

Punctuality

Character... It starts with me!

MONTHLY EDUCATOR BULLETIN

Vs. Tardiness

I WILL

- Be at the right place at the right time.
- Prepare for unexpected delays.
- Do my work ahead of time.
- Plan a daily schedule and keep it.
- Not fall into the trap of "just one more".

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Showing respect for others by doing the right thing at the right time

Every summer, The Weltes would plan a trip from Cincinnati, OH to Cocoa Beach, FL to visit relatives. The trip takes about 16 hours by car and they would divide the trip into 2 days, staying at the same hotel in Perry, GA overnight. They always planned to arrive around 2:00 pm and invariably they would make that time within about 15

minutes each year. It never failed to amaze me how year after year, they were always on time. How did they do it? Planning and flexibility. They had a schedule and stuck to it. If there was construction and it slowed them down, they made up for it with shorter meals and stops. If rainy weather was expected, they left earlier. Being on time

governed every decision from the time they left the driveway until they arrived.

This month, how can you use planning and flexibility to be Punctual?



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No Matter How You Say It

Puntualidad vs. Lentitud

Mostrar estima por otros, haciendo lo que es correcto en el momento oportuno



↻ ↻ Go to the Root ↻ ↻

The word **punctual** is derived from the Latin word *punctum* which means “a point”. Originally, the English word expressed “scrupulous exactness” in all measurements. Can you see how **punctuality** is precision in timing?

Idioms

On the dot to be punctual

Right on time arrival as expected

Day late and a dollar short late and ill-prepared

Too little, too late arrived too late to save the situation

Found on www.thefreedictionary.com

Sign Language

Check out the SignASL website for the American Sign Language interpretation of the word Late. Check out the Lifeprint website for the sign for On Time. Can you see how On Time is very precise and Late is rather Wishy Washy?

<http://www.signasl.org/sign/late>
<http://lifeprint.com/asl101/pages-signs/t/time.htm>

“People will accept your idea much more readily if you tell them Benjamin Franklin said it first.” -David H. Comins

Character Quotables

“Money, I can only gain or lose. But time I can only lose. So, I must spend it carefully.”

Author Unknown

“If I have made an appointment with you, I owe you punctuality, I have no right to throw away your time, if I do my own.”

~Richard Cecil

“Know the true value of time; snatch, seize and enjoy every moment of it. No idleness, no delay, no procrastination; never put off til tomorrow what you can do today.”

~Lord Chesterfield

“I could never think well of a man’s intellectual or moral character, if he was habitually unfaithful to his appointments.”

~Nathaniel Emmons

“Few things to more to alienate friendship than a want of punctuality in our engagements. I have known the breach of promise to dine or sup to break up more than one intimacy.”

~William Hazlitt

“Unfaithfulness in the keeping of an appointment is an act of clear dishonesty. You may as well borrow a person’s money as his time.”

~Horace Mann

“One cannot manage too many affairs: like pumpkins in the water, one pops up while you try to hold down the other.”

Chinese Proverb

“Better three hours too soon than a minute too late.”

~William Shakespeare

“Lost yesterday, somewhere between sunrise and sunset, two golden hours, each set with sixty diamond minutes; no reward is offered, for they are forever gone.”

~Horace Mann

“The while we keep a man waiting, he reflects on our shortcomings.”

French Proverb

“Until you value yourself, you won’t value your time. Until you value your time, you will not do anything with it.”

~M. Scott Peck

“Each of us has the same quantity of the most precious commodity in the world....time.”

~Ted Janusz

“Time is what we want most, but what we use worst.”

~William Penn

“I owe all my success in life to having been always a quarter of an hour before my time.”

~Lord Nelson

“Punctuality is the politeness of kings.”

~Louis XVII

“You cannot kill time without injuring eternity.”

~Henry David Thoreau

“Punctuality is the stern virtue of men of business, and the graceful courtesy of princes.”

~Edward G. Bulwer-Lytton

“Being on time to appointments and meetings is a phase of self-discipline and an evidence of self-respect. Punctuality is a courteous compliment the intelligent person pays to his associates.”

~Marvin J. Ashton

“You cannot do a kindness too soon, for you never know how soon it will be too late.”

~Ralph Waldo Emerson

Curriculum Connection



Geography

Longitude

In the mid 1800’s, leaders met from all over the world and agreed on a line going north and south through Greenwich, England, as 0 degrees longitude, the Prime Meridian. This enabled time to be standardized around the world. Most progress in science and transportation could not have taken place without this standard of time.

This is a photo of the Royal Observatory in Greenwich. A laser projected from the building marks the Prime Meridian along the line identified in the stone.



Queen Victoria: Queen of the Clock

Alexandrina Victoria, May 24, 1819 – January 22, 1901, was the Queen of the United Kingdom of Great Britain and Ireland from June 20, 1837 until her death. The time of her reign is known as the Victorian era, a period of industrial, political, scientific and military progress within the United Kingdom. Queen Victoria's day was strictly orchestrated and her day's schedule was timed to the minute. Each year, she made visits to the outlying areas and these visits were the same time each year. Queen Victoria valued punctuality and considered tardiness a "heinous crime". One never kept the Queen waiting! The quest for

punctuality became a key trait of the Victorian era.

