

Getting the Teacher's Attention

1. Look at the teacher
2. Raise your hand and stay calm
3. Wait until the teacher says your name
4. Ask you question

Accepting Criticism/Consequence

1. Look at the person
2. Say "Okay"
3. Stay calm

Accepting "No" for an Answer

1. Look at the person
2. Say "Okay"
3. Stay calm
4. If you disagree, ask later

Working with Others

1. Identify the task to be completed
2. Assign tasks to each person
3. Discuss ideas in a calm, quiet voice & let everyone share their ideas
4. Work on task until completed

Asking Permission

1. Look at the person
2. Use a calm and pleasant voice
3. Say, "May I..."
4. Accept the answer calmly

Disagreeing Appropriately

1. Look at the person
2. Use a pleasant voice
3. Say "I understand how you feel"
4. Tell why you feel differently
5. Give a reason
6. Listen to the other person

Following Instructions

1. Look at the person
2. Say "Okay"
3. Do what you have been asked right away
4. Check back

Giving Criticism

1. Look at the person
2. Stay calm and use a pleasant voice
3. Say something positive or "I understand"
4. Describe exactly what you are criticizing
5. Tell why this is a problem
6. Listen to the person/be polite

Listening

1. Look at the person who is talking
2. Wait until the other person is done before you speak
3. Show you heard the person by nodding your head, saying "OK," "That's interesting," etc

Using Appropriate Voice Tone

1. Identify the appropriate voice tone for the situation
2. Change your voice to match
3. Watch/listen for visual/verbal cues & adjust your voice

Asking for Help

1. Look at the person
2. Ask the person if they have time to help you
3. Clearly explain the kind of help you need
4. Thank the person for helping you

Making an Apology

1. Look at the person
2. Use a serious, sincere voice
3. Say "I'm sorry for..." or "I want to apologize for..."
4. Explain how you plan to do better in the future
5. Say, "Thanks for listening"

MYOB - Mind Your Own Business

1. Focus on your assignment or task
2. Ignore all conversations, gestures and distractions that are someone else's business
3. Keep working quietly until you receive further instructions

Resisting Peer Pressure

1. Look at the person
2. Use a calm voice
3. Say clearly you do not want to participate
4. Suggest something else to do
5. If necessary, continue to say, "No"
6. Leave the situation

Staying on Task

1. Look at your task or assignment
2. Think about the steps needed to complete the task
3. Focus all of your attention on the task
4. Stop working only when instructed
5. Ignore distractions and interruptions

Waiting Your Turn

1. Sit or stand quietly
2. Keep your arms and legs still
3. Avoid begging, whining, or teeth sucking
4. Engage in the activity when directed by an adult to do so
5. Thank the person who gives you a turn