

When responding to any adult, answer with a clear "Yes" or "No".
Just nodding or using slang words is disrespectful.

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.

When one person claps, we all clap.

This is a kind way to congratulate people for winning a game or doing something well.
Clap with the full part of both hands so that your clap can be heard.

During discussions, compliment ideas that you agree with.

Use statements like:

"I agree you, and I also feel that ..." or

"I think you made an excellent observation, and it made me realize ..."

During discussions and conversations, respect other students' comments, opinions, and ideas –
even if you disagree with them.

You can disagree respectfully using statements like,
"I disagree with you. You made a good point, but I feel that ..."

If you win or do well at something, do not brag. If you lose, do not show anger or respond with sarcasm.
Try comments like, "Good game," or "I enjoyed the competition and I look forward to playing you again."

If you are asked a question in conversation, you should ask a question in return.
It is polite to show others that you are just as interested in them as they are in you.

When you cough, sneeze or burp, cover your mouth with the full part of your hand.
Afterward, you should say, "Excuse me."
Do not pick your nose in public.

Do not show disrespectful gestures or body language. This includes rolling your eyes and sighing.
Whether you are seated or standing, use good posture to show that you are interested and respectful.

Always say thank you when you are given something.

Handwritten thank you notes are appropriate when you are given a gift.

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.

Answer all written questions with a complete sentence.

For example, if the question asks,
"What is the capital of Michigan?"
you should respond by writing,
"The capital of Michigan is Lansing."

In conversation with others, it is respectful to use complete sentences.

For example, if a person asks,

“How are you?”

you should respond by saying,

“I’m doing fine, thank you.

How about yourself?”

Avoid one-word answers.

Respect due dates and the time that events are scheduled to begin.

If you know that there will be a problem, ask for more time in advance.

Otherwise, turn your work in and arrive on time.

Make every effort to be as organized as possible.

While you are with a substitute teacher or when we have a guest speaker,

obey the same rules that you follow when your teacher is with you.

(I know this is hard, but it is important.)

Stay seated and focused when someone is teaching you.

You are welcome to get a drink, use the bathroom or sharpen your pencil,

but this should be done during your work time.

Learn the names of the adults in your life, including teachers in our school and your neighbors at home.

Greet them by saying things like, “Good morning, Mrs. Garcia,” or

“Have a wonderful afternoon, Mrs. Van Dyken.”

Always flush the toilet and wash your hands after using the restroom.

If an adult is speaking to a student and you think they might be in trouble, do not look at that student.

You wouldn’t want others looking at you if you were in trouble or being reprimanded,

so show them respect in the same situation.

Make a point to frequently use the name of those in service professions when they are helping you.

This includes custodians, cashiers, nurses, bus drivers, and waiters.

Listen closely when they introduce themselves to you, or take a quick look at their nametag before speaking.

Clean up your space when you are finished eating.

It is important to be responsible for your trash no matter where you are.

Do not litter.

If someone drops something, pick it up and hand it back to them.

Even if they are closer to the dropped object, it is polite to make the gesture of bending down to retrieve the item.

As you walk through a door, look behind you to see if you can hold it open for someone else.

When holding a door that opens inward, push the door, enter yourself, and then stand to the side.

When holding a door that opens outward, pull the door open and stand to the side,

letting the other person enter before you.

If someone bumps into you – even if it was not your fault – say, “Excuse me.”

Even if a play or an assembly is boring, sit through it quietly and pretend that you are interested.

The performers and presenters are doing their best.

Keep your hands and voice quiet except clapping at the end of the performance.

When in a line, walk single file so that you are close (but not too close) to the person in front of you.

Keep your arms at your sides and your hands to yourself. Face forward at all times and be quiet.

If someone is bothering or hurting you, let an adult know. It is their job to protect you; trust that they will.

Do not take matters into your own hands.

No matter what the circumstances, always be honest.

Even if you have done something wrong, it is best to admit it and apologize.

Telling the truth makes others respect you.

Apologize.

An apology has three parts.

Use the words "I'm sorry," admit exactly what you did wrong, and then ask for forgiveness.

Apologies can be written or spoken, but should never include excuses.

When someone gives you a compliment, smile and thank them.

There is no reason to contradict the kind words, even if you feel embarrassed.

Give compliments.

Be sincere and be truthful.

Try to compliment people on something other than their physical appearance.

People love being around kind kids and teenagers.

Do not interrupt grown-ups who are speaking with each other unless there is an emergency.

They will notice you and respond when they are finished talking.

If you need to get someone's attention right away, the phrase "excuse me" is the most polite way to enter a conversation.

When an adult has welcomed you as their guest, look them in the eye, shake their hand, and thank them before leaving.

It is polite to thank them by name for having you over and for the good time you had.

Keep negative opinions to yourself.

The world is not interested in what you dislike.

Keep a napkin on your lap while you are eating, and use it to wipe your mouth when necessary.

Learn to use eating utensils properly.

Don't reach for things at the table; ask politely (use "please") to have them passed to you.

Learn to make proper introductions.

Include names in introductions, paying attention to what the people you are introducing would likely call each other.

Introduce yourself to new people you encounter at school or at home by saying hello and telling the stranger your name.

Learn to use "Can I" and "May I" correctly.
If you are seeking permission, "May I please..." is the way to ask.

In your writing, always use homophones correctly.

Homophones that are often used incorrectly:

aloud/allowed, buy/by/bye, its/it's, knew/new, know/no, meat/meet,
peace/piece, some/sum, there/they're/their, to/too/two, your/you're