

At a Glance

How many weeks of instruction are there?

There are 23 weeks of instruction. The entire school moves through the same lesson, but with individualized grade level content. For example, Week 4 is *Helping Others* for all grades.

How many days per week is Manners of the Heart taught?

There are 5 days of instruction per week.

How long does it take to teach each lesson?

Day 1 is a story-based lesson and requires 15 min. for PK and 20-30 min. for K-2nd. Days 2-5 lessons each take approximately 10-15 minutes.

Should Manners of the Heart be on the Master Schedule?

Yes! Optimum benefit is found when the entire school is teaching Manners of the Heart at the beginning of the school day.

Is it necessary to teach Manners of the Heart 5 days a week?

It is always best to incorporate all 5 lessons. Although Day 1 introduces the main concept, mastery is acquired through lessons taught on Days 2-5. You will find that your students LOVE and look forward to Manners of the Heart!

What can I do as an Administrator to encourage enthusiasm and support for Manners of the Heart among my staff?

Use the Big Ideas and For Your Heart content (found at the back of this Guidebook) for your weekly staff meetings or emails.

Display Schoolwide Visual Aids near the entrance to your school.

Read the Morning Announcements as they correspond to the week's lesson.

Recognize students and teachers who are displaying the Heart Attributes found in the lessons.

How do I obtain training for my staff?

Manners of the Heart provides several options for Professional Development, including on-campus sessions, video-conferencing and a day-long training at the Manners of the Heart office in Baton Rouge, Louisiana. See Professional Development options in the Additional Resources portion of this binder or online at mannersoftheheart.org. You can also contact us at info@mannersoftheheart.org.

How do we assess the effectiveness of Manners of the Heart?

Manners of the Heart provides both a Pre and Post assessment for your school. Each teacher is given a Pre-Assessment at the beginning of the year to rate the average student behavior observed in 37 competencies. At the end of the year, the same questions are delivered as a Post-Assessment. Both the Pre and Post Assessments must be completed and delivered to Manners of the Heart. Our office has these results analyzed and delivered to you as Administrator.

Do you offer other assessment tools?

You will find an Educator Survey and Teacher Observation form under Additional Resources.

What is My Manners?

My Manners, the online portion of MOH, is available with an annual paid subscription. If you purchase My Manners, you will be given a login for your school and the opportunity to create your school's password.

Note: You may have multiple users on your account, but they must all use the same username and password. Please make certain everyone has been given the school's username and password. It is important to remind everyone *not* to personalize or change the password, as this will change the password for the entire school.

Do you provide technical support for the digital components of MOH?

Yes, please contact us at info@mannersoftheheart.org for assistance in any area.

What do we need to be able to use the interactive whiteboard activities?

The weekly grade-level activities can be used on any interactive whiteboard which has ActivInspire, a software available as a free download from Promethean support.

What materials are provided in each classroom kit?

Teacher's Manual, puppets (PK-2nd grade), Happle Tree Poster and Happles, Character Set, Heavy Duty Canvas Tote, *At the Table* and *The Little Patriot* Story Book

Do you provide Skills and Objectives for each lesson?

Skills and Objectives for each lesson are found in the teacher's manual and online. Skills and Objectives are often particularly addressed in lessons found on Days 2-5.

Tell me about the Merryville stories!

MOH is story-based! All stories are available as an audio recording, which is lots of fun for your students and aids in listening comprehension. There are now 63 stories used throughout the 2nd Edition of the curriculum with grade-appropriate language and content. PK-2nd stories have been shortened for the younger listeners.

Encourage your teachers to go to *My Manners* online and play the audio stories for their students. These are found in the lesson content for each week by grade level.

What is *At the Table*?

At the Table is a supplementary manual, which provides ten extra lessons for table etiquette!