

# Rees E Price

## office

### **Respectful**

1. Use quiet voices, good manners and friendly attitude are expected at all times when in office.
2. Wait patiently to be helped.
3. Enter the area beyond the office gate only with permission from the Office Staff.

### **Responsible**

1. Make phone calls from the Office after dismissal. During the school day, emergency phone calls can be made from the classroom with teacher's permission.
2. Make all plans with family and friends before leaving for school.
3. Come to the office with a note or the Office Staff will ask you to return to class.

### **Safe**

1. Stay seated in the waiting area until directed where to go by office staff.
2. Do not leave the office unless escorted by an adult or directed where to go by an adult.