



The Essential 55

Rule 1. Be humble

Key points:

“In life as long as you make decisions and start from a place where you try to shine more light on others than on yourself, you are living right.”

-“Take a moment where people praise you and take a moment where you seek to praise others.”

I. How can you respond to someone who gives you a compliment such as: *You must be a great basketball player or you’re an excellent writer?*

- A. Role-play different scenarios in which you can choose responding being humble.
- B. Have student share their responses.
- C. Afterwards, the teacher can then model some responses:
 - 1. “I am blessed to be on a team with a lot of really hardworking players.”
 - 2. “I am lucky to have a coach that really believes in our team. She inspires us all to be our best.”

II. How can we encourage each other to try our absolute best?

- A. Role-play different scenarios in which students encourage each other.
- B. Have student share their responses.
- C. Afterwards, the teacher can then model some responses:

If a teammate says, “you did an awesome job today.” You could respond:

- 1. “I always play well when you are on my team.”
- 2. “It’s easy to make shots when you were giving me such incredible passes.”

III. How would you explain your favorite hobby without boasting during an interview scenario?

“My favorite hobby is robotics!” “My team and I have been preparing for the regional competition. We met every Saturday and worked extremely hard to prepare our robot for whatever challenges would be presented. Just this past weekend, we had the honor of winning first place. It was an amazing feeling to be part of such a focused and dedicated team. I learned a lot about preparation, problem solving, and how to set a goal to accomplish it.”

Rule 2. Make eye contact

Key points:

“When someone is speaking, keep your eyes on him or her at all times. If someone makes a comment, turn and face that person.” -Shows you’re serious about what they are saying.

“People will be more likely trust and believe in your ideas if they see that you are confident, sure of yourself, and make eye contact with them.”-Also shows respect

I. Have students practice talking to each other. (Students should take notes on how effective they are at maintaining eye contact.)

A. In class, students should turn and focus on the individual speaking. They are not allowed to raise their hands and to make additional comments until that person is finished. For the teacher, “**eyes on me** at all times”.

B. When you say thank you, look at the person **in the eye** and say thank you like you mean it. “People work harder when they feel they are appreciated and that they are making a difference.” *People often say thank you as they are walking away.

1. As a teacher, role model that behavior and ask your students to say thank you (**with eye contact**), may I, good day... to custodians, cafeteria workers, office staff, teacher assistants, volunteers...

2. **In the lunchroom**, students must look **in the eyes** of cafeteria workers and say, “may I, when asking for anything. Always thank the lunchroom workers and tell them to have a good day.

Rule 3: Good Sportsmanship

Seek to uplift others

-One way to uplift others in class is to genuinely clap for each other in class (at least three seconds, full part of hands meeting, appropriate clap volume).
If a few students start to clap, we all clap.

Ask students when can we uplift others?

-good comment, high test score, exceptional piece of writing...

Role-play clapping for each other (shows respect and appreciation)

-We have to work together to achieve our goals. **When you are your lowest, one of the best ways to pull yourself up is to seek to uplift others.** Aim to see others do well and contribute. Show no ego or jealousy.

Rule 4: Discussion Rules

Respect other students' comments, opinions and ideas

Ask students, "how can you show respect to the opinions of others even if you don't agree?"

-“I agree with John, and I also feel that...”

-“I disagree with Sara. She made a good point, but I feel that...” ,

-“I think Victor made an excellent observation, and it made me realize...”

-We are each different, with different gifts, different experiences, and different roads that we have been down. There is no way to know all the things that make up your neighbor's ideas. Therefore, we should just appreciate each other's statements without being condescending or making them feel their way of thinking isn't right.

What are some benefits that can arise from respecting the opinions of others?

-You become more supportive of your classmates outside of the classroom as well.

Encouraging comments adults can say to their students when they are struggling:

“I believe in you and I am here to show you I have faith in your ability, and know you will succeed.”

