



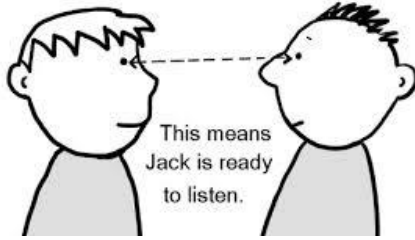
# The Way We Do Business at South Middle School

## Responsibility #1

When responding to any adult, you must answer “Yes ma’am or no sir” Just nodding your head or saying any other form of yes or no is not acceptable.

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He waits till Jack's eyes look at his eyes



## Responsibility #2

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.

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## Responsibility #3

If you are asked a question in a conversation, you should ask a question in return. If someone asks, “Did you have a nice weekend?” you should answer the question and then ask a question in return.

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## Responsibility #4

During discussions, respect other students' comments, opinions, and ideas. When possible, make statements like, "I agree with John, and I also feel that..." or "I disagree with Sara. She makes a good point, but I feel that..."



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## Responsibility #5

Take time to learn the names of other teachers and students within the school. Use proper greeting and maintain eye contact while communicating with them.

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## Responsibility #6

Always show appreciation by saying “Thank you” for  
a kind gesture or gift.



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## Responsibility #7

Surprise others by performing random acts of kindness. Go out of your way to do something surprisingly kind and generous for someone at least once a month.

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## Responsibility #8



Always try to include everyone whenever possible. We are a family here at South and we must treat everyone with respect and kindness.



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## Responsibility #9

If you approach a door and someone is following you, hold the door open for them. If the door opens by pulling, pull it open, stand to the side, and allow the other person to pass through first. If the door opens by pushing, hold the door after you pass through.



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## Responsibility #10

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





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## Responsibility #11

Do not smack your lips, tsk, roll your eyes or show disrespectful gestures.

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## Responsibility #12

If I or any other teacher in the school is speaking to or disciplining a student, do not look at that student. Respect that student's privacy by not causing extra attention to the situation.

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## Responsibility #13

When we are going to enter an elevator, the school bus, or a doorway, we will wait for others to exit before we enter.



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## Responsibility #14



Whether we are in school or on a field trip, if someone drops something, pick it up and hand it back to them. Even if they are closer to the object, it is only polite to make the gesture of bending down to retrieve the item.

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## Responsibility #15

If someone in the class wins a game or does something well, we will congratulate that person. Claps should be at least three seconds in length with the full part of both hands meeting in a manner that give appropriate volume.

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## Responsibility #16

If you win or do well at something, do not brag. If you lose, do not show anger. Instead, say something like, "I really enjoyed the competition and I look forward to playing again." or "Good game," or don't say anything at all. Sarcasm or anger is never good.



# The Way We Do Business at South Middle School

## Responsibility #17

We will follow certain classroom policies. We will be organized, efficient, and on task. In order to do so, we will follow these rules:

Do not get out of seat without permission.

Do not speak unless: You raise your hand and the teacher calls on you. The teacher ask you a question and you are responding. You are instructed otherwise.

# The Way We Do Business at South Middle School

## Responsibility #18

While you are with a substitute teacher, you will obey the same rules that you follow when the classroom teacher is with you.



*I ALWAYS follow  
The RULES*



# The Way We Do Business at South Middle School



## Responsibility #19

If any student in the school is bothering you, let a teacher know. Our teachers are here to look after you and protect you. We are not going to let anyone in this school bully you or make you feel uncomfortable. In return, we ask that you do not take matters into your own hands and you tell a teacher if anything like this occurs.

# The Way We Do Business at South Middle School

## Responsibility #20

When in a line, walk single file on the right side of the hallway two to three feet behind the person in front of you. You should always face forward at all times with

no talking.





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## Responsibility #21

Never cut in line. If someone cuts in front of you, let a teacher know that it happened. Do not make a fuss over it, just let a teacher know what happened. Please handle all disputes with other classmates in the same manner, by coming to a teacher with any problems before you take matters into your own hands.

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## Responsibility #22

After we eat, we clean up after ourselves. This includes cleaning up around your area on the table as well as the floor.



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## Responsibility #23

When using the restroom always flush the toilet and wash your hands after using the restroom.

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## Responsibility #24

Turn your head away from others when you cough or sneeze and cover your mouth with the full part of your hand or into arm's sleeve.

If you accidentally burp, say excuse me.  
Don't burp in front of others for a laugh.



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## Responsibility #25

During an assembly, do not speak and do not look around and try to get the attention of your friends in other classes.



# The Way We Do Business at South Middle School

## Responsibility #26



When we ride a bus, we will always sit facing forward. We will never turn around and talk with others, stick anything out of the windows, or get out of our seats.



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## Responsibility #27

When we go on field trips, make sure to act appropriately and respectfully as you are a reflection of our school. When we leave make sure to thank the host for allowing us to attend.

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## Responsibility #28

Be the best person you can be.



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## Responsibility #29

Accept that you are going to make mistakes. Learn from them and move on.





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## Responsibility #30

No matter what the circumstances, always be honest. Even if you have done something wrong, it is best to admit it. Admitting it is something that can be respected.

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## Responsibility #31

Be positive and enjoy life. Some things just aren't worth getting upset over. Keep everything in perspective and focus on the good in life.





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## Responsibility #32



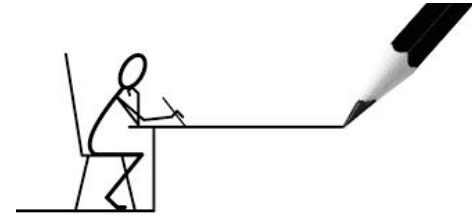
When an assignment is given, there should be no moaning or complaining.



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repeat  
after  
me...



## Responsibility #33

Answer all questions with a complete sentence. For example, if the question ask, “What is the capital of Russia? You should respond by writing. “The capital of Russia is Moscow.”



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## Responsibility #34

When we are in transition from one subject to other, the change will be swift, quiet, and orderly. We should be consistently able to turn from one book or idea to another as quickly as possible.

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## Responsibility #35



Make every effort to be as organized as possible.

