

## Steps for Successful Implementation

Successful implementation of Manners of the Heart starts with you! Measurable results happen when Manners of the Heart is supported and led by the Administration. Your enthusiasm and creativity will be contagious. Deep and meaningful impact happens when implementation is intentional throughout the culture of the school.

### First Steps

1. Select a School Coordinator, someone who can provide guidance, inspiration and accountability for your classroom teachers.
2. Create a Manners of the Heart Lead Team comprised of your top grade-level teachers.
3. Consider your school's traditions and rhythms. How can you integrate the language and philosophy of Manners of the Heart into what you are already doing?
4. Give Manners of the Heart a daily block on the Master Schedule! Best practice is first thing in the morning!
5. Create a pacing chart and have the school move through the weekly lessons together.
6. Provide training for your faculty and staff. (See Professional Development Options)
7. Display all classroom and school-wide Visual Aids!

### Weekly Lessons

1. Use the *Big Ideas* (found in Section 3) in correspondence with your students and faculty.
2. Use the Daily Morning Announcements daily!
3. Hang the Happles on the Happle Trees as the year progresses.
4. Encourage teachers to fully utilize *My Manners*, the digital portion of MOH.
5. Key Components to look for in the classroom: Heart Attributes, Audio Stories, Puppets, Songs, Student Activity Sheets, Interactive Whiteboard Activities, Manners in Action.
6. Good Heart certificates can be used to recognize growth in children!

### For Families!

1. Encourage teachers to send Home Connection Letters to parents every week.
2. Encourage families to sign up for the Monthly Family Newsletter.
3. Host a Manners of the Heart Family Workshop!

### Evaluation and Assessment

1. Distribute Pre- and Post-Assessment Surveys!
2. Observe lessons in the classroom. Use MOH Teacher Observation Forms.
3. Educator Surveys are provided for internal use to give an assessment of usage.

### Contact Us!

We are here for you! Please contact us with any questions, concerns or suggestions!