Rule 5: Do Not Brag

If you win, do not brag; if you lose, do not show anger.

If you are good at something, others will recognize it. No need to tell others how talented you are because you may often be viewed negatively.

Key point: remain confident and humble

Your abilities will seem much greater if they are noticed by others and not because you talked about your abilities.

Key point: how to lose gracefully

How can you lose and win gracefully? By trying your best and never making an excuse for why you lost to someone else.

Benefit: playing will be a lot more fun and the experience will be less stressful if you know you tried your best

Rule 6: Conversation

When asked a question in conversation, you should ask a question in return.

If someone asks, "Did you have a nice weekend?" you should answer the question and then ask a question in return.

Key point: It is a polite way to show others that you're interested in them just as they are interested in you

Key point: You are far more likable and respectful when you ask the thoughts and opinions of others

Role play conversation: How was your weekend?

Key point: These skills are also useful in an **interview**.

If someone asks you what are your favorite authors or hobbies ask the person who is asking you the same question. This shows a higher level of consciousness and that you are aware of the interests of others.

What are some ways you can show interest in others?

Rule 7: Coughing, Sneezing and Burping

When you cough or sneeze or burp, it is appropriate to turn your head away from others and cough into the bend of your arm. You may use your hand if it is covered with a tissue. Using a fist is not acceptable. Afterward, you should say, "Excuse me."

-If you often sneeze or cough, you should wash your hands as much as possible.

-We say, "God bless you," when someone sneezes and in Germany you say, "Gesundheit." That means, "Good health to you."

Rule 8: Smacking Your Lips

Do not smack your lips, tsk, roll your eyes, or show disrespect with gestures.

Sometimes you don't have to say a single word in order to get yourself in a lot of trouble.

Being gracious about being disciplined means there should not be further consequences.

Students should know exactly what is expected of them in terms of their gestures and attitude, and ensuring they are aware of the consequences for those behaviors, is the best way to avoid those actions.

Rule 9: Say Thank You: Always say thank you when I give you something. If you do not say it within three seconds after receiving the item, I will take it back. There is no excuse for not showing appreciation.

***Ask students to share who they can say thank you to and for what.**

Ron Clark: "In my day-to-day life, I always make sure to thank whoever I am dealing with -the checkout clerk, the waitress, a person who holds the door for me, the friend who does a favor or anyone who does something for me, no matter how major or minor."

Rule 10: Receiving a gift: When you are given something from someone, never insult that person by making negative comments about the gift or by insinuating that it wasn't appreciated.

-Sometimes people miss opportunities in life because they are ungrateful.

Ask students how they think people may miss opportunities when they are ungrateful.

Ron Clark gave example of how first year of doing a particular field trip everyone was grateful but then the next year it was just expected and no one said thank you (students and parents were showing entitlement).

He also gave example of how students kept complaining that the field trip he took one group a previous month was better than the field trip his class was going to take. He decided to cancel the trip due to the lack of appreciation.

Ron Clark also gave example of taking students to visit his family in Washington. His mother offered them hot chocolate with marshmallows. Students said, "no, thank you" and proceeded to walk in the house. Ron Clark explained to the students that it was rude not to take the hot chocolate. She was giving them a gift and they should have taken it with joy. They could have taken a little but to say no and walk away after she has worked hard to prepare it was unacceptable.

Ask students to share their own experiences when they need to say thank you or try something (i.e. a food or drink), or accept a gift to show appreciation, even if they don't really want it.

Always say thank you when I give you something. If you do not say it within three seconds after receiving the item, I will take it back.

Rule 11: Random Acts of Kindness

Surprise others by performing random acts of kindness. Go out of your way to do something surprisingly kind and generous for someone at least once a month.

Rule 13: Reading Aloud

When we read together in class, you MUST follow along. If I call on you to read, you must know exactly where we are and begin reading immediately.

-Force yourself to be an active participant when reading and at meetings. Make the most of the time you are there because you have to be there anyway. Change your mindset and think to yourself that you might have to speak so pay attention.

