

ANNA MCDONALD ELEMENTARY SCHOOL  
200 Second Street  
Manhattan, IL 60442  
(815) 478-3310  
Ryan McWilliams, Principal  
Debbie Jones, Secretary  
Liz Boyles, Secretary

Dear Parent(s),

As you well know, everyday we teach much more than the academic subjects of reading, writing, mathematics, etc.. Among other things we teach and model are what we call the "2 R's" - **Respect** and **Responsibility**. In an effort to further promote these two important character traits, the staff at Anna McDonald Elementary School has developed a program entitled "S.T.A.R.". "S.T.A.R." stands for "Students That Act Respectfully/Responsibly".

This program is for students in grades 3 - 5. The main purpose of this program is to:

- 1) Recognize those students who are consistently respectful and responsible.
- 2) Call attention to the importance of the timely completion of school work and homework.

In regards to work completion, if a student does not complete on time an assignment, he/she will be assigned to workroom during recess either that afternoon or the very next day and:

5<sup>th</sup> grade - will receive 10 points off for the assignment and / or receive zero credit if the assignment isn't completed during the assigned workroom;

4<sup>th</sup> grade - will receive 10 points off for the assignment and continue to be assigned to workroom until the assignment is completed;

3<sup>rd</sup> grade - will not lose any points off the assignment, but will continue to be assigned to workroom until the assignment is completed.

If a student does not complete on time a set number of assignments, he/she will not be eligible for the "S.T.A.R." program. The following scale will be used for missing assignments:

1 <sup>st</sup> semester grading period	2 <sup>nd</sup> semester grading period
Grade 3 Five (5) missing assignments	Grade 3 Four (4) missing assignments
Grade 4 Four (4) missing assignments	Grade 4 Three (3) missing assignments
Grade 5 Three (3) missing assignments	Grade 5 Three (3) missing assignments

In regards to inappropriate behavior, if a child should make the choice to act inappropriately, he/she may be issued a detention after school and will not be eligible to attend a "S.T.A.R." celebration.

Special events will be held at the end of each quarter to recognize those students who demonstrate respectful and responsible behavior according to the above stated criteria. Students not earning the "S.T.A.R." status will instead attend a classroom session where study skills, organizational skills and respectful/responsible behavioral skills will be further taught and emphasized.

We hope that as a result of this program we will further instill in the children the importance of these two character traits. But, as always, we need your help and support. Please discuss with your child the importance of being respectful and responsible. Help them to see that the choices they make are important. With continued nurturing from both the home and school, we can succeed in helping our children grow.

Respectfully,  
Ryan McWilliams  
Principal