

Good Workers Rule!

Strategies to Help K-2 Students

• Give Their Best Effort

• Pay Attention

• Get Along with Others

• Be Organized

• Manage Time



By
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Good Workers Rule! Strategies to Help K-2 Students

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Table of Contents

Good Workers Rule! Introduction	8
Assessment.....	9
Instructions for Using the CD.....	9
ASCA Mindsets & Behaviors for Student Success	10
Good Workers Rule! Kindergarten Guidance Lessons	11
Kindergarten Guidance Lessons Unit Overview	12
Good Workers Rule! Kindergarten Student Survey	13
Good Worker Song	14
Lesson 1: I Can Be a Good Worker	15
I Can Be a Good Worker	20
Train Engine	21
Lesson 2: I Can Try to Do My Best	22
I Can Try to Do My Best!.....	27
Train Car #1	28
Lesson 3: I Can Listen and Learn	29
Buddy's Listening Body Checklist.....	34
Body Worksheet	35
I Can Listen and Learn.	36
Train Car #2.....	37
Lesson 4: I Can Work Well with Others	38
Work Well With Others! Posters	44
Use Star Power To Cooperate!.....	49
I Can Work Well with Others.....	50
Train Car #3.....	51
Lesson 5: I Can Organize My Tools	52
Tool Pictures	58
The Organization Song.....	61
I Can Organize My Tools	62
Train Car #4	63
Lesson 6: I Can Get My Work Done	64
Slack Attack!	70
I Can Get My Work Done.....	71
Train Car #5.....	72
_____ is a Good Worker!.....	73
Good Workers Rule! Teacher Feedback Form	74
If You're Finished and You Know It.....	75
Good Workers Rule! Grade 1 Guidance Lessons	77
Grade 1 Guidance Lessons Unit Overview	78

Classroom Desk Display Sample	79
Classroom Desk Display Posters	80
Career Necklaces	86
Suggestions for Career Necklaces	92
Good Workers Rule Grade 1 Student Survey	93
Good Worker Song	94
Lesson 1: What Good Workers Do	95
Think, Say, Do	101
_____ is a Good Worker	102
Lesson 2: Good Workers Keep Their Tools Organized	103
Eura Gets Organized	107
Good Workers Keep Their Tools Organized	109
Lesson 3: Good Workers Pay Attention	110
Eura Learns About Paying Attention	114
Good Workers Pay Attention	116
Lesson 4: Good Workers Cooperate with Others	117
Eura Learns About Cooperation	123
Cooperative Behavior Cards	125
Good Workers Cooperate with Others	128
Lesson 5: Good Workers Complete Their Work on Time	129
Eura Learns About Time-Wasters	134
Cut Out Time-Wasters!	136
Good Workers Complete Their Work on Time	137
Lesson 6: Good Workers Try to Do Their Best	138
Tooltown	144
Good Workers Try to Do Their Best	148
Good Workers Rule!	149
Good Workers Rule! Teacher Feedback Form	150
Good Workers Rule! Grade 2 Guidance Lessons	151
Grade 2 Guidance Lessons Unit Overview	152
Good Workers Rule! Student Workbook	153
Good Workers Rule! Teacher Pre-Survey	160
Good Workers Rule! Grade 2 Student Survey	161
Good Worker Song	162
Lesson 1: W = Want to Work Hard	163
W Poster	168
Good Workers Want to Work Hard Poster	169
A World of Good Workers	170
Lesson 2: O = Organize Tools	171
Good Workers Organize Sign	177
O Poster	178
Good Worker Rule #1 Poster	179
The Story of a Lost Paper	180

Lesson 3: R = Respect Other Workers	182
Good Workers Cooperate Sign.....	187
R Poster.....	188
Good Worker Rule #2 Poster.....	189
Cooperation Guideline Posters.....	190
Lesson 4: K = Keep Trying and Persevere	196
Good Workers Persevere Sign	201
K Poster.....	202
Good Worker Rule #3 Poster.....	203
Three Strategies For Persevering Posters	204
Lesson 5: E = Exercise Self-Management.....	207
Good Workers Self-Manage Sign	211
E Poster.....	212
Good Worker Rule #4 Poster.....	213
Stop Poster	214
Look, Think, Do! Poster	215
Lesson 6: R = Reach for and Achieve Goals	216
Good Workers Achieve Sign.....	221
R Poster.....	222
Good Worker Rule #5 Poster.....	223
Step Posters.....	224
Cut It Out!	228
Dear Parent/Guardian Letter	229
Good Workers Rule! Teacher Feedback Form	230

