

## Effective Tools and Tactics for Building Trustworthiness

### Create a Climate of Trustworthiness in the Classroom

- Show loyalty to the school and its people (administrators, teachers, staff, parents, and students). Show loyalty in your words and actions. Deal with disagreements in an orderly, confidential way, not with gossip.
- Have a "Thought of the Day."
- Be cautious about making promises to students, parents, and staff. Only make promises you have the ability and intent to keep. If unforeseen circumstances prevent you from keeping a promise, explain and apologize openly. Don't blame others or make excuses.
- Be honest in your words and deeds. Do everything possible to convey truth to the best of your knowledge. Give people the information they need to make decisions, regardless of what it costs you.
- Walk your talk. Live your beliefs. Be who you say you are.
- Establish classroom rules and school policies that include honesty, promise-keeping, loyalty, and integrity as reminders for classroom behavior.
- Recognize students daily for trustworthy behavior with verbal praise, special opportunities, or tangible incentives.
- Encourage students to recognize and acknowledge trustworthy behavior in one another and in community residents.
- Create an Honesty Hall of Fame by adding photos of students who show honesty during the day.

### Infuse Trustworthiness into Classroom Lessons

- Focus on trustworthiness for a full month in the classroom.
- Select a trustworthy character in literature or history and discuss the specific behavior that reflects honesty, loyalty, integrity, and promise-keeping.
- Design a "Tower of Trust" in art class.
- Search for examples of untrustworthy behavior in literature. Rewrite the story, replacing untrustworthiness with behavior that is honest and loyal and reflects integrity or promise-keeping.
- Include trustworthiness, trust, integrity, loyalty, candor, sincerity, honesty, and promise as vocabulary words. Add lie, deceive, deception, deceit, and betray. Use the words in spelling bees. Match words to definitions.
- Create plays, skits, or puppet shows depicting trustworthy heroes.
- Write and perform choral presentations describing the elements of trustworthiness.
- Give credit for completion of a trustworthiness checklist at home.

This handout was developed by Peggy Adkins, a national CCI faculty member.



## Effective Tools and Tactics for Building Respect

### Create a Climate of Respect in the Classroom

- Be polite to students, parents, faculty, and staff.
- Celebrate the uniqueness of individuals in your school by discussing ways in which you have a stronger class because of so many different abilities and traits.
- Define respect, dignity, privacy, courtesy, individuality, and uniqueness. Decorate the room with those words.
- Develop classroom guidelines for treating one another with courtesy, allowing others to maintain their sense of dignity and appreciating others' individuality.

### Infuse Respect Into Classroom Lessons

- Focus on respect for an entire month.
- Prepare a "Radiating Respect" bulletin board with a big, shining sun. Add students' photos when they're caught being respectful to one another in class. Give them extra recess time or provide some other special privilege.
- Complete the weekly respect checklists at home for extra credit.
- Have a manners workshop. Practice your good manners as you eat a special meal together.
- Videotape yourselves sharing a snack, playing at recess, or eating a meal. Use the video to spark ideas on ways to show more respect to one another.
- Create skits, essays, poems, and songs about the elements of respectful behavior.

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## Effective Tools and Tactics for Building Responsibility

### Create a Responsible Climate in the Classroom

- **Be responsible yourself! Be accountable for your words and actions. Don't make excuses. Be punctual. Pursue excellence in all you do. Do your part and more.**
- **Develop classroom rules for responsible behavior.**
- **Decorate the room with word definitions related to responsibility: accountability, self-control, excellence, and punctuality.**
- **List classroom tasks (cleaning erasers, taking messages to the office, distributing papers, etc.) on index cards. Shuffle the cards and let students draw their assignments daily or weekly.**
- **Praise students for responsible behavior. Be specific. Recognize self-control, pursuit of excellence, doing your part, accountability, and punctuality.**

