**Success through TMCS**

* When responding to any adult, you must answer by saying “Yes ma’am” or “No sir.” Just nodding your head or saying any other form of yes or no is not acceptable.
* 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.
* If someone in the class wins a game or does something well, we will congratulate that person.
* During discussions, respect other students’ comments, opinions, and ideas.
* 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 you again,” or “good game,” or don’t say anything at all. To show anger or sarcasm, such as “I wasn’t playing hard anyway” or “You really aren’t that good,” shows weakness.
* If you are asked a question in conversation, you should ask a question in return. Me: “Did you have a nice weekend?” You: “Yes, I had a great time. My family and I went shopping. What about you? Did you have a nice weekend?” It is only polite to show others that you are just as interested in them as they are in you.
* When you cough or sneeze or burp, it is appropriate to turn your head away from others and cover your mouth with the full part of your hand. Using a fist is not acceptable. Afterward, you should say, “Excuse me.”
* Do not smack your lips, tsk, roll your eyes, or show disrespect with gestures.
* Instead of “Can I” say “May I”. Example: “May I have a pencil?”
* Always say thank you. If you do not say it within 3 seconds after receiving an item from me, I will take it back. There is no excuse for not showing appreciation.
* Surprise others by performing random acts of kindness. Be kinder than necessary
* When we read together in class, you must follow along at all times.
* Answer all questions with a complete sentence. For example, if the question asks, “What is the capital of Russia?” you should respond by writing, “The capital of Russia is Moscow.” Also, in conversation with others, it is important to use complete sentences out of respect for the person’s question. For example, if a person asks, “How are you?” instead of just responding by saying, “Fine,” you should say, “I’m doing fine, thank you. How about yourself?”
* At times throughout the year, I will give rewards for good behavior, academic performances and other acts worthy of praise. If you ever ask me for a reward, however, it will not be given. It is rude to ask if you are getting something for good behavior.
* When we are in transition from one subject to the other, the change will be swift, quiet and orderly.
* You will make every effort to stay on task and be as organized as possible.

I have read and agree to study this guide and make every effort I can to have the best manners possible.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a parent, I agree to reinforce all of the good manners listed above.

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_