An important development during the Victorian era was the improvement of communication links. Stage coaches, canals,



steam ships and most notably the railways all allowed goods, raw materials and people to be moved about, rapidly facilitating trade and industry.

Trains became another important factor ordering society, with "railway time" being the standard by which clocks were set throughout Britain. As the industrial revolution proceeded, clocks regulated the day of the employer and employee alike.

Team~Building Activity

Building a culture of good character requires building the class into a community. Here is this month's teambuilding activity:



What Does Your Plate Say?

Begin this activity with what you see on a car's license plate. The state will be identified and a unique number/letter combination is on every plate. States can add slogans and individuals can select from additional decorations such as for military or handicapped as well as selecting their own number/letter combination known as a vanity plate. Whatever they select must be unique. Emphasize that all of the plates within a state are unique. Now allow each student to design their own License Plate. They can choose the number/letter combination they want, they can Name their "State" by choosing a character quality or emotion that describes his/herself. They can add artwork or a motto or slogan or something that describes them. If you have students with the same first name, make sure they are making plates that are different. Both can use the same name on the plate as long as they are in different states. When they have finished, let them share their plate in small groups. Emphasize that we are all unique and that each of our unique qualities contribute to the personality of the classroom.

Ohio - Birthplace of Aviation
 Indiana - Bicentennial 2016
 Kentucky - has image of horse and the words Unbridled



The Punctuality Hunt



When you are on time, you are the one in charge of your schedule. When you are habitually late, it shows a distinct lack of control. In order to get more control or *power* look at the reasons for being late. Have the students identify reasons people are late. Prepare a few ahead of time that are age appropriate in case you need to get the discussion going. Ask them to think about being late for school, church, sporting events, practices, etc. Trace being late back to the beginning – not putting a book bag where it belongs the night before, not writing down assignments. Identify that being late doesn't start the minute the clock ticks past a deadline. It starts when they fail to plan. Tell the students they are punctuality detectives and have them search for when the tardiness actually begins for each reason that they list on the board. Once the reasons are identified, have them come up with suggestions of what they can do to prevent that from happening again. Try to have them come up with more than one solution.

The Power of Five



It doesn't have to be New Year's to create resolutions. This exercise focuses choices on organizing time and space to aid in punctuality. Each student will need three sheets of paper on which they will trace their hand. Inside the palm of the first hand they should write Start, on the second hand Stop and on the third hand Continue. On the hand labeled Start, they should write 1 thing on each finger and thumb of things they can start doing that will help them be more organized. On the hand labeled Stop, they should write 1 thing on each finger and thumb of things they can Stop doing that get in the way of being organized and punctual. On the hand labeled Continue, they should write 1 thing on each finger and thumb of things they can continue doing that will help them. You may want to review the 5 "I wills" of Punctuality to give them ideas. You may also list suggestions on the board for them to copy. When they have finished, they should be put someplace that they can be re-visited throughout the rest of the month/school year to serve as reminders of their resolutions.

Ace of Spades

This exercise requires that you set up two decks of cards ahead of time. One deck should be in order of suits and values and the other deck should be completely shuffled with some cards even being turned around. Recruit two volunteers and provide each one with one of the two decks without explaining that the decks are different. Have the volunteers face each other and race to see who can find the Ace of Spades first. Typically, the volunteer with the organized deck of cards will find it first. Use this demonstration to explain that when things are organized it is easier to find what you need and not be late because you couldn't find something.



\$86,400

For this exercise, divide the class into small groups and tell each group to pretend that they have \$86,400.00 to spend however they want. Let them know that they must spend it all - no saving! If they do not spend all of it, they will lose it. It isn't important that they know actual prices of things. They can just budget so much of the money to purchase a group of items. For example, they may budget \$200 on pizza, \$500 on CDs, \$2000 on new shoes for the group. Ask each group if they would be able to buy all of the items in a single day. If you have younger students, then do this as a class exercise where you record the purchases on the board and keep a tally of what is left to spend. When you are finished, then tell them that there are 86400 seconds in a day. Just as we planned on what we would spend money, we should also plan on what we should spend time.



Laugh and the world laughs with you, be prompt and you dine alone.

- Gerald Barzan

Croskey's Corner

The Quality of the Month is Punctuality. It is defined as showing respect for others by doing the right thing at the right time. One of the "I will..." statements is to prepare for unexpected delays. Seems like if you prepared for unexpected delays, you might end up arriving late instead of on time! Indeed, given the difficulties in air travel, being punctual sounds like it could lead to a lot of frustrated waiting. If you make sure you are on time for your flight, you will end up being there in plenty of time to wait in line. In school, if you show up for every meeting on time, you will end up sitting by yourself, waiting for others to arrive. I speak from experience.

Punctuality is one of those "will power" Character Qualities, which can end up sounding more like etiquette or politeness rules, rather than being guidelines for character. In such a case, there is the danger of assuming that only polite people "do" these things. It helps for us to remember that character is more than manners; it is an effective way of thinking about, interacting with, and treating people which makes the world a better place.