Strategies to help readers:

1. When you read to your students/ children, read with force, energy, and expression. Try to let go of all inhibitions and become the character, the way you read transfers to the child. They will then read with expression and create their own character voices.
2. Select readings that are enchanting and appealing, and full of intriguing characters. When kids say they don't like to read perhaps they aren't reading what's right for them.
3. If a student isn't ready to read aloud, ask for the child's opinion instead. Eventually, when a struggling reader is getting more confident, give the student the specific paragraph days ahead of time so they can be more confident when you call the student to read that specific paragraph aloud in class.

Rule 14: Answer all written questions with a complete sentence. Ex.: What is the capital of Russia? The capital of Russia is Moscow. How are you? Instead of just saying fine, Say, "I'm doing fine, thank you. How about yourself?"

-By having to answer in complete sentences, students learn to develop and organize their thoughts. When writing, students become better writers if they restate the question and use complete sentences. If all subject area teachers follow this format, this is a great way to integrate writing in all subject areas.

Example question:

Of the basketball players, who do you think was better, Lloyd or Jason?

1. Restate the question and give your answer:

Of the basketball players, I think that Lloyd was better.

2. Give a reason why you feel that way:

I think Lloyd was better because he made the winning shot.

3. Support your answer:

Since he made the winning shot, it shows he stayed calm under pressure and he was determined to win.

4. Restate the question and close:

Therefore, I think that Lloyd was a better player than Jason.

After much work and development of the basic outline, students use this outline to write more creative and elaborate answers to open-ended questions. The answers retain the organization needed to make their writing top-notch. Even non-readers can find this outline easy to learn.

Rule 15: Rewards

At times throughout the year, I will give rewards for good behavior, academic performances, and other acts worthy of praise. If you EVER ask me for a reward however, it will not be given. It is rude to ask if you are getting something for good behavior. You should be good and try your best because you are trying to better yourself, not because you are anticipating a reward. I usually give some sort of reward to everyone who scores 100% on unit tests. If you make 100% and ask if you are getting something NO ONE who made 100 will be given anything.

Rule 16: Homework

Homework will be turned in each day for each subject by every student with no exceptions.

As adults we all have deadlines (due dates, pay bills on time...). Students have a job to learn to complete their assignments on time.

Ron Clark discussed having detentions for students to finish work. At St. Joan's sometimes we do working lunches so students can complete work. He also discussed having a tally banner. (Every student in this class has completed his/ her homework for _____ days in a row.) This is a huge sign in which he tracks how many days in a row all students have done their homework and assignments. For the first 10 days in a row, the students don't get a reward, after the 10 days you can choose an incentive. Once the streak is broken, the entire class goes back to 0. *Food for thought if you think a tally banner is needed for any of your subjects/ classes.

Rule 17: Transitions

When we are in transition from one subject to another, the change will be swift, quiet and orderly. We should be consistently able to turn from one book to another, complete with all homework and necessary materials, as quickly as possible. The opportune amount of time to spend on transitions should be less than ten seconds; we will work towards a goal of seven seconds.

Consider making transitions a game. Ron Clarke has students organize their materials in the morning so they have all their materials within reach so they could put the materials away they were working on and get the new material within seconds.

If you need help with equipment, assign students to help you (most kids love to help). He gave the example of a projector and assigning each task to a different student (one student closed blinds, the other wheeled out the project and plugged it in...).

Rule 18: Organization

You will make every effort to be as organized as possible.

This includes: the neatness of your desk and the area around it, as well as, the order of your notebook/binder.

Rule 19: Complaining

When I assign homework, there will be no moaning or complaining. This will result in a doubled assignment. If it is not possible to assign a doubled assignment, other work will be assigned.

Rule 20: The Sub Clause

While you are with a substitute teacher, you will obey the same rules that you follow when I'm with you. (I know this is hard, but it is important)