

LOS ANGELES UNIFIED SCHOOL DISTRICT
NOBLE AVENUE ELEMENTARY SCHOOL



Procedures for Student of the Month Assemblies

(revised July, 2012)



Student of the Month assemblies are scheduled for the last instructional Thursday of every month (except for May, when the assembly will be on the penultimate Thursday) in the Auditorium. (There is no assembly in December.) All K-5 classes participate in the assemblies. Assemblies will be held at the following times, unless specified otherwise:

Kindergarten	8:00	3 rd Grade	11:30
1 st Grade	10:00	4 th Grade	11:00
2 nd Grade	10:30	5 th Grade	1:15

Procedures:

- Each teacher will choose one Scholar and one Citizen of the Month.
- Approximately one week before the assembly, teachers will receive the Student of the Month packets in their mailboxes. The packet contains the following:
 - A Student of the Month roster, listing your Scholars and Citizens for each month
 - A copy of this memo
 - Two copies of a letter that goes home to parents inviting them to the assembly
 - Student of the Month narrative sheet
- Once you receive your materials, please do the following:
 - Write the names of your two honorees on the Student of the Month Roster as soon as possible after receiving it. Return the roster to the Main Office.
 - Fill out the parent letter and send it home at least two days before the assembly. You may also wish to make a phone call home to invite the parents personally.
 - Complete the narrative sheet with one or two sentences about why each student was chosen. Bring the narrative to the assembly. Please remember to say the student's name at the end of the narrative, rather than at the beginning. This is to ensure that the student hears what you are saying AND to speed up the assembly process (one applause rather than two)... plus, it adds an element of excitement.

Please remember to return the Student of the Month Roster to the Main Office as soon as possible after receiving it so that the certificates will be waiting for your students at the assembly.

If you have any questions about this process, please see an administrator or coordinator.

THANK YOU for your cooperation!