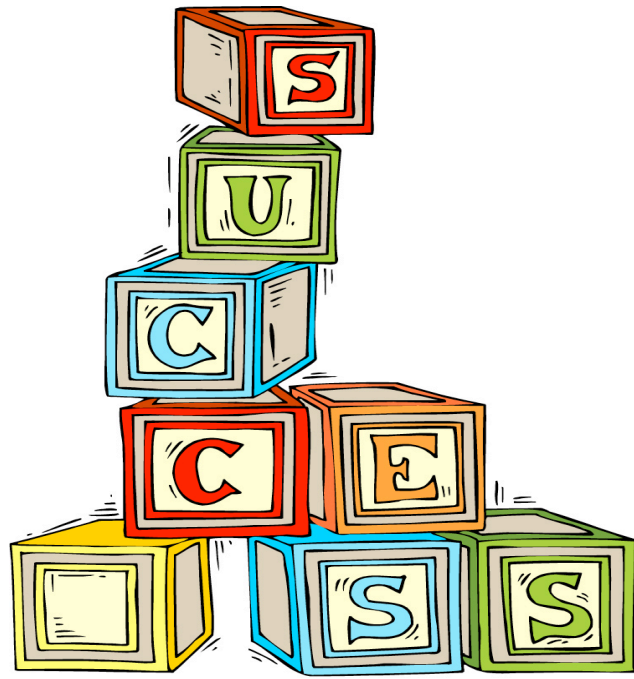


# BATHROOM



1. The bathroom is a walking zone.
2. The bathroom is a quiet zone.
3. The bathroom is a clean and healthy zone.
4. The bathroom is conservation zone. We don't waste paper, soap, water, or electricity.
5. Go, Flush, Wash your hands, Dry your hands, leave.

# *Building Blocks to*



**A:** Always do your best.

**B:** Be responsible.

**C:** Cooperate with each other.

**S:** Show respect to all.



# FIELDTRIPS

(Teachers: Review skill builders for How to Greet Someone and Respond and Saying Please, Thank You, and Excuse Me.)

1. Use your best manners with all adults involved (bus drivers, docents, parent volunteers).
2. Stay with your class or group at all times.
3. Follow all directions the FIRST time given.
4. Use a #2 voice on the bus.
5. Show good manners by asking questions at the appropriate time.
6. Food and drink should be consumed at the appropriate time and place.

# Hallways



1. Students must have permission to be in the hallways (with a pass).
2. Use Level 1 (Spy Talk) through hallways.
3. Go directly to your destination without stops.
4. Keep your hands and feet to yourself.
5. Walk on the right hand side of the hallway when in line.

# **L u n c h r o o m**



- 1. No talking past the serving line.**
- 2. Wait quietly for your turn.**
- 3. Say your name and "Hot lunch please" or "Milk only please."**
- 4. Be conservative with the food you take.**
- 5. Don't talk with your mouth full.**
- 6. Use a napkin to wipe your face.**
- 7. Clean up the area around yourself.**
- 8. Raise your hand to be excused.**



## **Skill Builder for Conflict Resolution**

1. Give an “I” message. Use your words.
2. If possible, talk the problem out together
3. Get away, give it up, and ignore it.
4. If the problem continues after following the first three steps, report to the teacher on duty.



## **Skill Builder for Please, Thank You, and Excuse Me.**

- 1) Say, “Please may I” when you are asking for something.
- 2) Say “thank You” when you are given something or someone does something for you.
- 3) Say “Excuse me” when you:
  - \*Are interrupting at an appropriate time
  - \*Bump into something accidentally
  - \*Hurt someone unintentionally
  - \*Have to pass through a line or a group of people in order to get by.



## **Skill Builder for Making a Request**

1. Get within an arm's length of the person with whom you are talking.
2. Say, "Excuse Me" with a smile.
3. Wait for eye contact from the person to whom you are speaking.
4. Say "Please may I \_\_\_\_."
5. Say "Thank You".





## **Skill Builder for Reporting Peer Behavior when Adult Help is Needed.**

- 1) Look at the adult.
- 2) Use a calm voice.
- 3) Describe your peer's behavior.
- 4) Suggest a possible solution.
- 5) Thank the adult for listening.



# **Skill Builder for How to Greet Someone and Respond**

1. Make eye contact.
2. Greet a person appropriately.  
Examples:
  - How was your weekend?
  - How are you?
  - Hello.
3. Respond appropriately when you have been greeted.  
Examples:
  - Good, and yours?
  - Fine, thank you.
  - Hi.