A central point to make is that in order to BE punctual, you have to be at the right place at the right time. That describes what we call "Timing." Some people have it, some don't. It matters when running backs are looking for "daylight" on the football field. It matters with baseball players hitting a fastball. But in addition to sports, Timing matters in our professional lives. Maybe you obtained a particular job because you happened to be hunting for a job on the day your employer was desperately looking to fill your job.

Good timing is one of those situations where "a miss is as good as a mile." In no situation is this more crucial than with the well-timed comment by someone influential. Teachers are in this situation frequently. You have a room full of children, who all seem to be coming at you at the same time. For the teacher, timing is everything. Make the appropriate remark at the exact time, and you literally make a student's day. Wait too long, or make a sarcastic or overly critical comment, and your timing will be awful. Probably most of us have seen that e-mail making the rounds which describes the suicidal teen who, because of a supportive comment, chooses not to go through with his plan to kill himself. Like you, I wondered if that was an urban legend or if it really happened. Regardless, it illustrates how crucial a well-timed comment can be.

Deborah Hansen, a veteran teacher from Florida, tells her story of moving into a new school at 5th grade and wanting to "make good." The class was reading aloud, and Deborah counted ahead to figure out which paragraph she'd have to read when it was her turn. But, as prepared as she was, she read the text too quickly because she was in a hurry for it to be over. Her teacher said to the boy behind her, "Now, would you read that paragraph again so we can understand it this time?" Deborah says that the humiliation, and the shame, which she felt that day, are as fresh as the day she heard it. She spent 15 years as a teacher following the belief that a teacher's words and attitudes have a lasting impact on the minds and souls of children placed in their paths and that teachers must treat these minds and souls with the tender care which such a gift deserves. (see http://www.edweek.org/tm/section/first-person/2008/06/11/tm_hansen_web.h19.html)

So, I hope that you make all your flights, keep all your appointments, and never have to wait in line. But, more importantly, I hope that kind words come at just the right moment to you, and help you to learn and to grow. But I also wish for you the wisdom to know what to say, who to say it to, and exactly when to say it.

Bill Croskey is a retired school psychologist from the Loveland City Schools

For the Family

We are studying the character quality of **Punctuality**: Showing respect for others by doing the right thing at the right time

To practice Punctuality I will:

- Be at the right place at the right time.
- Prepare for unexpected delays.
- Do my work ahead of time.
- Plan a daily schedule and keep it.
- Not fall into the trap of “just one more”.



Family Activity:

The Big Picture

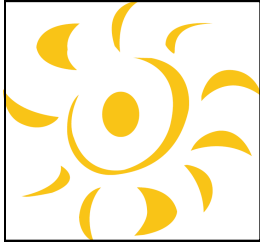


For this activity you will need a challenging puzzle that can be assembled by the family. Do not show them the picture of the puzzle but let them be challenged to assemble it based on their skill. If the challenge is too difficult, provide the picture after they have spent some time without it. When they are finished, explain that in order to plan our work, we have to know what the big picture is. What are the important goals of the family? Perhaps this would be a good time to write a family mission statement or for each family member to set goals for the year. Punctuality requires knowing what is more important. Discuss how

knowing the big picture makes it easier to assemble a puzzle and to make choices in daily living.

Other ways to teach character in the home:

- Display the character quality and definition in a prominent place such as on the refrigerator or let each child decorate it for their bedroom door.
- At the dinner table ask if anyone noticed anyone (not just family members) demonstrating the character quality (or not demonstrating it).
- Point out news stories where character was or was not involved.
- Review the “I wills” and see if there are specific actions you can add to this list.
- During car trips, challenge the kids by describing scenarios and having them identify if it describes being the quality or being the opposite.
- Praise with character by recognizing the character quality involved rather than the achievement.
- For more ideas visit www.charactercincinnati.org/education.php



www.charactercincinnati.org

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Character...It Starts With Me!

Character in the Classroom *Continuously*

There are many ways that you can teach the Character Quality of Month. Here are just a few suggestions:

- Ask students to make posters to hang in the classroom or around the school.
- Challenge students to find quotes, news stories, current (or classic) songs or movies that portray the character quality of the month. Be sure to share these with the class and “archive” these to use in future years.
- Add the character trait of the month to the spelling word list. (Even if it is posted in the classroom to copy!)
- Offer for students to make a video or write a rap that demonstrates the Character Quality of the Month.
- If you teach younger students, see if you can “borrow” some older students to lead your students in an activity or switch the roles and have the younger students “teach” a rhyme to the older students.
- If you teach older students, you can be the initiator in the previous activities.
- Invite local business leaders or small business owners to talk about the importance of a character trait. If you teach older students, aim to get a representative from a business that typically hires teens so that they can relate the importance of good character when applying for and *keeping* a job.
- Men and women in uniform usually make impressive guest speakers. Police departments, fire departments and military recruiting offices are usually willing to come into a classroom. Do not be afraid to give them specific requests or guidelines for speaking so that it is pertinent to the lessons of the month.
- Always have a generic character activity planned and ready to go that you can use as filler when you have time to kill or that a substitute teacher can use in your absence.