

# Office Expectations

Good morning, Mrs. Venolia!



Updated August 2010

# Who works in the office?



**Miss Judie** works at the front desk. She answers phone, greets students and parents. She will give you a tardy slip if you are late.

**Miss Kathy** works in her office. She orders supplies, helps teachers with field trips, and helps Mrs. Venolia with the business part of running the school.

**Miss Robby** is the school nurse. She will help you if you are sick. She also helps your teachers with attendance.

**Mrs. Auten** is the Assistant Principal. She helps supervise recess and works with students when they may be having difficulty making good choices. She also helps run fun events at school like Science Field Day!

**Mrs. Venolia** is the Principal. She helps to the make the school run smoothly. She works with parents, teachers, and students to make Stone Ranch the greatest school ever.

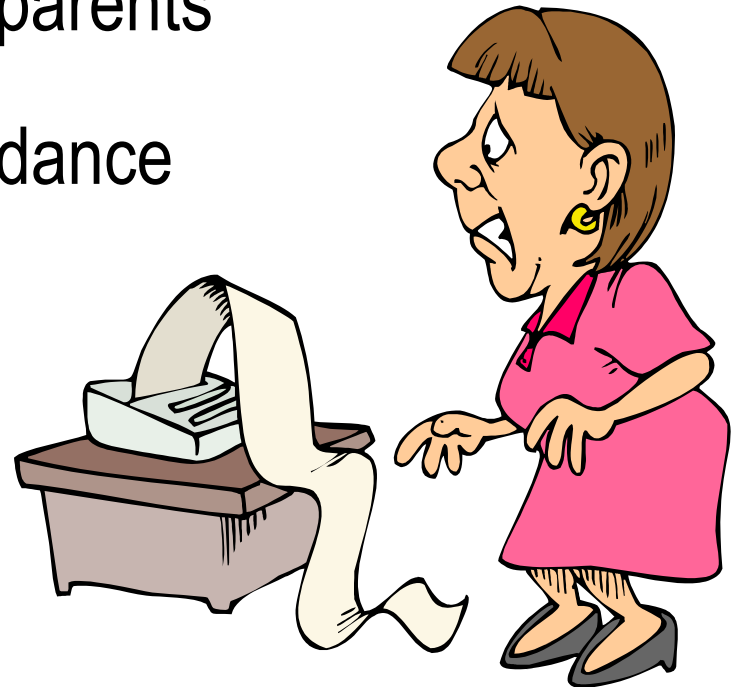


# What does the Office Staff do?



- Help students and staff
- Answer phones
- Assist parents

- Paperwork: discipline, attendance
- Order materials & supplies
- Answer questions
- Input information into the computer



# Being RESPECTFUL Means:



Honoring the rights or wishes of  
the office staff.



# Being RESPONSIBLE Means:

...going directly to and from the office with a pass.

You need a pass from a teacher or yard supervisor to go to the nurse's office.



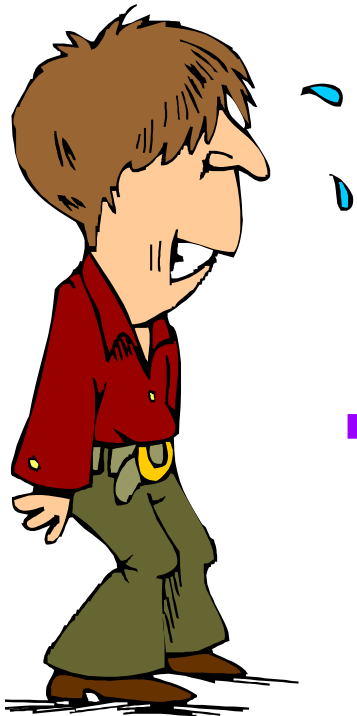
# Be Caring - Wait Patiently

- Stand in a single file line
- Do not interrupt conversations (phone calls or in person)
- Do not talk to others while you are waiting



