

Guide to

MANNERS

At School

IN THE CLASSROOM

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| Be on time & do your best | Sit properly & work quietly |
| Raise your hand to speak | Keep our classroom clean |
| Avoid blurting | Follow directions |
| Pay attention & stay focused | Ask permission if it isn't yours |
| Keep organized | Complete your homework |

AROUND THE SCHOOL

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| Say hello and goodbye | NO Bullying |
| Hold the door open for people | If you bump into someone, say sorry |
| No inappropriate language | Be safe in all you do. |
| Respect other people's property | Keep our school clean |
| Cover your mouth when sneezing or coughing | Be humble & be appreciative |

WITH ADULTS

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| Look people in the eye | Be respectful |
| Don't interrupt | Say "excuse me" to get attention. |
| Say please and thank you. | Follow directions |
| Be helpful | Show your best behavior. |
| <u>Always</u> tell an adult about unsafe actions, emergencies & bullying. | |

WITH CLASSMATES

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| Use kind words & give compliments | Don't make fun of anyone |
| Be patient, take turns, and share | Avoid tattle-telling |
| Avoid being bossy | Admit it when you make a mistake |
| Don't be afraid to say sorry | Mind your own business |
| Don't spread rumors | Be a team player |

