



# **FERTITTA 15**

## ***Manners Matter***

- 1. Use ma'am and sir**
- 2. Please, Thank You, May I, and Excuse Me**
- 3. Show respect at all times**
- 4. Make eye contact**
- 5. Introduce yourself**
- 6. Pick up after yourself and others**
- 7. Shake hands firmly**
- 8. Hold the door**
- 9. Never cut in line**
- 10. No bullying**
- 11. Show great sportsmanship**
- 12. Encourage and praise others**
- 13. Be honest**
- 14. Be positive**
- 15. Be the BEST!**

Exhibit K-2 - CCSD Tech Adv  
Document consists of 3 pages.  
Entire exhibit provided.  
Meeting Date: 02-17-16



**1. Fertitta Firebirds will address adults in a respectful manner.**

To emphasize a respectful form of communication, you will address adults with, "Yes, Mrs. Johnson," "No, Mr. Bailey," or "Yes, ma'am" and "No, sir". This will set the tone for the level of respect that Firebirds should expect on our campus.

**2. Firebirds will always say "Please", "Thank you" "May I?" and "Excuse me". Firebirds will be gracious and listen to others.**

If you need something from somebody, you will always say, "May I please..."

You will always say thank you when handed or given something (even if you don't want it). When an adult is talking with another adult or a student, a Firebird will always say, "Excuse me..." if he or she needs attention or needs to walk through or pass them. If you and someone else start speaking at the same time, you should insist that the other person go first. Firebirds will ask questions during a conversation to keep the focus on the speaker, rather than themselves.

**3. Firebirds will show respect for others at all times.**

Firebirds will show respect for other's comments, opinions, and ideas by making statements like, "I agree with John, and I also feel that..." or "I disagree with Sarah. She made a good point I feel that..." or "I think Victor made an excellent observation, and it made me realize..." Firebirds will wait until a person has finished speaking to speak and will not interrupt.

**4. Firebirds will make eye contact and track the speaker.**

When someone is speaking, you will give that person your undivided attention by keeping your eyes on that person at all times. If someone makes a comment, you will turn and face that person. When classmates are speaking, Firebirds will focus on them and will not interrupt or otherwise distract the speaker or other listeners.

**5. Firebirds will treat all adults and guests on our campus with respect.**

When meeting a guest to our campus for the first time, you will welcome them to our school, introduce yourself, and ask if they need assistance or directions. When a guest is presenting, Firebirds will use good listening and tracking skills and will applaud at appropriate times. Firebirds will also show respect to all adults on campus by addressing them by their name or "Ma'am/Sir" and will offer assistance whenever necessary. You will also open doors and do as asked without hesitation or discussion.

**6. Firebirds will take pride in Fertitta by picking up after themselves and others.**

Firebirds will show their Fertitta Pride by keeping our campus beautiful! You will be expected to pick up trash or debris in the hallways, even if it is not yours. Firebirds are also expected to keep the bathrooms in a clean and sanitary manner and are expected to clean up after themselves during lunch times. If asked to pick up or clean up something by a staff member, you will complete the task without complaint or negative attitude.

**7. When meeting new people, Firebirds will shake hands and repeat their names.**

To help you get ready for a global community, it is important that you learn how to introduce yourself properly. When meeting a new person, Firebirds will offer their hand, give a firm handshake, listen for the person's name, and then repeat it back in the following manner, "It's a pleasure to meet you, Mr. \_\_\_\_\_." This behavior will help you to remember names more accurately and offer practice for your future in society.

**8. Firebirds will always hold the door open for people rather than letting it close on them.**

If you approach a door and another person is close behind, you should hold the door. If the door opens by pulling, pull it open, stand to the side, and allow the other person to pass through first; then walk through. If the door opens by pushing, Firebirds should hold the door after they pass through.

**9. Firebirds will never cut in line.**

Firebirds should never cut in line. If someone cuts in front of you, please gently remind that student of our school rules. If the student refuses to move, you should tell the nearest adult.

**10. If anyone is bullying you, Firebirds will let a staff member know.**

If any child in school is bullying you, you should let a teacher know. The teachers and administration are here to look after and protect all students. We will not allow any child to bully you or make you feel uncomfortable. Firebirds should not take matters into their own hands; they should let the teacher deal with a bully.

**11. If a Firebird wins or does well at something, they do not brag. If they lose, they do not show anger.**

If you are good at something, others will see how you take pride in what you do. Firebirds are always good winners and do not brag. Firebirds will always use good sportsmanship and be team players. Firebirds will not show anger or frustration if they lose, but will rather express a determination to do better next time.

**12. Firebirds will encourage and praise their classmates.**

When someone in your class does something well, you will praise and congratulate them. Firebirds will always encourage others to do their best by clapping for them for at least three seconds or giving them a Kagan Cheer. Use an appropriate volume and give others positive compliments to help them grow, too.

**13. No matter what the circumstances, Firebirds will always be honest.**

Firebirds always follow school and classroom rules. If you have done something wrong in school, you should admit it to the teacher. Firebirds never steal, cheat or deceive. Remember, honesty is the best policy.

**14. Firebirds should be positive and enjoy life.**

Be positive and enjoy life. Some things just aren't worth getting upset over. Firebirds should learn to keep everything in perspective and focus on the good in their lives.

**15. Firebirds should be the best people they can be.**

Firebirds should always strive to develop into the best person they can be and one that others will love to be around. They will be kind to others and respect other students' comments, ideas, and opinions. Firebirds stay organized and learn to face challenges and change with enthusiasm. Firebirds will develop a love for adventure and will learn to be community and global leaders. Firebirds continue a life long quest for knowledge of the world around them. Become a model Firebird for the world to see.