



Minding Your Manners at School

**Teacher's Guide by
Barri Golbus**

**Produced by
Colman Communications Corp.**

CONTENTS

	Page
Program Overview	3
Student Objective	4
Suggested Lesson Plan	4
Introduction	4
Pre-Viewing Activities	5
Post-Viewing Activities	5
Transcript of the Video	6

All material in this program is the exclusive property of the copyright holder. Copying, transmitting, or reproducing in any form or by any means without prior written permission from the copyright holder or its distributor is prohibited by Federal Law (Title 17, U.S. Code Sections 501 and 506).

MINDING YOUR MANNERS AT SCHOOL

Time: 15 minutes

PROGRAM OVERVIEW

Minding Your Manners at School focuses on three aspects of school manners — being caring, courteous and careful. After the opening of the video, reporter Jane Johnson states that to be caring, a person has to *listen* when somebody tells you what’s on his or her mind. Then you can do thoughtful things, such as making a card for that person. Caring persons also welcome new students to their room. Moreover, caring persons are cheerful because most people don’t enjoy being around grumpy individuals. In addition, caring persons apologize when they make a mistake and they say “thank you” and “you’re welcome.” Finally, caring people don’t tease others. Next, good manners expert Aunt Gabby discusses proper etiquette when



borrowing school supplies. Correspondent Jim Smith then tackles the subject of courtesy in school. Sharing library books, playground equipment and indoor recess games are ways to be courteous. Courteous children also make sure not to disrupt their fellow students when they’re busy, and they always listen politely during show and tell time, during story time, and during assembly programs. Finally, courteous children are neat and orderly so others won’t have to pick up after them.

Aunt Gabby returns to discuss discourteous behavior when she was a child.

Josie Martinez then explains that being careful is a way to have good manners, too, because when you're careful, you do not place others in a dangerous situation. Josie then reviews safety rules on the playground, in the hallways and lunchroom, on the stairways, on the school bus, and on field trips.

Aunt Gabby ends the program with her advice on what to do when one coughs and sneezes in school.

STUDENT OBJECTIVES

After viewing this video and participating in the suggested activities, students should be able to do the following:

- (1) Name five ways to be caring in school.
- (2) Discuss how a person can exhibit courteous behavior in school.
- (3) Tell why being careful shows good manners.
- (4) Recount at least five ways a person can be careful in school.

SUGGESTED LESSON PLAN

Introduction

*Because good manners cannot be developed in the school setting alone, the producers of the **Minding Your Manners** programs have prepared four handouts for parents. The handouts, inserted in this guide, explain the program and offer tips so parents may reinforce the concepts presented in the classroom. We encourage you to duplicate the handouts, or adapt them to your parent population, so the adults in your students' lives will be able to participate in the learning process.*

If your students have seen the first video in this series, *Everyday Etiquette*, review the idea that good manners is treating others as they would like to be treated. If your students have not yet seen the video, discuss the Golden Rule. Help your students understand that treating others with respect and understanding creates a positive attitude among students in schools and among other people elsewhere. Ask, “Why is it more pleasant for everyone when people are polite and respectful toward each other?”

Pre-Viewing Activities

Tell your students that they are now going to see a video that shows how to have good manners in schools. Have your students express their own ideas on how to be polite in school. After your students have given their ideas, tell them that the program discusses how children can be caring, courteous and careful in school. Explain that those are the *Three C's* of school manners.

If you feel your students would get more from the program by viewing each of its three main sections separately (how to be caring, courteous and careful), you may find it useful to show the video once in its entirety, then show it again, one section at a time. Each section ends with “Aunt Gabby.”



Post-Viewing Activities

Ask the members of your class if anyone has ever made and/or given a card to a friend when that friend needed cheering up. When is it a good idea to give a card to a friend? Why is giving a card an example of caring behavior?

Does your class have a welcoming committee for new students? If

not, you might consider forming one. Ask your students what things the committee might need to do to make a newcomer feel welcome. Would they behave as Ben Denton and his friends?

Discuss Jane Johnson's review of what caring people *don't* do. Then, if you feel it is appropriate for your group, distribute the ***What Caring People Don't Do*** handout. If your students are too young to write, have them color and then discuss each picture. Emphasize why the behavior shown is uncaring and impolite. Help your class understand that making fun of others is not treating them as they want to be treated.



