

Manners and Polite Language Cue Cards

SECTION 1 · THE CHART, THE BOARD AND COLOR CARDS

MANNERS CARDS

CARDS

Manners Cards (Color)

Eight 2-inch cards, one for each word on the chart (page 6), cut apart so one of them can move onto the practice board (page 7) instead of being pointed at on the wall. Print on cardstock, cut on the dashed lines, velcro on the back. This is the color set; the same eight in the ink-saver set are on page 12.



please



thank you



excuse me



wait your turn



quiet voice



listen



say hello



cover a sneeze

CUTTING AND PRINTING

Print on cardstock for a card that survives daily handling; plain paper works for a spare set kept in a folder. Cut on the dashed lines and round the corners if a student mouths cards. Velcro (hook side on the board, loop side on the card, or the other way round — only consistency matters) or a binder ring keeps the set together between uses.

ADDING A NEW WORD

A polite word this set does not carry yet goes on a blank card (page 10) rather than replacing one of these eight, so the printed set and the chart (page 6) always show the same words in the same order.

WHAT EACH CARD SHOWS, AND WHEN IT IS USED

WORD	WHAT THE PICTURE SHOWS	USUALLY USED
please	Two palms pressed together	Asking for something
thank you	Two hands making a heart	After getting something or help
excuse me	A person raising an open hand	Interrupting, or passing by someone
wait your turn	A sand-timer	A line, a turn-taking game, a shared item
quiet voice	A face with one finger to the lips	A library, a quiet hallway, a nap room
listen	An ear	While someone else is talking
say hello	A waving hand	Greeting someone arriving or being greeted
cover a sneeze	A face sneezing into a tissue	Before a sneeze or a cough

Page 9 of 23

Manners and Polite Language Cue Cards

BRIGHT PATH SPED

THE BOARD AND COLOR CARDS

MANNERS CARDS

Manners Chart (Color)

Poster, meant to be posted and taught from, not cut apart. This is the color set; the same on page 13.



thank you



excuse me



wait your turn



listen



say hello



cover a sneeze

WHEN A WORD IS MISSING

A polite word this chart does not carry yet goes on a blank card (page 10) and is added here by hand, so the chart used at practice and the words the student actually has stay the same list.

Page 6 of 23

BRIGHT PATH SPED

What Is Inside, and Where

Before you begin

PAGE 4



Start Here —
Three Steps
START HERE

4

01 The Chart, the Board and Color Cards

PAGES 6–10



Manners Chart
(Color)
REFERENCE

6



Manners Practice
Board
BOARD

7



Two Desk-Size
Manners Boards
BOARD

8



Manners Cards
(Color)
CARDS

9



Blank Manners
Cards (Type or
Write the Word)
CARDS

10

02 The Ink-Saver Sets

PAGES 12–13



Manners Cards
(Ink-Saver)
CARDS

12



Manners Chart
(Ink-Saver)
REFERENCE

13

03 Using It, Data and Home

PAGES 15–22



How to Use the
Chart and Practice
Board
REFERENCE

15



Manners Practice
Log
LOG

16



Weekly Roll-Up
and Graph
TRACKER

17



Filled Example
EXAMPLE

18



Family Page
NOTES

19



Hand-Off to
Another Adult or
Room
NOTES

20



Phrase Bank
REFERENCE

21



Storage and
Binder Labels
REFERENCE

22

HOW THE TAGS ON EACH PAGE WORK

Every page carries a small tag in its top corner, the same word used above: **Board** a form to fill out and cut, **Cards** a sheet of cut-apart pictures, **Log** the data sheet, **Tracker** the weekly roll-up, **Example** the filled-in sample, **Notes** a page meant to be sent out or handed off, and **Reference** everything else you read rather than fill in.



START HERE

Start Here — Three Steps



1

Print and post the chart

Print the chart (page 6) from the color set for the wall, or the ink-saver set (page 13) for a photocopy that goes home. Print the practice board (page 7) and the eight manners cards (pages 9 or 12) on cardstock, laminate, and cut on the dashed lines.

Blank cards for any word missing are on page 10: type the word, print, cut, and add it to the chart by hand.



2

Show the chart, use the word

Point to the chart, say the line (page 21), and put the matching manners card in a practice slot on the board (page 7) once the word is used.

The how-to page (15) has the rest: how often to use the board, what to do when a different word is chosen, and what to do when a word is missing.



3

Log it, roll it up, send it home

One row on the log (page 16) each time a polite word is used: which word, how it happened, where, and any notes.