### Infuse Responsibility Into Classroom Lessons

- **Search for specific examples of responsible behavior (pursuit of excellence, accountability, self-control, doing your part, punctuality) in reading assignments, literature, or historical accounts.**
- **Spot irresponsible examples in literature and list ways in which the character(s) could have behaved responsibly.**
- **List responsible behaviors on the board. List each student's name under the behavior you observe them doing.**
- **Focus on responsibility for an entire month.**
- **Encourage students to complete a daily responsibility checklist each week of the month.**

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## Effective Tools and Tactics for Building Fairness

### Create a Climate of Fairness in the Classroom

- Show fairness to students, parents, and staff by establishing (and adhering to) criteria and guidelines for grading and selecting.
- Decorate the room with definitions of equity, equality, criteria, standards, rules, fairness, and appropriateness.
- Announce rules, criteria, guidelines, and standards in writing.
- Develop standards that are appropriate for varying age and skill levels.
- Give everyone the same opportunity to achieve the standard that is appropriate for his or her age level. Use equity.
- Reward everyone equally who attains their respective standard.
- Let students determine some standards of behavior or achievement for various activities.

### Infuse Fairness into Classroom Lessons

- Focus on fairness for an entire month.
- Have students create simple games employing fairness in the rules and procedures.
- Have teams of students make posters, displays, or bulletin boards about fairness. Provide each team with different supplies for the project. Discuss alternative, fair strategies for distributing supplies.
- Create essays, speeches, songs, or puppet plays about fairness.

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## Effective Tools and Tactics for Building Caring

### Create a Caring Climate in the Classroom

- Be kind to students, parents, and school guests.
- Select at least one month to emphasize caring.
- When necessary, be firm but not harsh.
- Make your classroom an emotionally safe environment by establishing codes of conduct that discourage sarcasm, name-calling, labeling, or putdowns.
- Decorate the room with words related to caring: kindness, love, concern, warmth, friendliness, caregiver, nurture, charity, support, encourage, give, provide.

### Infuse Caring Into the Classroom Lessons

- Identify results of caring for the environment and failing to do so.
- Select caring characters from literature as role models. Select uncaring ones as well. Rewrite scenes to show caring instead.
- Develop finger puppets and puppet plays depicting caring plots.
- List opportunities to show caring in an active way. Select one project a week.
- Have "secret pals." Students draw names of classmates and leave notes, favors, or acts of kindness for one another without giving clues as to who they're from.
- Compile a "random acts of kindness" list. Let students select a good deed to do anonymously during the week. Assign essays on how the good deed affects the doer, or have them report verbally on how the unnamed act affected the doer and recipient.
- Play "hug tag" or musical chairs. Have students describe the feeling of being left out. Discuss the importance of and ways to include more people in activities. Play the game again, this time giving cheers, words of encouragement, and praise to the people who must sit out.
- Have students write and present simple songs about caring. An example for small children, sung to the tune of "Row, Row, Row Your Boat," would be "Share, share, share your toys, every time you play. The more you share yourself with friends, the more fun you'll have each day."
- Encourage parents to observe behavior at home and to praise students for caring actions.

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## Effective Tools and Tactics for Building Citizenship

### Create a Climate of Good Citizenship

- Prepare simple classroom rules for everyone (even teachers!) to follow.
- Create a list of classroom “community” responsibilities and privileges. Take turns with responsibilities.
- Select a citizenship emphasis month.
- Focus on citizenship-related words like rights, obligation, duty, pride, selflessness, heritage, law, government.
- Decorate the room with symbols of your community’s heritage.

### Infuse Citizenship Into Classroom Activities

- Make a chronology of historical events in your community’s past.
- Assign biographies of historical heroes.
- Create a Citizenship Hall of Fame. Students draw pictures of local living role models and display pictures and captions in the school hallway or library.
- Have students create skits or write poems depicting significant historical acts of good citizenship.
- Have a classroom election or referendum in which students vote on group decisions.
- Have a community heritage celebration.
- Prepare a mural of your community.
- Select a service project each week to improve your school or community.
- Invite community leaders to present and discuss community needs and issues. As a group, develop a plan to improve one situation. Follow through with that plan.

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