will get smart!*



May 26, 2006

Dear \_\_\_\_\_,

I am so glad you were chosen to be in my class and chosen to be a Super Star this year! You have shown tremendous growth as a person and in academics. You have worked hard to get smart, and I have really enjoyed being your teacher. Do you know that I have learned from you, too? As a student, you have helped me learn how to be a better and better teacher. I hope you have a wonderful summer. I want you to remember the following things:

1. You will always be a Super Star so keep reaching towards the stars.
2. If you work hard, you will get smart!
3. Setting **BIG HAIRY AUDACIOUS GOALS** for yourself will help you succeed in everything you do.
4. When work gets hard in future classes, remember to whisper, "I think I can, I think I can."
5. I will miss you!

Keep smiles on your face and always be respectful, responsible, and ready to learn. Thank you for shining like a Super Star this year! I am so proud of all that you have accomplished.

Love,  
Ms. Novick