Total the week on the roll-up (page 17) and dot the graph. Send the family page (page 19) home the week the chart is new; the hand-off page (page 20) goes with the chart to any other adult.

WHAT THIS FILE IS

A fillable PDF: an eight-word manners chart, 8 cut-apart manners cards in two sets, a practice board and the data pages behind it, with type-in fields on the board, the log, the roll-up, the family and hand-off pages and the blank cards. It works offline with no account or subscription and prints the same on every machine.

WHAT THIS FILE IS NOT

It is not an editable online slideshow or word-processor document, and it is not a behavior plan or a program. It supplies no prompt hierarchy, fading schedule or mastery rule and promises no outcome; it shows a student a picture for a polite word and counts when it was used.

WHICH PAGE, WHEN

YOUR SITUATION	GO TO
A student learning polite words in pictures	Chart, page 6
A student who practices more than once a day	Practice board, page 7
Several students, or a board that travels in a folder	Desk-size boards, page 8
A photocopier, or a copy that goes home	Ink-saver chart and cards, pages 12 and 13
The IEP meeting or a family conference	Roll-up and graph, page 17; example, page 18

IF SOMETHING DOES NOT WORK, AND WHERE THIS FILE LIVES

A field will not hold my typing. Open the file in Adobe Acrobat Reader (free) or Preview, not a browser tab. **A picture reads as a different word to my student.** Use a blank card for that word; the **Ask a Question** tab on the product page reaches me, and a fix is a free update. **Confidentiality:** a filled-in log, roll-up or example-style note is a student record — initials only on anything that leaves your hands, first name only on the family page.

REFERENCE

Manners Chart (Color)

Eight polite words on one poster, meant to be posted and taught from, not cut apart. This is the color set; the same chart in the ink-saver set is on page 13.



please



thank you



excuse me



wait your turn



quiet voice



listen



say hello



cover a sneeze

HOW THE CHART IS USED

Point to the chart when a polite moment comes up and name the word for it, then the matching card goes on the practice board (page 7). Teach the words before expecting a student to use one — a student cannot use a word they have not been shown.

WHEN A WORD IS MISSING

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BOARD

Manners Practice Board

NAME

TODAY

WHICH MANNERS WORD DID I USE?



TODAY'S PRACTICE

A card goes in one of these slots at each polite moment, then moves to the log (page 16) at the end of the day or before the next moment.



PRACTICE 1



PRACTICE 2



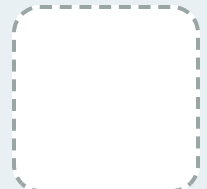
PRACTICE 3



PRACTICE 4



PRACTICE 5



PRACTICE 6

WHAT A PRACTICE SLOT IS FOR

Each slot holds one manners card for one moment in the day — a card is not corrected or swapped once it is placed, even if a later moment uses a different word. Write the time on the line under the slot as it is filled, so the order of the day is on the board, not just remembered.

MOVING A CARD TO THE LOG

At the end of the day, or whenever the strip fills up, copy each slot's time and word onto one row of the log (page 16), then clear the strip for the next day. The board itself is never the record; the log is.

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quiet voice	A face with one finger to the lips	A library, a quiet hallway, a nap room
listen	An ear	While someone else is talking
say hello	A waving hand	Greeting someone arriving or being greeted
cover a sneeze	A face sneezing into a tissue	Before a sneeze or a cough

CARDS

Manners Cards (Ink-Saver)

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LOG

Manners Practice Log

One row every time a polite word is used. It counts one thing: which word it was.

STUDENT

SETTING OR ROUTINE

WEEK OF

#	DATE	TIME	MANNER	HOW IT HAPPENED	WHERE	NOTES
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

WHAT “HOW IT HAPPENED” MEANS ON THIS SHEET

Your own short word for what actually happened — independent, with a reminder, modeled. Use the same words every day so two rows can be compared.

WHAT GOES IN “NOTES”

What was happening around the moment, in your own words — a class, a transition, an activity. Count how many different manners words show up in a week on the roll-up (page 17).

