

AWESOME JUNIOR HIGH SCHOOL OFFICE

STUDENT RULES	EXPECTATIONS	ADULT RULES
<ul style="list-style-type: none"> • Wait your turn • Have a pass 	<h2 style="font-size: 2em; color: purple;">C</h2> <h3 style="font-size: 1.5em;">ooperate</h3>	<ul style="list-style-type: none"> • Wait your turn • Have your required documents/TDL ready
<ul style="list-style-type: none"> • Help students with directions/locations around the school • Follow the behavior matrix 	<h2 style="font-size: 2em; color: purple;">H</h2> <h3 style="font-size: 1.5em;">elp Others</h3>	<ul style="list-style-type: none"> • Sit in the designated waiting area • Always wear your badge while in the building • Follow the behavior matrix
<ul style="list-style-type: none"> • Present issues individually • Keep your volume at a level that does not interrupt the working environment 	<h2 style="font-size: 2em; color: purple;">A</h2> <h3 style="font-size: 1.5em;">ct Appropriately</h3>	<ul style="list-style-type: none"> • Use a volume that is not interruptive to the environment
<ul style="list-style-type: none"> • Practice patience and wait your turn • Be polite • Remember please and thank you 	<h2 style="font-size: 2em; color: purple;">R</h2> <h3 style="font-size: 1.5em;">espect Everyone</h3>	<ul style="list-style-type: none"> • Practice patience • Respect the time and work of others
<ul style="list-style-type: none"> • Tell me something good 	<h2 style="font-size: 2em; color: purple;">G</h2> <h3 style="font-size: 1.5em;">ive compliments</h3>	<ul style="list-style-type: none"> • Tell me something good
<ul style="list-style-type: none"> • Be positive about your day • Let office staff know that you appreciate them • Tell me something good 	<h2 style="font-size: 2em; color: purple;">E</h2> <h3 style="font-size: 1.5em;">ncourage Others</h3>	<ul style="list-style-type: none"> • Be polite when conducting business
<ul style="list-style-type: none"> • Conduct business in a timely manner • Always come to the office with a pass • Move on when business is done 	<h2 style="font-size: 2em; color: purple;">R</h2> <h3 style="font-size: 1.5em;">epresent Leaman</h3>	<ul style="list-style-type: none"> • Conduct business in a timely manner
<ul style="list-style-type: none"> • Report any unsafe conditions 	<h2 style="font-size: 2em; color: purple;">S</h2> <h3 style="font-size: 1.5em;">tay Safe</h3>	<ul style="list-style-type: none"> • Report any unsafe conditions