**Classroom Etiquette Rules**

1. **Be punctual** – Arrive on time for class.
2. **Be prepared** – Bring required books, notebooks, pens, and assignments.
3. **Respect the teacher** – Listen attentively and don’t interrupt.
4. **Respect classmates** – Don’t laugh at or disturb others while they are speaking.
5. **Listen carefully** – Pay attention to instructions and lectures.
6. **Raise your hand** – Ask questions politely instead of interrupting.
7. **Keep noise low** – Avoid side conversations or distractions.
8. **No gadgets misuse** – Don’t use mobile phones or other devices unless allowed.
9. **Maintain cleanliness** – Keep your desk and classroom tidy.

10.**Be honest** – Avoid cheating, copying, or misbehavior.

11.**Participate actively** – Contribute positively to discussions and activities.

12.**Follow rules** – Obey classroom rules and school policies.

**Cafeteria etiquette:**

Cafeteria etiquette generally revolves around respect for others, cleanliness, and orderliness in a shared dining space. Here are some common guidelines:

**ln the Line**

* **Wait your turn.** No cutting or pushing.
* **Be polite** to the staff.
* **Move quickly** to keep the line flowing.

**At the Table**

* **Keep the noise down.** Use an indoor or quiet voice.
* **Keep your food to yourself** (don't share, especially where allergies are a concern).
* **Chew with your mouth closed.**
* **Don't hog space.** Only occupy the seats you need.

**When You're Done**

* **Clean up your mess.** Pick up dropped food and wipe up spills.
* **Push in your chair** when you leave.

**Bathroom etiquettes**

**Hygiene & Cleanliness (Leave No Trace)**

1. **Always Flush:** Every time. If the first flush isn't enough, flush again (the "courtesy flush").
2. **Wipe the Seat:** If you leave any drips , wipe them up with toilet paper.
3. **Use the Bin:** Never flush non-toilet-paper items (like wipes, sanitary products, or paper towels) as they can clog the toilet. Use the trash bin.
4. **Clean the Counter:** If you splash water on the mirror while washing up, quickly wipe it dry.
5. **Replace Supplies:** If you finish the toilet paper roll, replace it with a new one if refills are available.
6. **WASH YOUR HANDS** (Thoroughly!): This is non-negotiable for public health.

**Privacy & Space**

**Grooming etiquette**

**1.Basic Hygiene**

* **Body Odor:** Shower or bathe daily. Use deodorant . No one should be able to smell you from a distance.
* **Oral Hygiene (Breath):** Brush and floss daily. Use a mint or gum (discreetly!) if you've eaten something with a strong odor. Bad breath is a major distraction.
* **Hair:** Keep your hair clean, combed, and neatly styled for the environment you're in. Facial hair (beards) should be neatly trimmed.
* **Nails:** Keep your fingernails and toenails trimmed and clean. If you use polish, make sure it is tidy and not chipped.

**2. Fragrance (Be Considerate)**

* **Go Light (or Not at All):** Use cologne, perfume, or scented lotions . Your scent should only be noticeable to someone standing very close to you.
* **Avoid:** In many shared workplaces, strong scents are discouraged or banned entirely due to coworker allergies or sensitivities. *When in doubt, wear no scent at all.*

**3. Clothing and Appearance**

* **Clean and Neat:** All clothing should be clean, pressed, and free of stains, holes, or excessive wrinkles.
* **Fit the Occasion:** Dress appropriately for the environment (work, school, event). An employer's dress code is your top rule.
* **Shoes:** Keep shoes clean and in good repair.

**4. Public Grooming (Keep it Private)**

* **Groom at Home:** Nail clipping, applying makeup, intense perfume application, flossing, or hair combing should **never** be done at your desk, at a table, or in any shared public space.
* **Use the Restroom (Briefly):** Quick touch-ups (like reapplying lipstick) are fine in the restroom, but keep extended routines (like full makeup application or lengthy hair styling) at home.

**In person meeting etiquette**

**1.Arrival Time:**

**Be 5 minutes early.** This gives you time to settle down, open your notes, greet others, and be ready to start *at* the scheduled time.

**2. Stay on TrackStick to the topic:** If you have a separate, large discussion point, ask the chair to schedule a new time or add it to the next agenda. Don't let the meeting get sidetracked.

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