Discuss Jim Smith's report on courtesy. What were his major points? What are some other ways to be courteous in school? Have your students make a list of ways to be courteous in your school.

Review with your class Josie Martinez's list of dangerous behaviors and discuss why being careful is another way to have good manners. Make certain that your children understand that it's impolite to place a fellow student in danger. If appropriate, distribute the ***Don't Do This!*** handout. If your students are too young to write, have them color and then discuss each picture. Older students may write short stories about one or more of the pictures. Are there any other pictures that could be included in the collection, ones that would be especially appropriate to your school?

TRANSCRIPT OF THE VIDEO

MIKE: No doubt about it. This is a place where people have good manners, a school where the students are caring, courteous and careful.

Hi, my name is Mike Miller, and during this program, we're going to see how those "three C's" caring, courteous and careful can make your school a great place, too!

To help us, here are our three good manners reporters: Jane Johnson, Jim Smith and Josie Martinez.

Now, here's Jane to give us the inside story on, "how to be caring."

JANE: Thanks, Mike. If you're a caring person, you've got good manners. That's because good manners are really nothing more than thinking about how the other person wants to be treated, and then treating him or her that way.

In other words, you care about their feelings. But you have to know their feelings before you can really care about them.

That means you need to listen when somebody tells you what's on her mind.

SARAJANE: My mom had to go to the hospital last night.

BECKY: What's wrong with her?

SARAJANE: I don't know. It's really scary.

BECKY: Would you like to come over to my house after school?

JANE: A caring person does thoughtful things, perhaps invites a friend over when that friend needs company, or makes a card for her when she needs cheering up!

SARAJANE: Thanks, Becky. That's so nice of you!

BECKY: I hope it makes you feel better.

TEACHER: Class, I want to introduce a new student who's just moved here from North Dakota. His name is Joseph Perriman.

JANE: Sometimes you won't need to listen to find out how someone feels. Common sense will tell you. For example, when a new student comes to your room, you pretty well know that he's going to be a little nervous and uncomfortable.

So a person with good manners will help that new student feel right at home by introducing himself and his friends.

BEN: Hi, my name is Ben Denton, and these are my friends, Don McAlister and Phillip Monroe.

We play soccer with some other guys after school. You want to play?

JANE: Caring people are also cheerful because it's always more pleasant to be around someone who's happy than someone who's grumpy.

Of course, none of us can be cheerful all the time. And that's okay, too. But whenever possible, you should put on a sunny face.

BART: Excuse me!

JANE: People who are caring also apologize whenever they have an accident or make a mistake and they always say...

TINA: Thank you!

JANE: ...when someone gives them something or does anything nice for them.

And people with good manners answer with a pleasant...

MARY: You're welcome!

JANE: ...whenever they're thanked!

MIKE: Thank you, Jane.

JANE: You're welcome.

MIKE: You've given us a good picture of how a caring person shows his or her good manners in school. But it seems that a lot of what you've told us could be applied out of school, too.

JANE: That's a good point, Mike. Being cheerful, saying "thank you" and "you're welcome," listening to others, and welcoming newcomers are all things we can do outside of school, also.

MIKE: Is there anything that caring people *don't* do, Jane?

JANE: You bet! A caring individual doesn't make fun of a person's size, shape, color of skin, religious belief, or disability. Anyone who does that has terrible manners, and certainly isn't a caring person.

The same thing goes for people who gossip or spread rumors. They're

not thinking about how important it is to treat others as they want to be treated.

MIKE: Thanks again, Jane. Now, before we move on to our report on school courtesy, let's look at some viewers' mail with our good manners expert, Aunt Gabby.

AUNT GABBY: Today's first letter comes from Jeff Franklin of Amarillo, Texas. Jeff writes, "My friend, Russell, says that people with good manners don't borrow school supplies. I say it's okay, as long as you return on time whatever you've borrowed. Who's right?"

Well, Jeff, both of you are. Generally, a well-mannered person brings to class his or her own pencils, crayons, magic markers, scissors, papers, erasers and all other needed supplies.

But emergencies do arise. So sometimes they can't. In those cases, it's all right to borrow from a friend. But only if you return the borrowed item when you say you will.

