



Schultz Elementary School
Klein Independent School District
7920 Willow Forest - Klein, Texas 77375
(832) 484-7000

Sherri Davenport
Principal

Karena Jarvis
Assistant Principal

Dear Parents and Guardians,

Welcome back! We are looking forward to another great school year. We are going to continue to model exemplary student behavior as outlined in *The Essential 55: An Award-Winning Educator's Rules for Discovering the Successful Student in Every Child*. These rules and guidelines for behavior cover everything from manners and good hygiene to homework and character education, and can help your child become more successful both in and out of the classroom.

Along with this letter is a shortened version of the 55 rules. Please ask your child to explain the rules to you and your family, and support your child's efforts to follow the rules in school, at home, and in public places. We review these rules each morning on the announcements and reward students for demonstrating good character each week in our house point competition.

Here is some information about the book's author, Ron Clark:

Ron Clark became a fifth grade teacher in rural North Carolina in 1995. After watching a TV show about the low-test scores and lack of teachers in inner city New York, he moved there and began teaching. In 2000, he was chosen as Disney's Teacher of the Year. His New York Times best-selling book *The Essential 55* includes funny and heartwarming stories that send important and timeless messages to students, teachers, and parents. The book also explores rules and guidelines for discovering the successful student in every child.

It is our goal this year to continue to teach and enforce each of Ron Clark's 55 rules. With more time spent on instruction, and less time on discipline, our students will have the opportunity to become more successful. It takes parents + teachers + students working together to continue to make Schultz the best school in the district.

Sincerely,

Sherri Davenport



Escuela Primaria Schultz
Distrito Escolar Independiente de Klein
7920 Willow Forest - Klein, Texas 77375
(832) 484-7000

Sherri Davenport
Directora

Karena Jarvis
Asistentes de Directora

Estimados padres y guardianes:

¡Bienvenidos! Esperamos tener otro maravilloso año escolar. Vamos a continuar con el modelo de conducta ejemplar como se indica en el libro llamado "*Las 55 Esenciales: Reglas Galardonadas del educador para descubrir al estudiante exitoso en cada niño*". Estas normas y guías de comportamiento abarcan todo, desde los modales y la buena higiene hasta la tarea y la formación del carácter, y pueden ayudar a su hijo a ser más exitoso tanto dentro como fuera del salón de clases.

Junto con esta carta hay una versión abreviada de las 55 reglas. Por favor, pídale a su hijo(a) que le explique las reglas a usted y su familia; y apoye los esfuerzos que su hijo(a) pone en seguir las reglas en la escuela, en casa y en lugares públicos. Repasamos estas reglas cada mañana en los anuncios y reconocemos a los estudiantes que demuestran buen carácter cada semana en nuestra competencia de puntos por casa.

Aquí encontrara algunos datos sobre el autor del libro, Ron Clark.

Ron Clark se convirtió en maestro de quinto grado en la zona rural de Carolina del Norte en 1995. Después de ver un programa de televisión sobre los bajos puntajes en los exámenes y la falta de maestros en el interior de la ciudad de Nueva York, se trasladó allí y comenzó a enseñar. En el 2000, fue elegido por Disney como el Maestro del Año. Su "Best Seller" de New York Times, "*The Essential 55*," incluye historias divertidas y conmovedoras que envían mensajes importantes y eternos a los estudiantes, maestros y padres de familia. El libro también explora normas y guías para descubrir el estudiante con éxito en todos los niños.

Nuestro objetivo este año es enseñar y hacer cumplir cada una de las 55 reglas de Ron Clark. Con más tiempo dedicado a la instrucción y menos tiempo en la disciplina, los estudiantes tendrán la oportunidad de ser más exitosos. Es necesario que los padres, profesores y alumnos trabajen juntos para seguir haciendo de Schultz la mejor escuela en el distrito.

Atentamente,

Sherri Davenport

Dear Parents and Guardians,

We have begun using a book called *The Essential 55: An Award-Winning Educator's Rules for Discovering the Successful Student in Every Child* as our classroom rules. These rules and guidelines for behavior cover everything from manners and good hygiene to homework and character education, and can help your child become more successful both in and out of the classroom.

