



**ALABAMA 4-H**  
**LEADING WITH**  
**CHARACTER *STUDENT***  
***CHARACTER***  
***HANDBOOK***



***For Alabama's Six Pillars of Character:***

**Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship**

This handbook provides some ideas on how your school can link student behavior to *the Six Pillars of Character*. You can adapt this information to meet your school's needs.

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Each student and all school personnel are to be “**TRRFCC**” (**Terrific**) - **Trustworthy, Respectful, Responsible, Fair, Caring** and good **Citizens** of our school and community.

**TRUSTWORTHINESS and RESPONSIBILITY**

**Integrity** - Stand up for your beliefs.

**Duty** - Meet your moral and legal obligations

**Loyalty** - Stick up for your family, friends, school, country.

**Accountability** - Accept responsibility.

**Honesty** - Tell the whole truth. Pursuing Excellence - Do your best.

**Promise-Keeping/Reliability** - Honor your commitments.

**Self-Control** - Take charge of your own life.

**Attendance**

- Attend school every day unless due to an excused absence.
- Arrive at school early enough to prepare for classes.

**Automobile Privileges**

- Park only in designated parking areas.
- Drive safely on school property and when traveling to and from school related functions.
- Wear a seat belt and require all passengers to wear one.

**Behavior**

- Be “**TRRFCC**” (**Terrific**) - **Trustworthy, Respectful, Responsible, Fair, Caring** and a good **Citizen** at school and in the community.
- Promote good behavior; expect it of yourself, fellow students and school personnel.
- Don't lie, cheat, steal, harass, discriminate against, take advantage of others or use violence.
- Bring honor to yourself, family, friends, school and community.

**Cafeteria**

- Be “**TRRFCC**” in the cafeteria.
- Follow all cafeteria rules.



- See the *4-H Cafeteria Character* publication for more information.

### **Classroom**

- Follow the class rules of each teacher as well as the school rules.
- Enter the classroom quietly; remain quiet.
- Bring textbook and supplies to class and be seated and ready to begin before the tardy bell rings.
- Complete and turn in homework and makeup work on time
- Don't copy someone else's homework or allow them to copy yours.
- Contact your teacher to get makeup assignments. Makeup work is the responsibility of the student.
- Participate in class discussions and activities.
- Do your part on joint assignments.
- Show respect to fellow students, teachers and guests.

### **Dress and Appearance**

- Follow the school dress code.
- Dress neatly.
- Avoid any apparel or accessories that might cause a distraction in the classroom.
- Practice good personal hygiene: be clean and brush your teeth

### **Medications**

- Inform the Office of any medications you are taking. Student medications are to be administered by the Office.
- Be courteous, cooperative and appreciative when receiving medications from Office personnel.

### **Safety**

- Practice safety in the classroom, hallways, during physical education classes and at all other times.
- Encourage others to be safe and report unsafe conditions.
- Practice safety during on and off campus, at school related functions and on trips.
- Report the presence of drugs, alcohol, weapons or any other illegal substances on campus.

### **School Bus**

- Be "TRRFCC" on the school bus.
- Follow all bus and school rules.
- See the *Alabama 4-H School Bus Character* publication for more information.

### **School Campus, Facilities, Library Books, Lockers, Textbooks**

- Keep the school clean. You are responsible for cleaning up after yourself.
- Pickup trash and place it in a trash container.
- Take care of the school. Don't damage or deface school property. Report those who do.
- Take care of your books and library books. Turn in books you have found to the office or library.
- Follow school rules regarding the use of computers, software and related equipment.

### **School Fees and Debts**

- Pay school fees by the designated due dates.
- Any debts incurred by a student are the responsibility of the student and are to be paid in full.

### **Work Ethic - Pursuing Excellence**

- Set high standards and pursue your goals.
- Develop a good work ethic and expect the same of fellow students and school personnel.
- Manage your time wisely. Be productive during free time in a class. Prepare for the next day or for long term assignments.
- Use the Six Pillars of Character as the foundation for your work ethic.



# RESPECT

**Golden Rule:** *“Do unto others as you would have them do unto you.”*  
Treat others like you want to be treated.

**Courtesy** - Use good manners, be polite and civil to everyone.

## **Tolerance and Acceptance**

- Listen to others and try to understand their points of view.
- Be respectful to those who are different from you.
- Value individuals for the person they are inside, not for what they wear, where they live, their race gender or socio-economic status.

## **Nonviolence**

- Solve disagreements, respond to insults and deal with anger peacefully.
- Don't use threats, aggression, a loud voice or physical force to get what you want or to express anger.

## **Common Courtesy**

- Say “please” when asking for something. Say “thank you,” “excuse me,” or “I’m sorry” when appropriate.
- Talk to people, not at them. Make eye contact and actively listen.
- Wait your turn to speak; give everyone a chance to speak. Don't interrupt someone who is speaking. If you must interrupt someone, say “Excuse me.”
- Use respectful body language when listening and talking to someone.
- Give everyone a chance to talk.
- Show respect to those in authority through words and actions:
  - Address teachers and other adults as “Mr. , Ms ,or Mrs.”
  - Say “Yes Ma’am” and “No Ma’am” to female teachers and other adult females.
  - Say “Yes Sir” and “No Sir” to male teachers and other adult males.

## **Visitor Courtesy**

- Greet visitors courteously and assist them with directions, introductions and other needs.
- Treat visitors as guests not intruders; acknowledge their presence.

## **Assembly Courtesy**

- Travel quietly and orderly to and from an assembly.
- Sit in designated area.
- Listen attentively to the program. Participate as appropriate.
- Respond and/or applaud respectfully and with dignity.
- Be courteous to guests. Make them feel welcome.
- Bring honor to yourself and your school.