And if you damage anything you've borrowed, you have to replace it, or fix it to your friend's satisfaction.

Of course, you should never borrow anything without permission, and you should be especially careful with borrowed items to make certain they're not lost or damaged.

Let me tell you, it just stings my socks when people lose or damage what I've loaned them!

Back to you, Mike.

MIKE: Thanks, Aunt Gabby. Next up, our reporter, Jim Smith, who's been looking into the importance of courtesy.

JIM: Mike, you could look at courtesy as the oil that helps every school run smoothly.

Without courteous students, a school simply can't operate at its best! So it makes a lot of sense for every student to be courteous.

And there are many ways to be courteous. Sharing is one of the best.

In your school library, for instance, it's always proper to share books, especially the popular ones that everybody likes to read.

And when it's time to check out library material, good-mannered students don't take too many favorites.

They let their fellow students check out some of those popular items, too.

Sharing is also important on the playground.

It's polite to let your classmates use any playground equipment they've been waiting for.

Besides, it's good for your muscles to use different kinds of equipment.

Sharing games during indoor recess is another way to be courteous.

Nobody likes to be known as a "game hog." Besides being persons who share, courteous children also are careful not to disrupt others.

They walk quietly through the hallways, without talking, so their fellow students won't be bothered by sounds similar to those made by a herd of stampeding elephants!

During quiet time in the classroom, courteous children never hut or act up, either.

In that way, everyone can work without disruptions.

During show and tell time, each person in the class listens politely. That's being courteous, too, because everyone will be able to hear what's being said.

And they don't talk or interrupt the speaker. As you can imagine he wants to get through his presentation without being distracted

And, as you know, it's always good manners to congratulate someone on a job well done.

Listening carefully to storytellers in the library is still another way to be courteous.

The same holds true when watching the performers in assembly programs. Talking during a performance would be very rude to the people on the stage as well as those around you who want to hear and watch what's going on.

Courtesy also means being neat and orderly so others won't have to do needless work.

If you throw your paper towels on the floor in the washroom, for example, somebody else has to take the time and effort to clean up your mess!

It's the same thing in the lunchroom. Courteous people pick up any food or wrappings they've dropped, and they place all their waste material in the waste basket, right where it belongs!

And we shouldn't forget to put away games used during indoor recess, either.

In short, then, if you're courteous, you help your school run smoothly.

And anyone can be courteous if he or she shares, listens politely, and cleans up after himself or herself.

M1KE: And treats others as they would like to be treated.

JIM: Right.

MIKE: Great job, Jim. Thanks. We'll be back with our final report in just a minute. But first, here again is Aunt Gabby.

AUNT GABBY: Our second letter comes from Maria Sanchez of Modesto, California. Maria asks the following question: "Aunt Gabby, when you were in school, did children ever do anything that was discourteous?"

Well, Maria, I have to admit that they did. Two things come to mind. First, when drawings were put up in the hallway, some students would walk by and touch them. That would get the drawings dirty, and sometimes it would smear them.

Let me tell you, that just burned my buttons!

The second thing some students did was write in their school books and library books. Sometimes they'd fold the pages in the books — you know, make those dog-eared pages, like this. Tsk! Tsk! Tsk! Tsk! Tsk!

Harming property, including library books and text books and drawings in the hallway, is bad manners and very discourteous. If you want to have good school manners, doing those things is a definite no-no!

Back to you, Mike.

MIKE: Thank you, Aunt Gabby. I'd like to add one other thing. It's also impolite to throw candy or gum wrappers, or old papers, or orange peels — or anything else like that — on your playground or school grounds.

A school littered with wrappers, papers and peelings is very unsightly. Your fellow students would much rather go to a clean, well-kept school free of litter.

Well-mannered students are not litter bugs.

And now, here with our final report, on being careful, is Josie Martinez.

JOSIE: Mike, being careful has a lot to do with having good manners. That's because when you're not careful, you endanger not only yourself, but others as well.

And that's not having good manners because you're not thinking of the other person when you place him or her in a dangerous situation.

We'll start on the playground where safety rules are very important.

For example, it's usually against the rules to climb up the slide the wrong way. And here's why!

There are also rules against getting too close to the swings — and for good reason!