Along with this letter is a shortened version of the 55 rules. Please ask your child to explain the rules to you and your family, and support your child's efforts to follow the rules in school, at home, and in public places.

Here is some information about the book's author, Ron Clark.

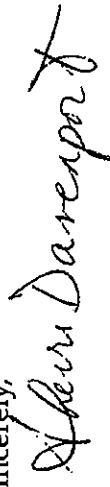
About the Author

Ron Clark became a fifth-grade teacher in rural North Carolina in 1995. After watching a TV show about the low test scores and lack of teachers in inner-city New York, he moved there and began teaching. In 2000, he was chosen as Disney's Teacher of the Year.

His New York Times best-selling book *The Essential 55* includes funny and heartwarming stories that send important and timeless messages to students, teachers, and parents. The book also explores rules and guidelines for discovering the successful student in every child. Mr. Clark has spoken to teachers, PTAs, students, and other groups across the United States. He lives in Atlanta, Georgia.

If you wish to purchase your own copy of the book, it is available at bookstores and on-line. It may also be available at our local library. You should ask for *The Essential 55* by Ron Clark, published by Hyperion in 2003. For more information about Ron Clark, you can visit www.ronclark.info.

Sincerely,



THE

ESSENTIAL 55

Rules for Discovering the Successful Student in Every Child











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|---------|------------------------------------------------------------------------------------------------------------------------|
| RULE 1 | When responding to any adult, you must answer by saying "Yes ma'am" or "No sir." |
| RULE 2 | Make eye contact. |
| RULE 3 | If someone in the class wins a game or does something well, congratulate that person. |
| RULE 4 | Respect other students' comments, opinions, and ideas. |
| RULE 5 | If you win or do well at something, do not brag. If you lose, do not show anger. |
| RULE 6 | If you are asked a question in conversation, you should ask a question in return. |
| RULE 7 | When you cough, sneeze, or burp, turn your head away from others and cover your mouth with the full part of your hand. |
| RULE 8 | Do not smack your lips, "tsk," roll your eyes, or show disrespect with gestures. |
| RULE 9 | Always say "thank you" when given something. |
| RULE 10 | When you receive something, do not insult the gift or the giver. |
| RULE 11 | Surprise others by performing random acts of kindness. |
| RULE 12 | When grading other students' papers, give only the correct grades. |
| RULE 13 | Follow along when we read together in class. |
| RULE 14 | Answer all written questions with complete sentences. |
| RULE 15 | Do not ask for rewards for good grades or behavior. |

RULE 16	You must complete your homework every day.
RULE 17	Subject transitions will be swift, quiet, and orderly.
RULE 18	Be as organized as possible.
RULE 19	When homework is assigned, do not moan or complain.
RULE 20	When a substitute teacher is present, all class rules still apply.
RULE 21	Follow the specific classroom protocols.
RULE 22	You may bring a bottle of water to class; you may not leave for a drink of water during class.
RULE 23	Know other teachers' names and greet them by name in the hall.
RULE 24	Keep yourself and bathrooms clean and germfree.
RULE 25	Greet visitors and make them feel welcome.
RULE 26	Do not save seats in the lunchroom.
RULE 27	Do not stare at a student who is being reprimanded.
RULE 28	Call me if you have a question about homework and leave a message—once.
RULE 29	Follow The ABCs of Etiquette.
RULE 30	After dining in the cafeteria or elsewhere, be responsible for your trash.
RULE 31	In a hotel room, leave a tip for the hotel workers who clean your room.
RULE 32	On a bus, always face forward.
RULE 33	When meeting new people, shake hands and repeat their names.
RULE 34	When offered food, take only your fair share.
RULE 35	If someone drops something and you are close to it, pick it up.

