**Behavior/Location:** Front office

**Why/Purpose:** To ensure a respectful and safe atmosphere for students, parents and staff.

**Looks Like/Sounds Like: Expectation**

**Model Using I DO, We DO, You DO**

1. Get permission from your teacher to come to the office, unless you are late for school.
2. Enter the office through the doors marked “Student Entrance.”
3. If you have business to take care of in the office, wait your turn in line quietly.
4. Stay in the area that is all glassed in until you are told you can enter the office to go to the nurse or to the principals.
5. Let Mrs. Ayala know what you need taken care of.
6. Use an indoor voice when making requests to the front secretary.
7. When you are waiting for the nurse, principal or secretary, wait quietly in the chairs.
8. Take care of your business and return to class as soon as possible.
9. Ask politely for a pass if you need one.
10. If you are late, check in at the front desk, have your parents sign you in, and ask for a pass.

**Negative Examples:**

1. A student walks into the front office, walks past the secretary, and goes right to the nurse.
2. A student yells from the back of the line, at the secretary, his request for a pass.

**Positive Examples:**

1. A student has a bloody nose, she already has a tissue, but there is one person in front of her talking to the secretary. She asks if she can talk to Mrs. Ayala ahead of the student rather than pushing her way through the line.
2. A student comes in late to school because she was at a doctor’s appointment. Her mother comes in with her to sign her in with the secretary. The student kindly asks the secretary if she can have a pass to quickly get to class.

**Role Plays:**

1. Mrs. Ayala is not at her desk. A student is bringing the attendance down from his/her teacher.
2. Mrs. Glickley is doing morning announcements. Students are in line waiting to be helped by Mrs. Ayala.