

Glenn O. Swing's Essential 30

Rule 1: When responding to any adult, you must answer by saying "Yes ma'am" or "No sir".

Just nodding your head or saying any other form of yes or no is not acceptable.

Rule 2: Make eye contact. When someone is speaking, keep your eyes on him or her at all times. If someone makes a comment, turn and face that person.

Rule 3: If someone in the class wins a game or does something well, we will congratulate that person.

Rule 4: If you win or do well at something, do not brag. If you lose, do not show anger.

Rule 5: DO NOT smack your lips, tsk, roll your eyes, or show disrespect with gestures.

Rule 6: Always say thank you when I give you something. If you do not say it, I will take it back. There is no excuse for not showing appreciation.

Rule 7: 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.

Rule 8: At times throughout the year, I will give rewards for good behavior, academic performance, and other acts of worthy 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.

Rule 9: Homework will be turned in every Friday by every student with no exceptions.

Rule 10: When we are in transition from one subject to another, or one place to another, the change will be swift, quiet, and orderly.

Rule 11: When I assign work, there is to be no moaning or complaining. This will result in a doubled assignment.

Rule 12: While you are with a substitute teacher, you will obey the same rules that you follow when I am with you. (I know this is hard, but it is important.)

Rule 13: We will follow classroom protocols. We will be organized, efficient, and on task. In

order to do so, we will follow these rules:

1. Do not get out of your seat without permission.

2. Do not speak unless:

-You raise your hand, and I call on you.

-I ask you a question and you are responding.

-It is recess or lunch.

-I instruct you otherwise (for example, group work).

Rule 14: If I or any other teacher in the school is speaking to or disciplining a student, do not look at that student. You wouldn't want others looking at you if you were in trouble or being reprimanded, so don't look at others.

Rule 15: After we eat, we will clean up after ourselves. This includes cleaning off the tables and making sure we haven't left any trash on the floor or around the eating area. It is important to be responsible for your trash no matter where you are and to be sure not to litter.

Rule 16: If someone drops something, pick it up and hand it back to them. Even if they are closer to the object, it is only polite to make the gesture.

Rule 17: If you are approaching a door and someone is following you, hold the door.

Rule 18: If someone bumps into you, even if it was not your fault, say, "Excuse me".

Rule 19: During an assembly, do not speak and do not look around and try to get the attention of your friends in other classes. We must uphold an image that shows we have our act together!

Rule 20: During discussions, respect other students' comments, opinions, and ideas. When possible, make statements like, "I agree with John, and I also feel that..." or "I disagree with Sarah. She made a good point I feel that..." or "I think Victor made an excellent observation, and it made me realize..."

Rule 21: NEVER cut line. If someone cuts in front of you, do not say or do anything. Let it happen, but let me know about it later. I will handle the situation. If you fuss with someone who has cut you in line, you could get in trouble as well. It's not worth it.

Rule 22: If any child in this school is bothering you, let me know. I am your teacher, and I am here to look after you and protect you. I am not going to let anyone in this school bully you or make you feel uncomfortable.

Rule 23: Be positive and enjoy life. Some things just aren't worth getting upset over. Focus on the good things in your life.

Rule 24: No matter what, always be honest. Even if you have done something wrong, it is best to admit it to me, because I will respect that, and oftentimes I will forget any disciplinary measures because of your honesty.

Rule 25: 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.

Rule 26: 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 also use your hand if it is covered with a tissue. Using a fist is not acceptable. Afterward, you should say, "Excuse me."

Rule 27: Do not save seats in the lunchroom. If someone wants to sit down, let them. Do not try to exclude anyone. We are a family, and we must treat one another with respect and kindness.

Rule 28: Accept that you are going to make mistakes. Learn from them and move on.

Rule 29: Answer all written questions with a complete sentence. For example, if the question asks, "What is the capital of Russia?" you should respond by writing, "The capital of Russia is Moscow." Also, in conversation with others, it is important to use complete sentences out of respect for the person's question. For example, if a person asks, "How are you?" instead of just responding by saying, "Fine", you should say, "I'm doing fine, than you. How about yourself?"

Rule 30: BE THE BEST PERSON YOU CAN BE!