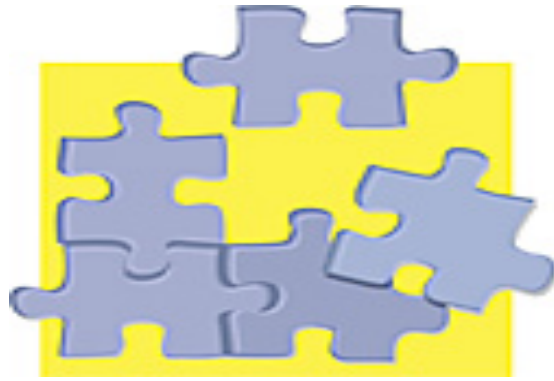
## **Skill Builder for Apologizing**

1. Look at the person.
2. Use a pleasant voice tone and body posture.
3. Make a specific statement of apology.  
Example: "I am sorry that I \_\_\_\_\_."
4. Tell the person what you will do differently next time.



## Skill Builder for How to Play Cooperatively

- Review specific rules for playground games.
- No closed games.
- Discuss ways to choose sides for a game.
- Give positive encouragement.
- There is no “I” in team.



## **Skill Builder for Problem Solving**

1. What is the problem?
2. What are some solutions?
3. For each solution ask:
  - Is it safe?
  - How might people feel?
  - Is it fair?
  - Will it work?
4. Choose a solution and use it.
5. Is it working?  
If not, what can I do now?



# **Skill Builder for Line** **Etiquette**

1. When walking or standing in a line, line up quickly and quietly.
2. Respect the space of others.
3. Face forward keeping hands and feet to self.
4. Wait for an adult to escort you.
5. Follow your line to its destination.
6. Walk on the right hand side of the hallway when in line.



# **Common Area: Assembly**

(Use restrooms and get drinks before assembly)

1. Quiet down quickly when the speaker appears on stage.
2. Remain seated on your pockets for the entire performance.
3. Keep your hands and feet to yourself.
4. Show good manners by asking questions at the appropriate time. It is not polite to have your hand up when someone is talking.
5. Show your best listening skills by keeping your eyes on the performance.
6. Show your appreciation by clapping at the appropriate times (no whistling, screaming or booing).



## **Skill Builder How to give a Compliment**

1. Make eye contact.
2. Make a positive statement.  
\*Include their name, if you know it.

## **Skill Builder How to Accept a Compliment**

1. Make eye contact.
2. Do not disagree with the compliment.
3. Thank the person.



# **Common Area: Playground**

## **Playground Expectations:**

- Follow the directions the first time.
- Keep your hands and feet to yourself.
- A pass is required to enter the building.
- Use the **benches** for quiet activities such as reading, drawing, or visiting.
- Captains are not allowed to pick teams. (FAIR TEAMS)
- Students are encouraged to keep all play areas clean.
- Students are encouraged to use the **benches** as the repair shop for problem solving.
- Any un-sportsmanship like behavior will result in a student's dismissal from the game.
- Shoes must be worn at all times.
- No digging on the playground.
- Stay off snow hills.
- No playing in area between playground and building.**

## **Blacktop Areas:**

- Play by school rules.
- Basketball, four square, two square, and the **ball wall** are the only BALL games allowed on the blacktop.
- No closed sport games.
- No tag or physical contact games are allowed on the blacktop.
- Keep hands off any part of the basketball hoop, rim, or net. NO DUNKING!

## **Equipment:**

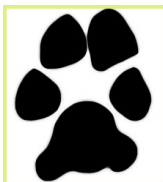
- Use playground equipment properly. (swings, climbing bars, jump ropes, balls, etc.)
- Take turns on the equipment.
- Snow, rocks, and wood chips stay on the ground.
- Colorful Equipment:
  - K-2 students before school.**
  - No running or tag games.
  - No climbing on the top of the equipment.
  - Slide, on your pockets feet first, one child at a time.
  - No feet on yellow railing.**
  - No balls on colored playground equipment.

## **Grassy Field:**

- No tackling.
- Stay away from the hedges.
- Stay within the designated boundaries.



## SKILL BUILDER PAWS



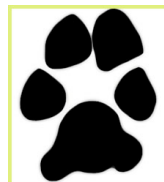
I have shown the following skill:

Apologizing  
Conflict Resolution  
Problem Solving  
Reporting to an Adult  
Complimenting Others  
Greeting Others  
Making a Request

I acted appropriately...

In the Lunchroom  
In an Assembly  
In the Bathroom  
In the Hallway  
In Line  
On the Playground  
During a Field Trip

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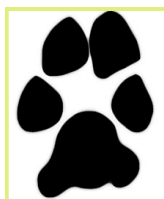
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# **Voices**



**#1 Spy Voices**

**#2 Soft Voice-  
Whisper**

**#3 Normal Conversation-  
Inside Voice**