

**Focus Area: School-wide Behavior Expectations
OFFICE**

<u>R</u>espect <u>O</u>thers	<u>A</u>ct <u>R</u>esponsibly	<u>&</u> <u>S</u>afely
<ul style="list-style-type: none"> ● Use your manners ● Politely state the purpose of the visit ● Use appropriate language, proper titles & last names 	<ul style="list-style-type: none"> ● Sign in ● Patiently wait your turn 	<ul style="list-style-type: none"> ● Calmly sit or stand in one place

Objective:

- To teach students the behavior expectations when visiting the office.

How will we teach the expected behaviors?

- Tell the students that today's focus is the office.
- Give the students about 5 minutes to work in small groups (2-4), and ask them to create a list of examples of expected behaviors in the office and a list of non-examples of expected behaviors in the office. As they create the lists, they should discuss why it is a good or bad example.
- At the end of the 5 minutes, draw a tree map on the board and ask the students to share their examples and under which sub-category they belong.
- Once the class has constructed a full map, discuss the non-examples. Why did those behaviors not make it onto the tree map? What happens if the students do not follow the rules?
- In closing, have the students work in small groups again (you may choose to keep the same groups or mix it up) to create a rule based on the example behaviors on the board. (Example: It is important to follow the rules in the office to ensure the safety of students and minimize disruptions of office workers.)
- With the leftover time, ask for volunteers to role play/create a skit showing bad office behavior and have the class correct it. Then the volunteer, or someone new, can come up and show the good behavior.