Throwing heavy objects, such as bats, is something else that's forbidden on most playgrounds. And again, it's easy to see why!

Now, let's go inside to see how we can be careful when lining up in the hallway.

Pushing or shoving in line is not a good idea because it's just too dangerous! For example, you could get a chipped or broken tooth at the drinking fountain if you're shoved into it.

Pushing and shoving can cause terrible accidents in the lunchroom, too, as well as on the stairways and on the school bus.

And while we're talking about safety on school busses, being unruly on them can be very, very dangerous!

Now, three final notes.

First, running in the hallway isn't ever a good idea. And this is why.

Next, you should always stay with your partner, or buddy, when you go on a field trip; otherwise, you may find yourself in a very tight situation!

Finally, be careful not to splash water in the washroom because water on washroom floors can be very slippery!

As you've seen in our examples, Mike, being careful — and this bears repeating — is really good manners because if you're not careful, you may endanger the health and safety of your fellow students.

MIKE: As well as your own health and safety.

JOSIE: Absolutely!

MIKE: Thanks, Josie. And now, here's Aunt Gabby with our last letter of the day.

AUNT GABBY: Our final letter comes from Willie Weston of Brooklyn, New York. He writes, "Dear Aunt Gabby, what do you do when you have to sneeze, but don't have time to pull out your handkerchief?"

Well, Willie, I'm glad you asked that question, because, as you know, we've just been talking about being careful, and a careful person obeys health rules as well as safety rules.

Spreading your germs to others when you sneeze or cough isn't being careful. And it doesn't show very good manners, either.

Let me tell you! Spreading germs just turns my tummy!

So if you don't have time to pull out your handkerchief, cover your mouth with your hand. Then, if need be, wipe your hand with your handkerchief.

Back to you, Mike.

MIKE: Thanks, Aunt Gabby. Now, before we go, let's briefly review the three C's of good manners at school.

The first is caring, the second is courtesy, and the last is being careful.

If you use those three C's — if you're caring, courteous and careful — you'll help make your school a great place. And you'll show that you're a person who has great school manners!

Dear Parent:

Developing good school manners can build an important foundation for the social skills and behaviors needed throughout your child's school career, and in his or her adult life, as well. We will soon begin a new unit on ways to be a good citizen in school.

Throughout the unit, we will stress

- ◆ How to be *caring* in school
- ◆ How to be *courteous* in school
- ◆ How to be *careful* in school

These three behaviors are known as the "3 Cs" of good school conduct.

As the unit progresses, we will send home information about the specifics of each lesson. To help assure the unit's success, we would like to ask you to participate in your child's learning process. Would you please read the handouts, and then discuss with your child the information contained in them?

To start things off, we would like to encourage you to discuss the importance of good manners in school. Please emphasize that when everyone in school has good manners, students are happier and are able to do better work.

Thank you very much for your cooperation.

Sincerely,

Dear Parent:

Today, we learned how to be *caring* in our good school manners unit.

We saw a video that showed a number of children who exhibited caring behaviors. To help your child recall the video, would you ask him or her to tell you how the children acted in a caring manner? Your child should mention that one student made a card and gave it to a friend whose mother was in the hospital; another invited a new student to play soccer. Please help your child understand that the children in the video *cared* about how other people felt, and they *showed* their concern by doing something nice for them.

The video also showed students who said, “Excuse me,” “Thank you,” and “You’re welcome.” Would you encourage your child to use these “good manner” phrases by discussing appropriate times and occasions to use them?

In addition, the program discussed inappropriate, uncaring behavior, such as making fun of a person’s size, shape, color of skin, religious belief or physical disability. Two other unsuitable behaviors mentioned were gossiping and spreading rumors. Please discuss with your child why these behaviors are hurtful to both the recipient and persons who behave in an uncaring manner. (It makes the latter feel bad about themselves because they know they’re doing something hurtful.)

Thank you for your continued cooperation.

Sincerely,

Dear Parent:

Today, your child learned about *courtesy* in our good school manners unit.

As you can see from the list below, many of the behaviors discussed during class can be carried over quite easily into non-school settings. We would like to ask that you encourage similar conduct in your home and elsewhere.