Good Workers Rule! Classroom Reinforcement Ideas.....231

Classroom Reinforcement – Idea #1: “Catch‘em” with a Song.....	232
Classroom Reinforcement – Idea #2: Reproducible Award.....	233
Classroom Reinforcement – Idea #3: Front-of-the-Room Tally	234
Classroom Reinforcement – Idea #4: Buttons.....	235
Classroom Reinforcement – Idea #5: Desk Reminders	236
Classroom Reinforcement – Idea #6: Target a Goal!	237
Classroom Reinforcement – Idea #7: Suggested Reading	239

Good Workers Rule! K-Grade 2 Guidance Activities241

Good Workers Rule! Staff Survey – Pre-Assessment	242
Time Management Week.....	243
Do You See a Good Time Manager?	244
Use Your Time Wisely!.....	245
Good Worker Class Spirit: Time Management	246
Paying Attention/Listening Week.....	247
Pay Attention!.....	248
Be Your Own Boss!.....	249
Good Worker Class Spirit: Paying Attention	250

Cooperation Week	251
It's Great When We Cooperate!.....	252
Cooperate!	253
Good Worker Class Spirit: Cooperation.....	254
Best Effort Week	255
Go for It!.....	256
Keep Trying!.....	257
Good Worker Class Spirit: Best Effort	258
Organization Week	259
Put It Back	260
Stay Organized!	261
Good Worker Class Spirit: Organization.....	262
Good Workers Rule! Overview	263
Good Worker Interactive Bulletin Board	263
Suggested Activities.....	264
Good Worker Bookmarks	265
Good Workers Rule! Parenting Ideas for At Home Practice.....	267
Shaping Desired Behavior	268
Reinforcing Good Work Habits	269
Parent Tips: Managing Time at Home	270
Parent Tips: Paying Attention at Home	271
Parent Tips: Cooperating at Home	272
Family Meeting Format.....	273
Parent Tips: Giving Your Best Effort at Home.....	274
Parent Tips: Organizing at Home	275
Family Behavior Chart: Time Management	276
Family Behavior Chart: Paying Attention	277
Family Behavior Chart: Cooperation	278
Family Behavior Chart: Best Effort	279
Family Behavior Chart: Organization.....	280
Parent Scripts	281
Piece Together a Tailor-Made Parent Workshop	283
Workshop for Parents Only.....	284
Make a Plan, Be a "Good Worker" Fan!	285
Family Workshop for Parents and Students	286
Family Workshop Coloring Pages	288
From My Point of View.....	293
Let's Make a Deal!	294
Workshop Feedback Form	295
Workshop Outcome Form.....	296

GOOD WORKERS RULE!

Introduction

Good work habits are essential to the success of every student. This book focuses on five elementary student work habits often cited as having an impact on classroom performance:

- Giving your best effort
- Paying attention
- Getting along with others
- Being organized
- Managing time

Every guidance curriculum encompasses objectives which deal with effective work habits. Traditionally, school counselors teach classroom guidance lessons on these topics. This program is designed to teach these five essential work habits in a variety of ways with the purpose of reaching and motivating each student.

The program offers:

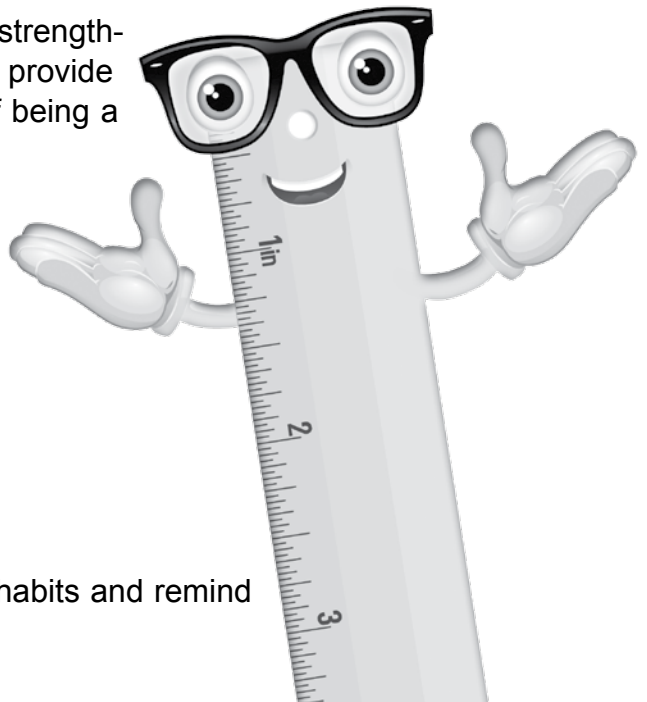
- Classroom lessons for kindergarten through Grade 2 with unique characters, activities, and songs to help students remember the skills presented
- Follow-up activities for teachers to use to reinforce the lessons
- Grade level guidance activities
- Ideas for parents

