



## STELLAR SYSTEM HANDBOOK

Welcome to Horizon Academy. This handbook has been prepared to serve as a guide to policies, rules and how to successfully implement the Stellar System at Horizon Academy.

You will find many helpful forms and general information as well as a complete explanation of the Stellar System in which every student participates while attending Horizon Academy. The classroom teacher will have blank copies of the Stellar System point sheets on their computer.

**WE HOPE YOU HAVE A GREAT SCHOOL YEAR!**

<b>Table of Contents</b>	<b>PAGE</b>
Horizon Academy's Mission.....	2
Horizon Academy's Rules.....	2
Introduction to the Stellar System.....	2
Bronze Level.....	3
Silver Level.....	3
Gold Level.....	3
Stellar Level.....	4
Stellar System "Ins and Outs".....	5
Sample Point Sheet .....	6
Stellar Review Form .....	7
Stellar Calendar.....	8

## **Horizon Academy's Mission**

Horizon Academy's mission is to provide a caring and respectful environment for children struggling with learning disabilities, where they are given the opportunity to achieve their highest potential, become life-long learners, and develop into productive, responsible citizens of their community.

## **Horizon Academy RULES/ STUDENT GUIDELINES FOR STELLAR**

- Treat others with respect
- Treat school property with respect
- Allow teachers to teach
- Allow other students to learn
- Appropriate classroom behavior
- Turning homework in daily

## **INTRODUCTION TO THE STELLAR SYSTEM**

The Stellar System is a measure of social growth designed to assist staff and students in modifying unexpected student behavior, as well as teach pro-social skills and the expected classroom behaviors necessary so all students are able to learn and participate in the school program to the fullest extent possible. The Stellar System is composed of a four level semi-token economy designed to be used as a source of positive reinforcement. However, when necessary, there are penalties for violations of classroom social expectations.

The point sheets are also used as a communication tool between the teacher and parent. To ensure the parents are informed of the students' present behavior, the parents need to sign the point sheet every night.

There are four Stellar Levels: Bronze Level, Silver Level, Gold Level, and Stellar Level. Every student begins the system at the Bronze Level, and may advance to higher levels based on his or her behavioral performance and program cooperation. There are privileges and opportunities connected to each level.

Students may earn an average of 3,000 points per day. Some students may earn more points if they have had an exceptional day and other students may earn fewer points if they have had a more difficult day.

Teacher approval and 75,000 points are required to move from level to level, up to Gold. Any staff member can make a recommendation to the classroom teacher to have a student moved down a level. The classroom teacher will always be able to take a student down a level with or without a recommendation.

Each student is a star in his or her own right and the goal of the Horizon Academy staff is to help each student enhance their star quality until they become Stellar.

## **BRONZE LEVEL**

### Point Sheet Information

- Parents sign daily
- Total points daily
- Record points in planner daily

### Move-Up Points

- Students must earn 75,000 points to move up to the Silver Level with teacher's permission

### Benefits

- Feedback, reinforcement of behaviors
- May purchase an item from the store on Thursdays

## **SILVER LEVEL**

(Eligibility after September 20<sup>th</sup>)

### Point Sheet Information

- Parents sign daily
- Total points daily
- Record points in planner daily

### Move-Up Points

- Students must earn 75,000 points to move up to the Gold Level with teacher's permission

### Benefits

- Feedback, reinforcement of behaviors
- May purchase an item from the store on Tuesdays and Thursdays
- One free item from store on the day the student moves to Silver

## **GOLD LEVEL**

(Eligibility after October 27<sup>th</sup>)

### Point Sheet Information

- Parents sign daily
- Total points daily
- Record points in planner daily

### Move-Up Points

- Students must earn 75,000 points to move up to the Stellar Level
- No minuses two weeks before Stellar
- Formal request letter with teacher's permission to staff to move up to Stellar
- Unanimous approval of staff to move up to Stellar

### Benefits

- Feedback, reinforcement of behaviors
- May purchase an item from the store on Tuesdays, Wednesdays, and Thursdays
- One free item from store on the day the student moves to Gold

## **STELLAR LEVEL** (Eligibility after December 6th)

### Point Sheet Information

- No point sheet
- Carry Stellar Card

### Move-Up Points

- Maintain responsible behavior and study habits to remain on Stellar
- Stellar Review used for needed behavior review and desired changes

### Benefits

- One free item from store on Thursdays, and may purchase one
- One free item from the store on the day the student moves to Stellar
- May purchase one item from store on Mondays, Tuesdays, Wednesdays and Thursdays
- May earn extra computer time
- May request lunch with Principal
- May invite a Stellar student over for lunch, or be invited by another Stellar student
- Mentor fellow students
- Greet guests into Horizon Academy
- May use a locker for belongings
- May participate in the Stellar Raffle during the monthly assemblies
- May participate in movies for Stellar students
- May participate in extra P.E. time for Stellar students
- May wear non-uniform clothes on a designated day each month
- May participate in the Stellar basketball games

### Stellar Card

- A stellar card with the student's picture will be awarded to the student on Friday afternoon.
- If a student loses his/her card, they must look for the card for two weeks. During these two weeks, the Stellar student will not have Stellar privileges such as the store and inviting Stellar students for lunch or being invited for lunch.
- After these two weeks, the student may buy a new Stellar card for \$1.00.
- If a student's card has been damaged, he/she may continue to use the damaged card or pay \$1.00 fee for a replacement card.

If a student is disrespectful to an adult or disrespectful to a student, they will immediately be put on Stellar Review.

