

#1 Rule: Have a positive attitude and be a good role model for the students!

#2 Rule: Work as a team. Help each other when needed. Don't wait for your colleague to ask for help...if you see that they need help, help them!

Daily Schedule:

1st / 2nd Grade Classroom	3rd / 4th Grade Classroom	5th / 6th Grade Classroom
8:00am – 11:45 (Classroom)	8:00am – 11:45 (Classroom)	8:00am – 11:45 (Classroom)
11:45pm – 1:00pm (Lunch Break)	11:45pm – 1:00pm (Lunch Break)	11:45pm – 1:00pm (Lunch Break)
1:00pm – 4:15pm (Classroom/Leave from carpool line)	1:00pm – 4:15pm (Classroom/Leave from carpool line)	1:00pm – 4:15pm (Classroom/Leave from carpool line)

Room Director Responsibilities:

1.) Your duties each day will include:

- a. Be in your rooms *by* 8:00 each morning. Students will arrive from 8:00 – 8:30. During this time, have them work on an activity (coloring sheet, puzzle sheet, etc). From 8:30 – 9:45, you will be responsible to do some activities to get them going for the day...e.g., do some brainteasers with them. These activities could be determined based upon the theme for the week, but you will be responsible for pulling all needed materials the day before the planned activity.
- b. Each morning, take roll and be aware of who is missing. Make sure Veronica knows if you have any absences by 8:30. They will call parents of missing children to ensure everything is okay.
- c. Ask students each morning if they have their lunch. Keep track of Lunch Order Forms. Be sure to let Will know how many students from your room need to have lunch provided that day. Lunch counselors will prepare lunches for those students and bring it over at lunchtime, but they cannot do that if forms have not been collected.
- d. Room Directors are responsible for coordinating the morning and afternoon snack breaks with the counselor. There will be a central location for all snacks. Don't let the students pick whatever they want. You choose which snack they will have in the morning and in the afternoon and everyone gets the same thing. Morning snack should occur before instructors begin teaching at 9:45am, afternoon snack around 2:00. Give them about 15 minutes. Sample snack options: pudding, GoGurt®, goldfish crackers, graham crackers, Jello®, cereal, etc. You'll have lots of choices...mix it up for them from day to day. Also, look on roll sheet to find out who is allergic to what.
- e. Instructors will teach from 9:30 – 11:30am and from 1:30-3:30pm. Assist them however they need. Lunch counselors will show up to oversee lunch. Go ahead and start helping the students find their lunch boxes and get drinks for lunch (milk, juice, water).

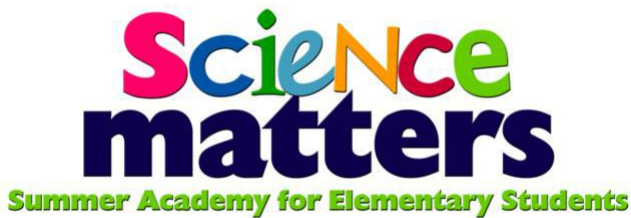
- f. During the last thirty minutes of the day get students ready to go home:
 - i. Put all student materials into their folders
 - ii. Separate extended-day students from regular day students
 - iii. Have regular day students line up in the hall
 - iv. Allow students to choose a goody before they go home
- g. Walk students down to car pick-up line. Assist in the pick-up process.
 - i. All students need to sit on the loading dock.
 - ii. Someone will be at top of hill calling names of kids
 - iii. 2 counselors will be loading kids into
 - iv. 1 counselor will be on corner of sidewalk holding the line
 - v. Someone will be on loading dock calling kids to line up
 - vi. Use your class roster to check-off your kids as they depart.
- h. Tidy up throughout the day. The extended day counselors will sweep, mop, and take out the garbage, but they cannot do this if the room has been left a disaster.
 - i. Put un-used materials away
 - ii. Throw-away garbage
 - iii. Ensure caps are on markers
 - iv. Have the kids pitch in and do their part
 - v. Wipe up any spills that happen throughout the day
 - vi. Sweep off tables
 - vii. Pick-up as much as possible throughout the day!

Room Director Reminders:

- 1.) Be aware of university classes that might be occurring during program hours and either close our classroom doors or give the students a quieter activity. If we are poor stewards of the space and professors start complaining, we may not get to do this again in the future!
- 2.) Don't let students color or play the same activity day in and out. Be sure to pick up any and all educational materials you need during your morning or after-lunch activity period before you begin.
- 3.) Make sure students put their name on their work sheets/projects/pictures/etc. Be diligent about having students place their work into their folders so they actually have some work to show at the end of the week! Remember, this may be the only item parents ever see as a result of their child's participation in Science Matters.
- 4.) If you leave the rooms for an extended period (recess, field trip, etc), lock the doors!!! Make sure you know who has the master key at all times. There's only one and we can't misplace it! The morning counselor will arrive first and open the doors.
- 5.) Take pictures/video!! Pictures and video can go a long ways towards promoting this program in the future.

