

50 Essential Steps to Success in School

1. Follow directions the first time they are given.
2. Use your time wisely. Remember that there is a time to work and a time to play.
3. Use a soft voice when you are inside the school building.
4. When in transition from one activity to another, make a quick, quiet, and orderly change within ten seconds.
5. Take care of class materials and put them in their proper places when you are finished with them.
6. Learn the names of other teachers and school personnel and greet them by saying things like, "Good Morning, Mrs. Chandler" or "Good afternoon, Mr. Matthews." You are not allowed to speak to adults if you are in line with the rest of the class because the no-talking rule is in effect—just wave politely.
7. When responding to an adult, you must answer by saying "Yes Sir" or "No Ma'am."
8. Turn and face the person who is speaking and make eye contact.
9. You only have permission to talk when:
 - You raise your hand, and the teacher calls on you.
 - You are asked a question and you are responding.
 - It is recess or you are seated at lunch.
 - You have the teacher's permission (for example, during group work).
10. If you are asked a question, always respond and then ask a question in return.
11. Always respond to both written questions and conversational questions with complete sentences.
12. When someone is speaking and makes a mistake, do not be disrespectful by quickly pointing out an error they may have made. Give the person time to correct the mistake.
13. Show respect for other students' ideas and opinions.
14. Always say thank you within three seconds when someone gives you something, and never make a negative comment about the gift.
15. Do not show disrespect with gestures—rolling your eyes, smacking your lips, etc.
16. When an adult signals to "give me five" you should:
 - Stop talking.
 - Look at the speaker.
 - Listen carefully.
 - Hands free.
 - Feet still.
17. If we have an adult visitor knock at the door, a designated student will open the door, shake hands, tell the visitor his or her name, and welcome him or her to the classroom.

18. If any teacher in the school is disciplining a student, do not look at or get near that student. If you are being disciplined, do not look at or talk to other students.
19. Follow classroom procedures for entering the classroom, getting in line, walking in line, turning in assignments, sharpening pencils, keeping your school supplies organized (including not having money that anyone can see), using the rest room, getting a drink of water, etc.
20. Make every effort to be as organized as possible and be able to quickly find work, books, pencils, and other materials when required.
21. Obey all classroom rules when you have a substitute teacher.
22. If someone bumps into you, say, "Excuse me," even if it is not your fault.
23. When you meet new people, shake hands, and repeat their names.
24. Always be honest and admit when you have done something wrong.
25. When you win, do not brag; and when you lose, do not show a bad attitude.
26. You should never ask for a reward for good behavior, academic performances, or other acts worthy of praise or a reward will not be given.
27. Always turn your head away from others when you sneeze or cough or burp, and cover your mouth with your hand. Then say, "Excuse me."
28. Do not borrow, loan, or give school supplies, money, or other personal items to others without the permission of the teacher.
29. Do not tattletale, but tell an adult when you or anyone else is physically hurt or is being bullied.
30. Be responsible for your trash no matter where you are, and do not litter.
31. When reading together in class, you must follow along and begin reading in the correct place immediately when you are called on to read.
32. Never complain about homework assignments or extra work will be assigned.
33. Homework is to be turned in each day unless a parent writes a note giving a legitimate reason for the delay, and then it will be accepted the next school day. Otherwise, the student will have to complete the assignment during recess.
34. Use good manners when you are in the lunchroom and follow these procedures:
 - Do not save seats in the lunchroom. If someone wants to sit beside you let him or her. We must treat others with respect and kindness.
 - Do not talk unless you are seated, and then talk quietly to the children sitting beside you and not to children at other tables.
 - Never start eating off your tray until you are seated.
 - Put your napkin in your lap when you sit down to eat.
 - Never place your elbows on the table.
 - Do not lick your fingers—use your napkin to clean them.
 - Do not smack your lips, slurp, open your mouth, or make noise while chewing.
 - Do not play with your food.
 - Never reach across someone else's tray.

- Do not ask for or share food with someone without the teacher's permission.
 - Stay in your seat at all times and raise your hand if you need help or have a problem.
 - Clean off the table and make sure you leave no trash on the floor or around the eating area.
35. You may not have food or beverages at your desk unless approved by the teacher.
 36. Whenever you are offered food, never take more than your fair share.
 37. When you are entering a room, bus, or elevator, wait for others to exit before you enter.
 38. If you come to a door and someone is following you, hold the door open and allow the other person to walk through first.
 39. When entering a room or building where people are gathered, go in so quietly that no one will even notice that you are there.
 40. If someone drops something, pick it up and give it back to him or her.
 41. During school programs, sit still on your bottom with your feet in front of you. Do not talk, and do not try to get the attention of your friends in other classes.
 42. When in a line, walk single file, about one or two feet behind the person in front of you. Keep your arms by your side, face forward at all times, and do not talk.
 43. Never break in line or allow another person to break in front of you.
 44. When you ride on a bus, always keep your voice low and sit facing the front. Never turn around to talk to other students, put your feet in the aisle, stick anything out the window, or get out of your seat.
 45. If you are on a field trip or visiting someone's home, it is polite to say something nice about the place.
 46. When you return from a field trip, shake the hands of every chaperone and thank them for taking the time to go on the trip.
 47. Flush the toilet and wash your hands after using the rest room.
 48. During recess:
 - Play in our designated area.
 - Follow the rules for playing on the equipment.
 - Share the balls and other supplies.
 - Play nicely without touching others.
 - Do not kick or throw balls over the fence.
 49. Accept that everyone makes mistakes, so learn from your mistakes and do not get upset.
 50. Be the best person that you can be and follow the golden rule: "Do unto others as you would have them do unto you."