



OFFICE

RULES / EXPECTATIONS

K

KINDNESS

- SPEAK CLEARLY TO THE ADULT
 - BRING A PASS FROM AN ADULT
 - SAY “PLEASE”, “THANK YOU”, & “EXCUSE ME”
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E

EFFORT

- STAY IN YOUR SEAT
 - BRING WORK WITH YOU
 - ASK PERMISSION TO GET OUT OF YOUR SEAT
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SAFETY

- SIT CORRECTLY IN THE CHAIR
- KEEP HANDS & FEET TO ONESELF
- KEEP OBJECTS IN YOUR POSSESSION