



**KIPLING  
ELEMENTARY  
SCHOOL**



# **THE LEADER IN ME PARENT HANDBOOK**



Dear Kipling Parents and Families:

**Leader in Me** has been an important part of Kipling School for the past four years. Through lessons, activities, and leadership opportunities, students have been encouraged to model the **7 Habits of Highly Effective People** in their daily lives.

This year, we have reactivated our Parent Lighthouse Team to build a stronger sense of community and encourage the use of these principles/habits at home. The goal of our team is to engage Kipling families in learning about the 7 habits, and to foster leadership behaviors in their children outside of school. We have developed this family toolkit as a way of providing you with information about the **7 Habits of Highly Effective People**, as well as suggestions for how you can create positive family experiences at home.

Enclosed you will find a toolkit designed specifically to help us employ **Leader in Me** strategies at home. The Parent Lighthouse Team hopes you will find this guide to be helpful in raising the promising leaders we know our kids can be! Please feel free to reach out if you have any questions or if you are interested in joining our team.

Sincerely,

The Parent Lighthouse Committee



# WHAT IS A LEADER?

**Leader in Me** asks us to rethink our definition of leadership. Typically, we think of a leader as a highly visible person leading a group. Yes, this is one form of leadership, but leadership is far more than leading people. What about the child who does not feel comfortable in this role? Can he/she not be a leader? By redefining leadership, **Leader in Me** helps each student find value in his or her unique capabilities. With this new mindset, we can redefine a leader as someone who:

- inspires trust
- operates with integrity
- demonstrates character
- has a vision
- leads by example
- takes people where they ought to go
- uses their unique abilities to bring out the best in themselves and others

Wouldn't it be great if all of our students displayed some or all of these qualities throughout their daily lives? **Leader in Me** can help us get there.



# THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE

## HABIT 1

Be Proactive® I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

## HABIT 2

Begin With the End in Mind® I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

## HABIT 3

Put First Things First® I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

## HABIT 4

Think Win-Win® I balance courage for getting what I want with consideration for what others want. When conflicts arise, I look for a win-win solution.



# THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE CONTINUED

## HABIT 5

Seek First to Understand, Then to Be Understood® I listen to other people's ideas and feelings. I try to see things from their viewpoint (paradigm). I listen to others without interrupting. I listen with my ears, my eyes, and my heart. I am confident in voicing my ideas.

## HABIT 6

Synergize® I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas because I know that by teaming with others, we can create better solutions than what any one of us could alone. I look for Third alternatives.

## HABIT 7

Sharpen the Saw® I eat right, exercise, and get enough sleep (body). I learn in lots of ways and lots of places, not just at school (brain). I spend time with family and friends (heart). I take time to find meaningful ways to help people (soul). I balance all four parts of myself.

## The 7 Habits and Practices

Habit	Definition	What it looks like in Practice
<b>1. Be Proactive</b>	You're in Charge of Yourself	<ul style="list-style-type: none"> <li>● Pause and think before you respond</li> <li>● Focus on the things you can control</li> <li>● You are free to make your own choices</li> <li>● You can decide how you feel about something (carry your own weather)</li> </ul>
<b>2. Begin With the End in Mind</b>	Have a Plan	<ul style="list-style-type: none"> <li>● Think of what you want to accomplish and how you can get there</li> <li>● Live your mission statement and set personal goals</li> </ul>
<b>3. Put First Things First</b>	Work first, Then Play	<ul style="list-style-type: none"> <li>● Focus on what is most important (Big Rocks)</li> <li>● Prioritize what you do and when you do it</li> <li>● Stick to what you think is most important (stay true in your moment of choice)</li> </ul>
<b>4. Think Win-Win</b>	Everyone Can Win	<ul style="list-style-type: none"> <li>● Look for things that are mutually beneficial and fair</li> <li>● Consider other people's wins as important as your own</li> <li>● Remember there is enough for everyone (abundance mentality)</li> </ul>
<b>5. See First to Understand, Then to be Understood</b>	Listen before you speak	<ul style="list-style-type: none"> <li>● Listen with empathy and desire to understand the other person's point of view</li> <li>● Ask clarifying questions</li> </ul>
<b>6. Synergize</b>	Together is better	<ul style="list-style-type: none"> <li>● Build on each other's strengths/differences</li> <li>● Look for ideas/solutions that combine ideas (the third alternative)</li> </ul>
<b>7. Sharpen the Saw</b>	Balance Feels Best	<ul style="list-style-type: none"> <li>● Take time to do things that you enjoy and help you recharge (body, mind, heart, spirit)</li> </ul>

Information in chart modified from *Leader in Me*- Highly Effective Practices



# 1

## LEARNING ABOUT HABIT 1: BE PROACTIVE

With your child, think of ideas on how they can Be Proactive at home. Picking out their clothes at night, getting dressed in the morning, making their beds, picking up their toys, or packing their school bag are examples of being proactive. Choose one idea and write it on the line.