Whether it's a whole class or grade level in need of strengthening one or all of these work habits, this book will provide an overall approach to teaching the importance of being a good worker.

Throughout the program, students are introduced to characters created from everyday school tools:

- Inchy, the ruler
- Cloris, the crayon box
- Captain Stucco, the glue bottle
- Professor Sharp, the scissors
- Zippy, the backpack

These lovable characters represent specific work habits and remind students to use each *Good Worker Rule*.



In addition, the program connects specific school work habits to those required to be successful in the world of work. This helps students to realize how important it is that all workers manage their time, are organized, try their best, pay attention, and get along with co-workers.

This book was written to meet the needs of students. The content is formatted so specific ideas can be selected for presenting one or more of the targeted work habits in single lessons or as comprehensive study skills units.

The lessons are aligned with the *ASCA Mindsets & Behaviors for Student Success* (page 10) and include suggestions for evaluating the program.

Assessment

Pre/post-surveys/tests are included to assess the students' comprehension of the concepts presented in the program. A staff survey is also included to establish school-wide needs and to monitor progress from year to year. The outcome data can be found through comparison of the student report card grades before and after the use of these activities. In addition, school's statistics for the number of referrals based on these academic behaviors can be a source of information when determining the effectiveness of the strategies presented in *Good Workers Rule!*

Instructions for Using the CD

The CD found inside the back cover provides ADOBE® PDF files of the book's reproducible workbook pages, activity sheets, posters, stories, and forms. Many of the PDFs may be printed in color or grayscale. Choose the appropriate setting on your computer. These files cannot be modified/edited.

System requirements to open PDF (.pdf) files: Adobe Reader® 5.0 or newer (compatible with Windows 2000® or newer or Mac OS 9.0® or newer).

THIS CD MAY NOT BE DUPLICATED OR DISTRIBUTED.

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LESSON 2

I Can Try to Do My Best

ASCA Mindset Standards:

5. Belief in using abilities to their fullest to achieve high-quality results and outcomes
6. Positive attitude toward work and learning



ASCA Behavior Standards:

Learning Strategies:

6. Set high standards of quality

Self-Management Skills:

5. Demonstrate perseverance to achieve long- and short-term goals

Social Skills:

8. Demonstrate advocacy skills and ability to assert self, when necessary

Learning Objective(s):