## **Hallway Courtesy**

- Walk to the right of the hall, allow others to pass on your left. Step out of the way if necessary to allow the movement of others.
- Walk around others. Say “Excuse me,” if you bump into someone. If someone is blocking your way, say “Excuse me; may I pass? Thank you.”
- Talk quietly so as to not disturb others.
- Get books and materials from your locker and go to class.
- Do not loiter in the halls.

## **School Sponsored Activity Courtesy**

- Be “TRRFCC” in all school sponsored activities - clubs, sports, school trips.
- Treat opponents and visitors as guests not adversaries.
- Bring honor to yourself, the organization you represent and the school when involved in off-campus school activities.



### **Respecting Yourself**

- View yourself as someone special; you are.
- Base your self-worth on your character, not on what you have or what you think others think of you.
- Be “TRRFCC” and expect the same from fellow students and school personnel.
- Identify your character, academic and vocational goals and pursue excellence in achieving them.
- Dress and conduct yourself in a manner that is honorable.
- Stand up for what you believe.

### **Respecting Individuals**

- Respect the dignity and privacy of other students and school personnel.
- Base your opinion of others on their character, not on what they have, their friends, family, race, religion, gender or physical appearance.
- Respect the personal property of teachers and other school personnel. Respect their privacy and dignity.
- Respect the property of others - take good care of property you are allowed to use and don't take or use property without permission .
- Respect the differences in others but insist upon everyone showing good character.
- Don't gossip and spread rumors. Keep things confidential that are told to you in confidence.
- Don't abuse, manipulate, putdown, harass, discriminate against or mistreat others in any way.
- Solve disagreements, respond to insults and deal with anger peacefully.
- Don't use threats or physical force to express anger or to intimidate others to get what you want.

### **Respecting the School and School Facilities**

- Bring honor to you and your school when participating or attending school related activities on and away from campus.
- Respect school property - take care of the school grounds, buildings, lockers, bathrooms, parking lots, text books, computers and software, materials, athletic facilities, the cafeteria, buses and other school items.

## **FAIRNESS**

**Fairness** - Be unbiased, equitable, unprejudiced and impartial

**Justice** - Give what is properly due or merited.

**Openness** - Be open minded and impartial.

### **Fairness, Justice, Openness**

- Treat all students, teachers, and other school personnel justly.
- Don't allow prejudices, preferences, gossip or peer pressure to cloud your judgement and or impact your actions.
- Be open-minded; listen to the opinions of others.
- Follow school and class rules and instructions of those in authority.
- Show a commitment to justice by using the same rules consistently.
- When you make a mistake, admit it and correct it.
- Share equipment and resources with fellow students so everyone has equal time to use limited resources such as computers, lab space and equipment, tools in shop classes and resource materials in the library.
- Don't ask for special favors such as extended deadlines for assignments.
- Use good manners.
- Don't discriminate against, harass, intimidate, ridicule, put-down or use aggressive behavior toward anyone. Take a stand against such acts when others are using them.



## CARING

**Concern for Others** - Be kind, considerate and compassionate.

**Charity** - Help people in need.

**Concern for Others, Charity**

**Live by the Golden Rule** - “Do unto others as you would have them do unto you”

**Consider** all stakeholders when considering options, making decisions and taking action.

**Give** time, possessions and personal involvement to help others without expecting rewards.

**Encourage** fellow students and help and help those in need.

**See** the potential in fellow students and challenge them to reach that potential.

**Lead** others to become caring people.

**See** the needs of fellow students and find ways to meet them.

**Be** willing to give fellow students, teachers and other school personnel a second chance.

**Be** a leader in reaching out to meet the needs in the community.

**Be** kind, loving and considerate.

**Be** thankful and express gratitude for what other students, teachers, volunteers and other school personnel do for you.

## CITIZENSHIP

*“Citizenship is not a spectator sport!”*

**Do Your Share** - Do your part without expecting rewards or recognition.

**Respect Authority and the Law** - Follow rules and laws and respect those in authority.

**Respect and Protect our Environment** - Recycle and Reuse

**Honor and Respect Our Country and Our Flag** - Study and learn about our country; Practice flag etiquette and model it for others.

**Do Your Share**

- Be a good citizen and good neighbor.
- Care about and pursue the common good of the school and community.
- Get involved in making your world a better place. Be a volunteer within the school and community.
- Lead the student body in doing things that will result in really helping in the community
- Participate in making things better by voicing your opinion, serving on committees, reporting wrong doings.
- Look for ways to help fellow students by tutoring and mentoring.
- Encourage the student body to become involved in the school and community government.
- Volunteer to lead projects that will make the school a better place to work and learn.
- Be a good team player and be willing to accept many positions on the school’s improvement team to create a safe and pleasant school environment.

**Respect Authority and the Law**

- Follow the rules.
- Obey the school rules, parents, teachers and others in authority.
- Honor and respect the principles of democracy.

**Respect and Protect the Environment**

- Lead your school and community in a campaign to actively recycle and reuse.
- Recycle paper and other materials within the school complex.
- Avoid littering the school campus; put all trash and waste materials in containers provided by the school.

**Honor and Respect Our Country and Our Flag**

- Encourage and promote displaying of our American Flag.
- Stand with pride when reciting the Pledge of Allegiance to our flag.



- Study and learn about our country through history and social studies classes so that you may know and understand what makes America strong and why we need to protect that strength.
- Practice democratic principals in school elections and in elections within school organizations.
- Treat all people within your school as equals.



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