I will Be Proactive at home by:

Display this page where you and your child will see it. Together, count how many times he/she is proactive each day and have your child color the bar chart up to that number.

4					
3					
2					
1					

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY



# 2

## LEARNING ABOUT HABIT 2: BEGIN WITH THE END IN MIND®

Begin With the end in Mind means to think about how you would like something to turn out before getting started.

Think of something your child has been trying to learn. Help him or her write it below; this is the end in mind.

My end in mind is:

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---

Display this page where you and your child can see it. For each day, have your child color in the day of the week he or she worked on the end in mind. Encourage your child so he or she is able to color all five days!

I WAS THE "LEADER OF ME" ON MONDAY.	I WAS THE "LEADER OF ME" ON TUESDAY.	I WAS THE "LEADER OF ME" ON WEDNESDAY.	I WAS THE "LEADER OF ME" ON THURSDAY.	I WAS THE "LEADER OF ME" ON FRIDAY.
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# 3

## LEARNING ABOUT HABIT 3: PUT FIRST THINGS FIRST®

Put First Things First means to decide what is most important and take care of it first.

Talk with your child about the single most important thing he or she could do to help in the morning. Have him or her draw a picture doing that important thing. Display this page where you and your child will see it.





# 4

## LEARNING ABOUT HABIT 4: THINK WIN-WIN®

Think Win-Win is a belief that everyone can win. It's not me or you, it's both of us. It's working on a solution until both people are happy with it.

Display this page where you and your child will see it. Talk to your child about how he or she used win-win thinking each day. Write it on the line.

On Monday, I used win-win thinking when I

-----

On Tuesday, I used win-win thinking when I

-----

On Wednesday, I used win-win thinking when I

-----

On Thursday, I used win-win thinking when I

-----

On Friday, I used win-win thinking when I

-----



# 5

## LEARNING ABOUT HABIT 5: SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

Listening shows that you care about your child. Have your child draw a picture showing a time when he or she listened to someone important. Display this page where you and your child will see it.

I will show \_\_\_\_\_ I care about him or her by listening  
with my ears, my eyes, and my heart.



# 6

## LEARNING ABOUT HABIT 6: SYNERGIZE

Synergy is achieved when two or more people work together to create a better solution than either would have thought of alone. It's not your way or my way, but a better way.

With your child, discuss a problem you may have at home, like bedtime or dinner. Practice Seek First to Understand, Then to Be Understood when discussing solutions. Use the synergizer (below) to summarize your child's solution and then your solution. Together, try to reach a better solution than either of you would have thought of alone. The key is to really listen to each other.

Display this page where you and your child will see it.

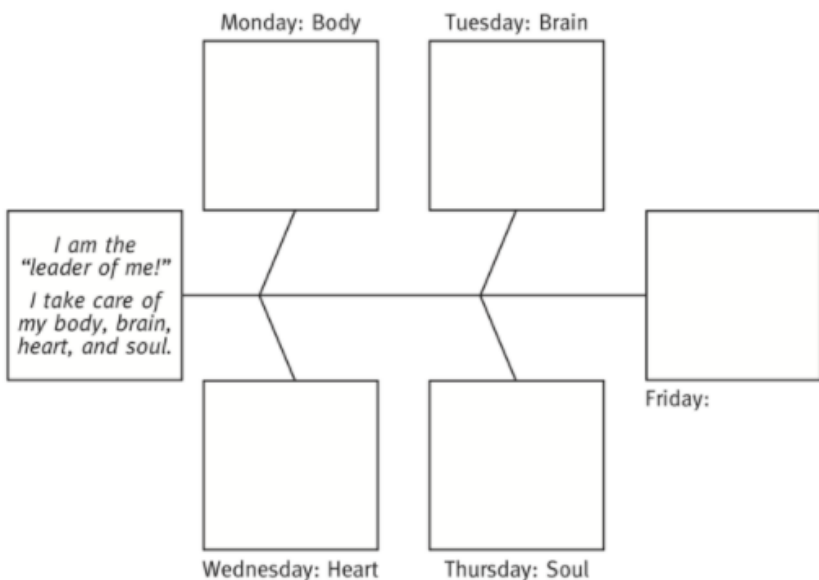
<b><i>Your child's solution...</i></b>	
	<b><i>A better solution....</i></b>
<b><i>Your solution.....</i></b>	



# 7 LEARNING ABOUT HABIT 7: SHARPEN THE SAW®

Sharpen the saw means to have balance in your life. Just like a car needs four tires to operate smoothly, your child has four parts: body, brain, heart, and soul. All four parts are needed to operate smoothly.