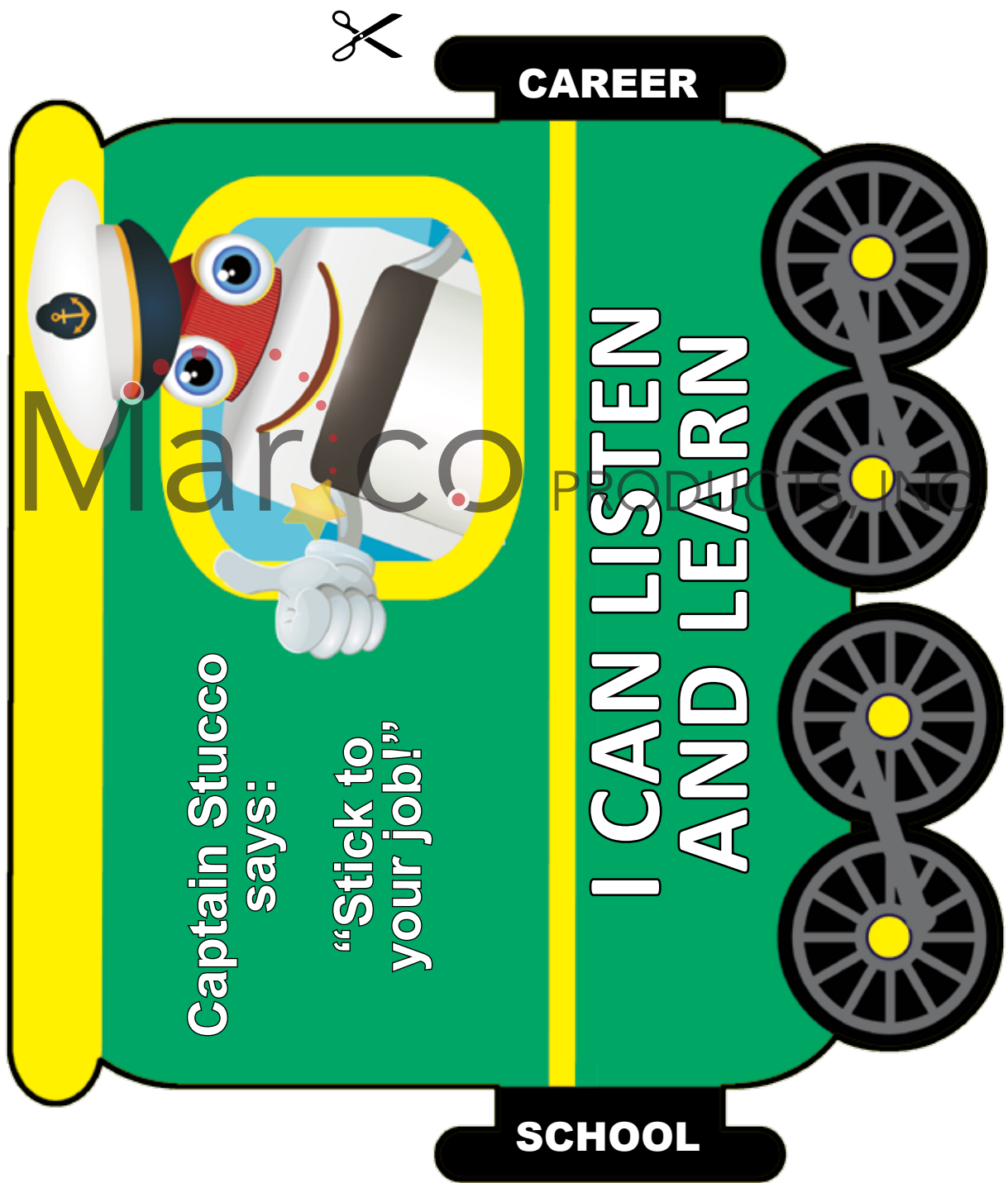
- ▶ To understand the importance of giving ones best effort when doing a job
- ▶ To accept mistakes as part of learning
- ▶ To review how to ask for help

Materials:

- ▶ For the leader:
 - A hat, outfit, uniform, or picture representing a particular career
 - Wooden train whistle (if available)
 - Good Worker Song* from lesson 1 (page 14 or CD)
 - Buddy boy puppet
 - Bag to hold Buddy puppet
 - Copy of the book, *The Little Engine That Could*, by Watty Piper
 - Train Car #1* visual display (page 28 or CD)
 - Scissors
 - Tape or stapler and staples
- ▶ For each student:
 - I Can Try to Do My Best* activity sheet (page 27 or CD)
 - Pencil

Train Car #2

Cut out this picture and tape or staple it behind train car #1.





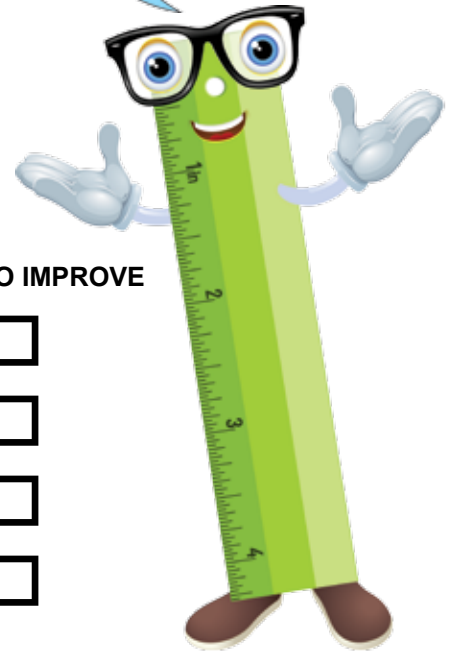
**I'm
Professor Sharp.
You keep
wasting time!**

**CUT (snip)
IT (snip)
OUT (snip)!**

Marco **PRODUCTS, INC.**
**CUT OUT
TIME-WASTERS!**

Good Workers Try to Do Their Best

Measure
your effort!