TRACKER

Weekly Roll-Up and Graph

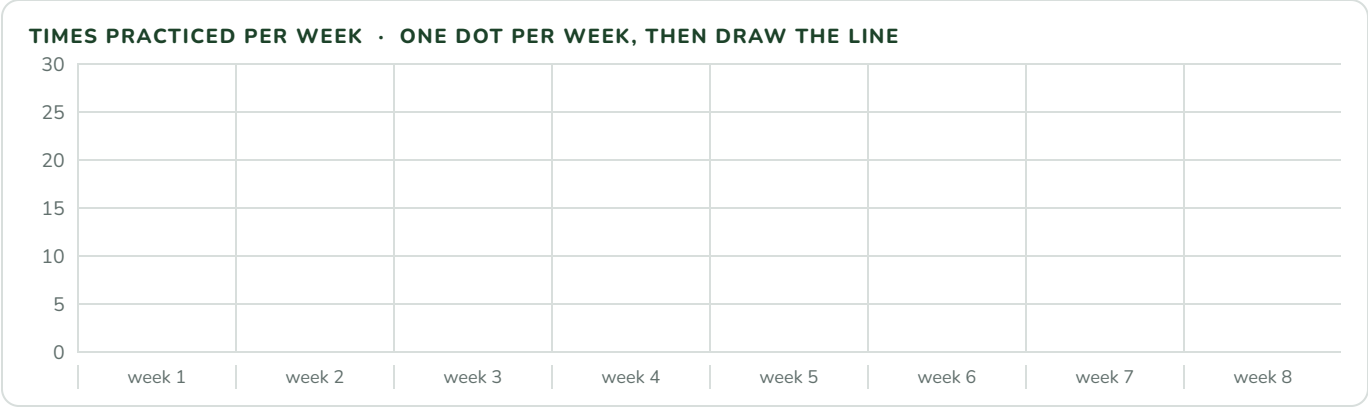
One row and one dot per week, from the log. Eight weeks across, 0 to 30 uses.

STUDENT

GOAL (YOUR DISTRICT'S OWN WORDING)

CRITERION (YOUR TEAM SETS IT)

#	WEEK OF	TIMES PRACTICED	MOST PRACTICED MANNER	DIFFERENT MANNERS USED	NOTES
1					
2					
3					
4					
5					
6					
7					
8					



COUNTING THE WEEK

Count the rows on the log (page 16) for the week: every row is one use. The most-practiced manner is the one that appears most in that column; different manners used counts how many distinct words show up, not how often.

BRINGING THIS PAGE TO A MEETING

This page counts how often the tool was used and which words came up, not whether any word was the right one for the moment — that reading is your team’s, not this page’s. The criterion field above is where your team’s own number goes.

WHY THIS PAGE COUNTS TIMES PRACTICED, NOT A PERCENT

This roll-up counts how often the tool was used and how many different polite words came up, not a percent correct — the same words fit different moments differently, and this page does not judge which moment called for which word. A record of use, not a score.



EXAMPLE

Filled Example

SAMPLE · INVENTED STUDENT

Every number in the read-out is re-counted straight from the two tables above.

Sam is invented, and so is every mark on this page. One school day on the log, then three weeks on the roll-up, to show how the two pages read once real marks are on them.

The log, one day (page 16)

#	TIME	MANNER	HOW IT HAPPENED	WHERE	NOTES
1	8:10	please	independent	classroom	Asked for a pencil
2	9:30	excuse me	with a reminder	hallway	Passing a classmate
3	10:45	quiet voice	modeled	library	Library visit
4	12:00	thank you	independent	cafeteria	Given a tray
5	1:20	wait your turn	with a reminder	classroom	Line for the sink
6	2:30	thank you	independent	classroom	Given a sticker

The roll-up, three weeks (page 17)

#	WEEK OF	TIMES PRACTICED	MOST PRACTICED MANNER	DIFFERENT MANNERS USED
1	9/8	14	please	4
2	9/15	17	thank you	5
3	9/22	19	thank you	6

READING THE NUMBERS

The day above: 6 uses, most practiced manner thank you, 2 of 6 (33 percent); 5 different manners words used that day. The weeks: 14, then 17, then 19 uses — a rising COUNT of times practiced, which is a record of how often the tool was used, not a change in which words were used.

A LINE THIS SHEET COULD WRITE

“Over three weeks, using manners words at school became more frequent for Sam — 14, then 17, then 19 times a week — and please was the word used most the week of 9/8, then thank you for the two weeks after.”

HOW THE GRAPH WOULD LOOK

Three dots on the roll-up graph (page 17) at 14, 17 and 19, joined by a line that rises. The “how it happened” column on the day above reads “independent” 3 times, “with a reminder” 2 times and “modeled” 1 time, so the log shows not just which word was used but how independently it happened.

WHAT THIS EXAMPLE IS NOT

One invented child’s day and three weeks. It sets no typical rate, predicts nothing about a real student, and does not say whether any word used was the right one for the moment — that reading is your team’s, not this file’s. The criterion field would hold whatever Sam’s team wrote.