Display this page where you and your child will see it. Use the fishbone diagram below to help your child focus on taking care of one part each day. Let Friday be a "choice" day.





# BOOKS THAT REINFORCE THE 7 HABITS



## Habits:

- ***The Berenstain Bears and the Bad Habit*** by Stan and Jan Berenstain
- ***Bread and Jam for France*** by Russell Hoban
- ***D. W., Picky Eater*** by Marc Brown
- ***Berenstain Bears and Too Much Teasing*** by Stan and Jan Berenstain
- ***Sam Who Never Forgets*** by Eve Rice

## Paradigms:

- ***Frederick*** by Leo Lionni
- ***Smoky Night*** by Eve Bunting
- ***Ira Sleeps Over*** by Bernard Waber
- ***Stone Soup*** (any version)
- ***Strega Nona*** by Tomie dePaola

## Habit 1 - Be Proactive:

- ***Amazing Grace*** by Mary Hoffman
- ***The Little Engine that Could*** by Watty Piper
- ***King Bidgood's in the Bathtub*** by Audrey Wood
- ***The Very Lonely Firefly*** by Eric Carle
- ***The Carrot Seed*** by Ruth Krauss

## Habit 2 - Begin with the End in Mind:

- ***The Very Busy Spider*** by Eric Carle
- ***Whistle for Willie*** by Ezra Jack Keats
- ***Click, Clack, Cows that Moo*** by Doreen Cronin
- ***Pancakes, Pancakes*** by Eric Carle
- ***Galimoto*** by Karen Lynn Williams

## Habit 3 - First Things First:

- ***Froggy Gets Dressed*** by Jonathan London
- ***The Little Red Hen*** by Paul Galdone
- ***The Very Hungry Caterpillar*** by Eric Carle
- ***Alejandro's Gift*** by Richard E. Albert
- ***Jamaica's Find*** by Juanita Havill

## Habit 4 - Think Win-Win:

- ***Alexander and the Wind-Up Mouse*** by Leo Lionni
- ***The Rainbow Fish*** by Marcus Pfister
- ***The Doorbell Rang*** by Pat Hutchins
- ***The Very Clumsy Click Beetle*** by Eric Carle
- ***Let's Be Enemies*** by Janice May Udry



# BOOKS THAT REINFORCE THE 7 HABITS CONTINUED



## Habit 5 - Seek First to Understand then to Be Understood:

- *Stellaluna* by Janell Cannon
- *The True Story of the Three Little Pigs* by Jon Scieszka
- *The Runaway Bunny* by Margaret Wise Brown
- *Are You My Mother?* by P.D. Eastman
- *Is Your Mama a Llama?* by Deborah Guarino

## Habit 6 - Synergy:

- *Ox-Cart Man* by Donald Hall
- *Swimmy* by Leo Lionni
- *A Chair for My Mother* by Vera B. Williams
- *Clifford's Spring Clean-Up* by Norman Bridwell
- *How the 2nd Grade Got \$8205.50 to Visit the Statue of Liberty* by Nathan Zimelman

## Habit 7 - Sharpen the Saw:

- *Owl Moon* by Jane Yolen
- *The Snowy Day* by Ezra Jack Keats
- *Don't Let the Pigeon Stay Up Late!* by Mo Willems
- *Henry Hikes to Fitchburg* by D. B. Johnson
- *Me! Am!* by Jack Prelutsky



THANK YOU FOR TAKING THE TIME TO  
GO THROUGH THIS TOOLKIT WITH YOUR  
STUDENT. WE HOPE YOU FOUND IT  
HELPFUL.

PLEASE HELP US MAKE THIS TOOLKIT  
BENEFICIAL FOR EVERYONE BY TAKING  
THIS BRIEF SURVEY:  
[DPS109.NEWS/KIPLIMSURVEY.](https://dps109.news/kiplimsurvey)