## **THE “INS AND OUTS” OF THE STELLAR SYSTEM**

- Teachers will be firm with points given in each level.
- Points are achieved during each class period and should be marked on the point sheet near the end of that period. For each 30 to 40-minute period, three plusses may be earned. If the student displayed extra effort, an additional plus may be given. If the student does not achieve the designated goal area(s) for that period, he/she will not be receiving all three plusses.
- Minuses and/or dropping a level can occur when a student is not following classroom rules. This includes the following behaviors: hitting, pushing, putting another student down, yelling at a teacher, destruction of property, physical aggression toward self or others.
- All students will be allowed to go to the next level when they have reached the required points and have approval from teacher.
- When students reach the Stellar level, they must carry their card at all times when out of classroom.
- Students should sign their full name in cursive (when they learn how to) on their point sheet each day, as well as write out the day of the week and the date in the following format: August 15, 2010. We want our students practicing the spelling of the days and months of the year as much as possible.
- When a student is not demonstrating Stellar behavior, even after appropriate warnings (via teacher judgment), they will be placed on Stellar Review. On Stellar Review, the student, parent, and teacher must sign a Stellar Review contract to resolve the inappropriate behaviors. (See sample on page 7.)
- As part of teaching social skills growth, the students that have previously attended Horizon Academy and have gone through the Stellar System will have higher expectations from the staff than the year before.
- Students that have received 75,000 points to go to Stellar, have written their Stellar letter, but are still working on specific behaviors toward the end of the year, will be awarded a certificate of “Recognition for Good Effort”. We understand that although our goal is for all students to reach Stellar, not all students may achieve Stellar before the last day of school. We will recognize their hard work and effort. The last Friday of the regular school year is the final day that Stellar will be awarded.
- Staff will always meet to determine if a student will go to the Stellar level.



Stellar Level

Student Signature \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_

CLASS PERIOD	Self Control	Responsibility	Respect	
8:15-8:30 Arrival/BEGIN				<p><b><u>SELF-CONTROL</u></b></p> <ol style="list-style-type: none"> <li>1. Follows instructions</li> <li>2. Stays on task</li> <li>3. Raises hand</li> <li>4. Uses SLANT</li> </ol> <p><b><u>RESPONSIBILITY</u></b></p> <ol style="list-style-type: none"> <li>5. Turns in homework</li> <li>6. Completes daily assignments</li> <li>7. Participates in class</li> <li>8. Displays organizational skills</li> <li>9. Completes daily planner</li> <li>10. Volunteers</li> </ol> <p style="text-align: center;"><b><u>RESPECT</u></b></p> <ol style="list-style-type: none"> <li>11. Interacts appropriately with group</li> <li>12. Respects authority</li> <li>13. Respects property</li> <li>14. Accepts feedback</li> <li>15. Admits &amp; corrects mistakes</li> <li>16. Accepts consequences</li> </ol>
8:30-8:45 Word of the Day				
8:45-9:30 Reading				
9:30-10:15 Reading/Writing Strategies				
10:15-11:00 Snack/planners/ AR quizzes/library				
11:00-11:45 PE/Specials				
11:45-12:30 Math				
12:30-1:00 LUNCH				
1:00-2:00 Content/Strategies				
2:05-2:15 Pack Up				

Comments:

---



---



---



---

PARENTS: PLEASE SIGN THIS POINT SHEET EACH NIGHT AND RETURN WITH YOUR CHILD THE NEXT DAY. THEY WILL EARN POINTS FOR BRINGING IT BACK TO SCHOOL.

Parent Signature: \_\_\_\_\_  
 POINTS: \_\_\_\_\_ X 100 = \_\_\_\_\_



Student Signature: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_

Time Periods	Goal Behaviors	Yes	No
8:15-10:15			
10:15-12:15			
12:15-2:15			

Comments:

Parent Signature: \_\_\_\_\_

\_\_\_\_\_ will be on Stellar Review for **2** week(s). During that time, \_\_\_\_\_ will be expected to work on changing those behaviors to be more appropriate. If the proper changes are made, \_\_\_\_\_ may return to the Stellar Level.

Return to Stellar Level: Yes  No

Will be determined after Stellar Review is complete.

# August 2010 - July 2011 Stellar Calendar

## August 2010

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Bronze: Buy from store on Thurs.

## February 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb. 11-Assembly/Stellar Raffle  
Feb. 18-P.E. Time for Stellar  
Feb. 25-No Uniform for Stellar

## September 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sept. 20-Silver  
1 free item from store  
Silver: Buy from store on Tues.

## March 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mar. 11-Assembly/Stellar Raffle  
Mar. 18-Movie Time for Stellar  
Mar. 25-No Uniform for Stellar

## October 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Oct. 27-Gold  
1 free item from store  
Gold: Buy from store on Wed.

## April 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 8-Assembly/Stellar Raffle  
April 15-P.E. Time for Stellar  
April 29-No Uniform for Stellar

## November 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May 2011

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 13-Movie Time for Stellar  
May 20-No Uniform for Stellar  
TBA-Stellar Basketball Game

## December 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec. 6-Stellar  
Free item from store on Thursday  
Buy from store on Mon. & Fri.  
Locker  
Invite others for lunch

## June 2011

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## January 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan. 14-Assembly/Stellar Raffle  
Jan. 21-Movie for Stellar  
Jan. 28-No Uniform for Stellar  
Jan. 28-Stellar Basketball Game

## July 2011

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						