Classroom Management Tips:

- 1.) Hand Raising Technique:**
 - a. Continue raising your hand without giving any instructions until you have secured every student's attention.
 - b. Try not to say anything, but if you have to you can say things like, "My Hand is Up" or "Eyes on Me."
- 2.) Giving Directions:**
 - a. Make it a point to give no more than three directions at a time.
 - b. Make it clear to the students that they are not to start your directions until you finish speaking.
- 3.) Materials Distribution:**
 - a. If possible, do not distribute any materials until after the initial set of instructions have been given. Materials within arms-length seem to be too much of a distraction for this age group. Sometimes this is unavoidable though.
- 4.) Clean & Tidy Room:**
 - a. Ask everyone to help cleanup after an activity.
 - b. You can ask everyone to do their part at their table or pick up x number of pieces of garbage.
 - c. Do not move on to the next activity (even if you are behind) without this.
- 5.) Behavior modification: Color Chart technique. All students start on yellow each morning.**
 - a. Red, Orange, Yellow, Green, Blue
 - b. If they do something good, they get moved to green and get 1 prize
 - c. If they do another good thing, they can move to blue and get 2 prizes
 - d. If they are in trouble they move to orange, a second issue will result in red
 - i. When moving a child up or down, please be explicit with them about why they are in trouble.
 - ii. If they don't know why, they will tell their parent and we will hear about it
 - iii. "I like you, but I don't like how you pushed Johnny out of line." "You will walk next to me the rest of the way up the stairs and be moved to orange."
 - e. Students can move up and down all day
 - f. At the end of the week if they were on green at least 4/5 days they get a weekly prize
- 6.) Start the goodie box process early enough to have students downstairs and ready to go at 3:30pm.**
- 7.) If the students are restless, take them outside of Parker for a 10-minute break. Also, take them on periodic group restroom breaks, otherwise you'll spend your whole day taking one or two at a time to the restroom! For restroom breaks, line them up along the wall next to restroom and let 3 at a time enter. When one comes out, the next can go in.**
- 8.) If you notice that two students sitting next to each other are not getting along or are causing trouble, rearrange the seating to separate them. It won't necessarily get better as the week goes on!**



Counselors 2019 Orientation

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Counselor Responsibilities:

1.) General Responsibilities

- a. Counselors are under the direction of Instructors and Room Directors. Counselors should be active in the classroom and consider themselves an additional resource for Instructors.
 - i. Setting up activities
 - ii. Assisting students with tasks
 - iii. Breaking down and cleaning up activities
 - iv. Copying and preparing materials for classroom
 - v. Supervising and accompanying class on field trips
 - vi. Restroom breaks
 - vii. Keeping watchful eye on children

2.) Morning Duties:

- a. Pick up students from Allison Loading dock on Tuesday-Friday morning beginning at 8:00am.
- b. Set up lemonade and water for the day.
- c. Setup morning snack in the hallway; remember that students should be finishing up with morning snack before instructors begin teaching.
- d. Place lunch orders from your classroom in the appropriate location in the hallway to be picked up.

3.) Lunchtime Duties:

- a. Monday – Go over the rules with the entire class and address the consequences. Let kids know that you want everyone to have a good time while at recess and be safe, and that is why the rules are in place. You could even let the kids brainstorm what they think the rules/consequences should be.
- b. Counselors should allow the students about 30 minutes for lunch and then take them outside of Parker Hall for a 45-minute outdoor recess. In the event of bad weather, other accommodations will be made.

- c. Counselors should encourage students to be active during the outdoor period (i.e., don't let the girls just sit in the shade next to the building!).
- d. Counselors should discourage contact sports, as they only result in tears.
- e. Jump ropes, hula-hoops, sidewalk chalk, games like four-square, and hop-scotch are good options for this time.
- f. If it is super hot (like in July) consider taking them to Amphitheater where it's shaded.
- g. On their way back into the building, have students use the restroom and have a drink of water when they come back in the building.

4.) Afternoon Duties:

- a. Setup afternoon snack (should last no more than 15 min).
- b. Help room directors get rooms cleaned-up for the afternoon and kids ready to go home.
- c. Help room directors get kids lined-up to go home.
- a. Final clean of room – empty trash; sweep floor; change paper on tables; prep for next day; refill any/all supplies needed.

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