RULE 36	Hold the door for people rather than letting it close on them.
RULE 37	If someone bumps into you, say "excuse me," even if it was not your fault.
RULE 38	On a field trip, enter a public building quietly.
RULE 39	On a field trip, compliment the place you are visiting.
RULE 40	During an assembly, do not speak or call out to friends.
RULE 41	At home, answer your phone in a polite and appropriate manner.
RULE 42	When returning from a trip, shake the hand of every chaperone.
RULE 43	On escalators, stand to the right, walk to the left.
RULE 44	When standing in line, keep your arms at your sides and move quietly.
RULE 45	Never cut in line.
RULE 46	Do not talk in a movie theater during a movie.
RULE 47	Do not bring smelly chips into the school building.
RULE 48	If anyone is bullying you, let me know.
RULE 49	Stand up for what you believe in.
RULE 50	Be positive and enjoy life.
RULE 51	Live so that you will never have regrets.
RULE 52	Learn from your mistakes and move on.
RULE 53	No matter the circumstances, be honest.
RULE 54	Carpe diem.
RULE 55	Be the best person you can be!

THE ABCs OF ETIQUETTE

Rules of Conduct and Manners for Students

- A** When you first sit down for a meal, immediately place the napkin in your lap. If your silverware is wrapped in a napkin, unwrap it as soon as you sit down and place the napkin in your lap.
- B** When you are finished eating, place your napkin on the table to the left of your plate.
- C** Never place your elbows on the table.
- D** Use one hand to eat, unless you are cutting or buttering food. Never have your fork in one hand and a glass in the other.
- E** Do not lick your fingers. There is a napkin provided for the purpose of cleaning fingers.
- F** Do not smack your lips or chew noisily.
- G** Do not chew with your mouth open.
- H** Do not talk with your mouth full. Don't place a hand over your mouth and talk anyway. Wait until you have swallowed your food to speak.
- I** If something is caught in your teeth, wait until you are in the rest room to remove it.
- J** Do not slurp.
- K** Do not play with your food.
- L** If you drop your fork, napkin, or anything else on the floor, do not pick it up. When something has dropped on the floor, ask a waiter for a replacement; leave the dirty one on the floor.
- M** Use your utensils for eating almost everything. Here are 10 types of foods you may use your hands to eat:
 -  pizza
 -  bread
(Always tear off a bite-sized piece to eat. If you use butter, mayo, butter, the whole piece of bread, butter the piece you love of and eat. Put before eating another piece.)
 -  french fries and chips
 -  bacon
 -  corn on the cob
(It is appropriate to eat bread instead of eating around.)
 -  fried chicken
 -  small fruits
(apples, pears, grapes, oranges, etc.)
 -  cookies
 -  hot dogs, hamburgers, and sandwiches
(Including on wheat buns.)
 -  asparagus
(only if parmed)

- N** Never reach over someone's plate to get something. For example, say, "Will you please pass the salt?"
- O** Never start eating off your tray until you are at your seat.
- P** When you are eating at a restaurant, do not begin eating until everyone at the table has received her food.
- Q** Never complain if the line is too long, the food isn't good, or if there is a wait. If you are unsure which silverware to use, simply start with the fork, knife, or spoon that is the farthest from your plate. On the left, your salad fork is on the outside and your dinner fork is on the inside. On the far right, is your soup spoon. Beside it, is the spoon you will use to stir your coffee or tea, then your salad knife, and then your dinner knife. The utensils above your plate are for dessert.
- R** When finished eating, do not push your plate away from you. Leave it where it is. To show you have finished eating, lay your fork and knife together diagonally across the plate. Place the fork with the tines down; place the sharp side of the knife facing you. Of the two utensils, the fork should be closest to you.
- T** Never place a piece of silverware that you have used back on the table. Leave it on a plate or saucer.
- U** If you didn't use a utensil, do not place it on a plate or saucer when you are finished. Leave it where it is.
- V** Always look a waiter in the eyes when you are ordering, asking a question, or saying "thank you."
- W** Make a point to remember the waiter's name when he introduces himself to you. Use his name throughout the meal.
- X** If you have to go to the rest room, stand up and say, "excuse me," as you leave the table.
- Y** When you are offered desserts or asked a question, such as "What sides would you like?" or "What dressing would you like for your salad?" ask, "What are my options?" That way, you do not name things the restaurant might not have.
- Z** Never talk to waiters or waitresses as if they are servants. Treat them with respect and kindness, and remember, they will bring your food to you. You do not want to be on the bad side of a waiter.