

**Project:** 'How To Manual: Respect, Ethics, & Inclusion'

**Content:**

- Title page
  - "How to be Respectful, Ethical, and Inclusive at School and Work"
  - Your name
- P. 1, 2 How to be **respectful** at school and work.
- P. 3, 4 How to be **ethical** at school and work.
- P. 5, 6 How to be **inclusive** at school and work.

**Curricular competency:** "Appreciate the importance of practicing respectful, ethical, inclusive behavior in diverse, collaborative learning, and work environments."

**Criteria:** For each topic, answer these questions:

- What does it mean? *Example: What does it mean to be respectful?*
- What does it look like at school?
- What does it look like at work?
- Why is important?
- What would it look like if people did not practice it?

**Suggested format:** 2 pieces of blank paper folded and stapled together in booklet style.

**Assessment:**

*For Proficient*

- All answers must be complete, logical, and thoughtful
- Must include an illustration for each topic. Coloured would be nice!
- Must be neat and organized (sub-headings recommended)
- Has a title page