

Procedures for Teachers Using A.R.

1. Get your kids STAR tested (reading level) by making an appointment in the lab or library.
2. Let your kids check out books from the new library staff once they learn their reading level range from the STAR test. Books with a pink and green sticker are A.R. books!
3. Help your kids be able to pass their quizzes by reminding them to take a few notes for each chapter as they read (sticky notes work well for this)!
4. When your student has finished a book, send them to one of the designated testing areas** so they can quiz. They'll get two signed TOPS quiz reports. One they keep for their A.R. prizes, one they give to you so you can give them grade credit (if desired).
5. The students CAN NOT know the passwords for their quizzes because we want avoid cheating problems. If you would prefer to know your students' passwords so you can test them in your room, please see Mrs. Beene in room 202 for information. *Prizes are big this year, so security is very important.*
6. When a student has earned enough points to win a prize (usually over 20 points), please send them to Ms. Beene's room any day after school *Please send the student with a note verifying their identity, or please remind them to have their student I.D.*
7. Please remind them to bring their TOPS quiz reports so that they can use them to claim prizes.

**Designated Testing Areas:

1. **The library** (Ms. Johnson has password access and can sign off on your students' TOPS reports when they pass a quiz).
2. **The computer lab** (by appointment).
3. **Ms. Beene's classroom (202)** (before or after school).
4. **The parent center** (unless meeting is scheduled).