How hard am I trying?

I NEED TO IMPROVE

- Organizing my tools
- Paying attention
- Cooperating with others
- Using time wisely

Mar★co PRODUCTS, INC.

Ways to keep trying and do one's best:

Think about being proud.

Think about a cheering crowd.

Think about helping yourself out loud.



GO FOR A 12!

Classroom Reinforcement – Idea #4: Buttons

Cut out the “buttons” below. Pin (or tape) the buttons to your shirt or blouse. To remind students to practice good work habits, simply point to the button!



Paying Attention/Listening Week

ASCA MINDSET STANDARDS
6. Positive attitude toward work and learning
ASCA BEHAVIOR STANDARDS
Self-Management Skills:
2. Demonstrate self-discipline and self-control
Social Skills:
1. Use effective oral and written communication skills and listening skills

Specific Objectives:

- ▶ To teach K-2 students the importance of paying attention and listening in order to be successful in school
- ▶ To help K-2 students connect focusing with learning

Suggested Activities for Teachers:

1. Lead a discussion using the questions below about the importance of paying attention and listening both in and out of school.

Do people need to pay attention when they are at work?
How does someone know if you are paying attention?
How do you feel when someone listens to you?
2. Present “mystery noises” for students to identify.
3. Test the students’ power of observation by seeing if they can spot something changed in appearance. After lunch or at another time of the day, have the teacher change something about his or her appearance by wearing a scarf, watch, earring, etc. Other changes could be using a piece of white chalk on the board in the morning and changing it to a color in the afternoon or having a picture displayed in the morning and removing it in the afternoon. When the activity is completed, explain its purpose was to help them know the importance of paying attention. Have a short discussion about how paying attention can help them in their school assignments.
4. Teachers can wear a paper “button” that says: *“Roses are red. Violets are blue. To pay attention completely, stick like glue!”*
5. Give the students an activity sheet to complete, then discuss the completed activity sheets. (Kindergarten, page 248 or CD and Grades 1-2, page 249 or CD)
6. As a class project, use the *Good Workers Class Spirit Paying Attention & Listening* chart (page 250 or CD). Plan a class reward when improvement is noted.

Reinforcing Good Work Habits

The following pages are grouped into three different categories. Each category includes ideas to help involve parents in the reinforcement of good work habits. Each of the five *Good Worker Rules* is represented in each category. Outlines for special parent workshops are also presented at the end of this chapter.

1. **Parent “Tip Sheets”** (PAGES 270-275 OR CD)

These lists can be shared with parents in a letter sent home after a guidance lesson, through a school newsletter, on the counseling department’s web page, during a parent–teacher report card conference, while consulting with parents individually, or through a parent workshop or webinar.

The tip sheets provide a variety of ways to encourage and reinforce each work habit—time management; paying attention; cooperation; giving your best effort; and organization.

2. **Family Behavior Charts** (PAGES 276-280 OR CD)

With any attempt to improve behavior it is recommended that a manageable goal be established and, when met, the goal is redefined and increased gradually. It’s important that each member of the family realize the need for improvement and be motivated to change his or her behavior. Children need to be included in a family discussion before any of these charts are presented, and it is important to focus on only one or two behaviors at a time.

Everyone needs to contribute to the formulation of the plan and make a commitment to work together. The charts are set up for a weekly goal, however, modifications can be made to the designs to track daily goals. The chart should be displayed in a visible place to serve as a daily reminder of the project. Families that use charts together bring hearts together!

3. **Parent Scripts: Comments and Compliments** (PAGES 281-282 OR CD)

There are many opportunities at home for children to practice each work habit. Parents need to think about everyday situations in life and ask themselves the following questions.

When is managing my time important to the family?

When does my child need to pay attention?

Where is my child’s cooperation needed?

How can my child give his or her best effort at home?

What areas can my child be responsible for organizing?

Once parents get in the habit of looking for opportunities for their children to exhibit good work habits, they can verbally encourage the behavior and be ready to praise the child by saying something positive to him or her.