



# OFFICE

## RULES & EXPECTATIONS

### WE CAN/WILL...

**K**  
**KINDNESS**

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

**E**  
**EFFORT**

- STAY IN OUR SEAT
- BRING WORK TO DO
- ASK PERMISSION TO GET OUT OF OUR SEAT

**S**  
**SAFETY**

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