# Politely Seek Assistance

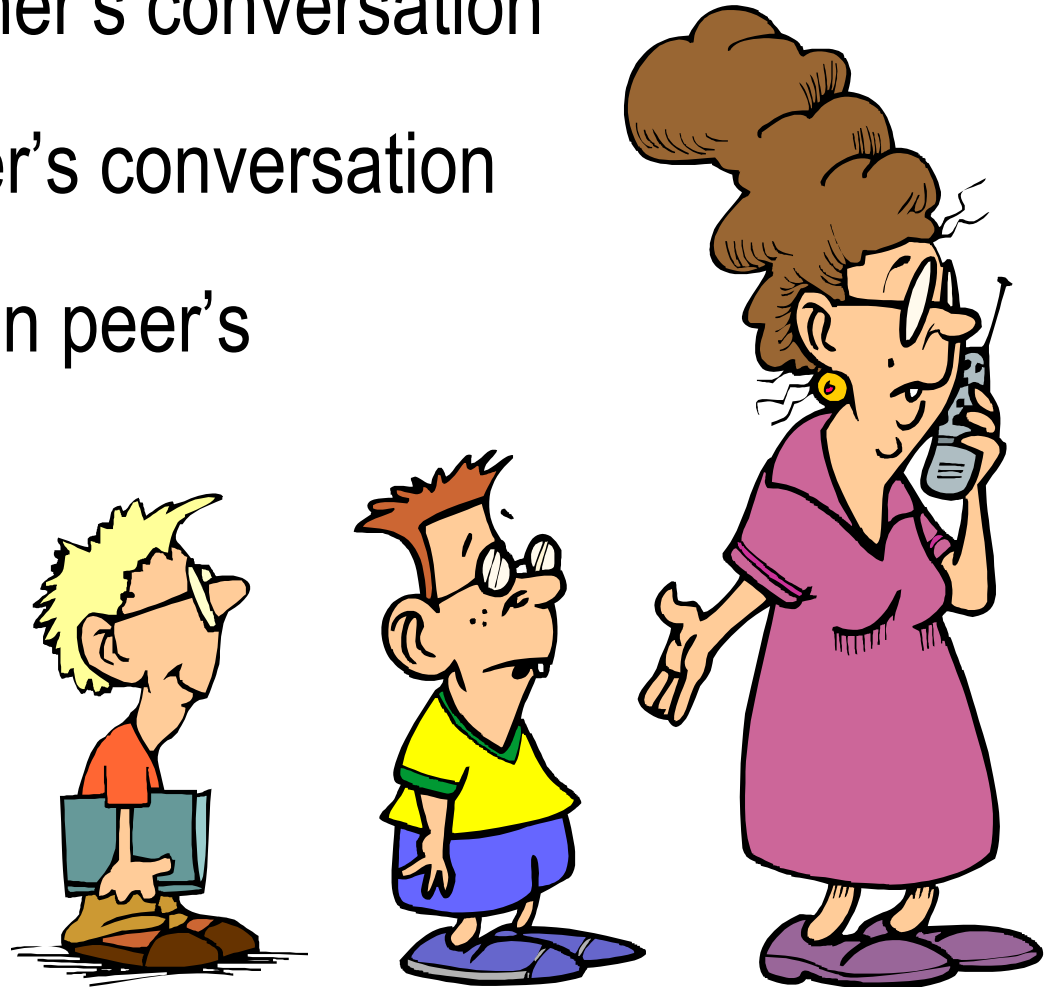
Miss Judie sits at the front desk and is busy in the office all day...



- Use your inside voice
- Walk up to the counter when it is your turn

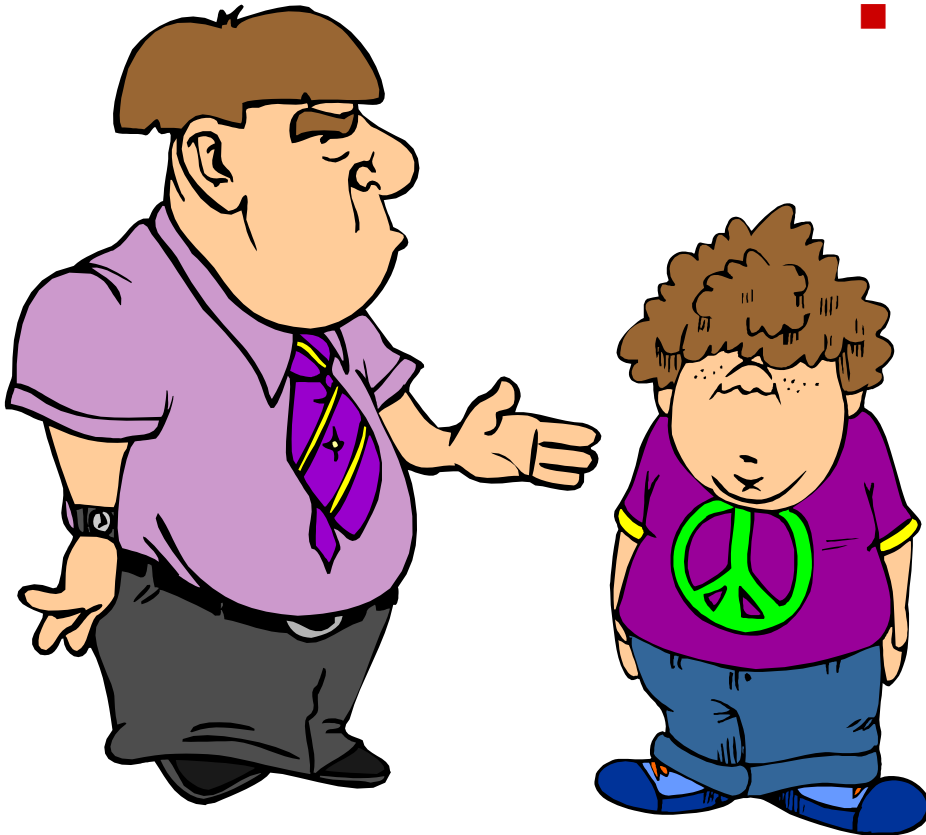
# Mind Your Own Business

- Do not listen to other's conversation
- Do not add to other's conversation
- Do not comment on peer's business



# Be Polite to Staff

- Look adults in the eye when speaking
- Say “Please” and “Thank you”
- Talk to adults when they speak to you



# Keep Hands, Feet, and Objects to Self

- Respect other's personal space
  - Ask permission before using office supplies



# If you are waiting, sit in the red chairs and...

- Keep both feet on the floor
- Keep all four legs of the chair on the floor
- Use only one chair at a time



# Make it a great office or not – the choice is yours!

*I knew she was  
going to say that...*