- How to be courteous in the school library. (Share books, don't check out too many favorites so others will have a chance to check them out. Listen politely to storytellers.)
- How to be courteous on the playground. (Let classmates use play-ground equipment they've been waiting for.)
- How to be courteous during indoor recess. (Share the games.)
- How to be courteous in the hallway. (Walk quietly so students elsewhere won't be disturbed. Don't touch pictures hung on the walls.)
- How to be courteous in the classroom (Listen politely to students as they give show-and-tell presentations. Congratulate those who do a good job. Don't hum or act up. Put away toys after indoor recess.)
- How to be courteous during assemblies. (Listen politely to those on the stage. Don't talk during a performance.)
- How to be courteous in the washroom (Don't throw paper towels on the floor.)
- How to be courteous in the lunchroom. (Pick up wrappings and place all waste material in the wastebasket.)
- How to be courteous on the school grounds. (Don't litter.)

Thank you for your continued cooperation.

Sincerely,

Dear Parent:

To a large degree, your child's safety and well being depend on his or her knowledge of school safety rules and a willingness to follow them.

Today, we learned how to be *careful* in our good school manners unit.

Please review the following school safety rules with your child. As you do, it would be helpful for you to emphasize that they benefit both your child and his or her classmates.

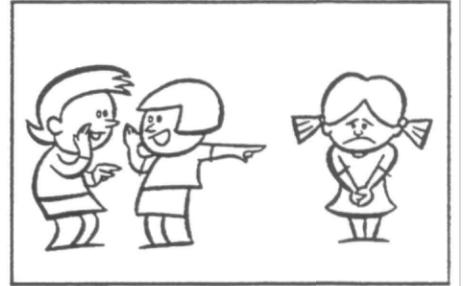
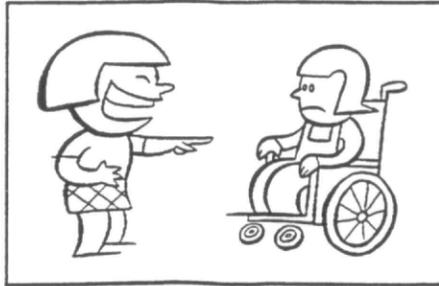
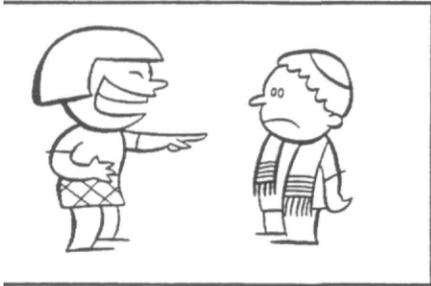
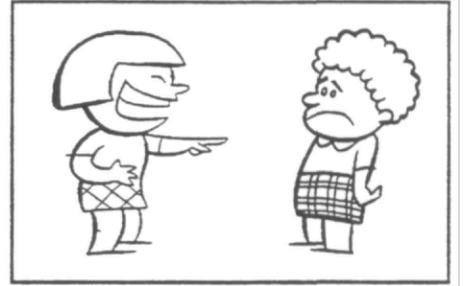
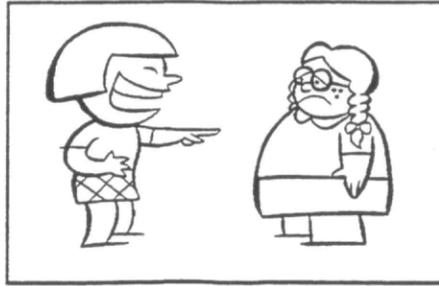
- Don't climb up the slide on the playground.
- Don't play too close to the swings.
- Don't throw heavy objects, such as bats, on the playground.
- Don't push or shove at the drinking fountain.
- Don't push, shove or horse around in the lunchroom.
- Don't push, shove or horse around near or on the stairway.
- Don't push, shove or horse around near or in the school bus.
- Don't run in the hallway.
- Stay with your partner and your class when on a field trip.
- Don't splash water in the washroom.
- Cover your mouth when you cough or sneeze.
- Use a handkerchief when you cough or sneeze.

Today's lesson on being careful was the last in our good school manners unit. I would like to thank you for your help in making each lesson a meaningful and positive experience for your child.

Sincerely,

Name: _____

WHAT CARING PEOPLE DON'T DO



Name: _____

DON'T DO THIS!

