Matrix Location: Office

Core Value: Be Responsible

Behavior Expectations: Follow directions

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<th>Teaching Example</th>
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<td>Identify the concept: Be responsible by following directions.</td>
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Define terms:
Responsible: involving accountability/important duties/ owning up to your behavior and actions.
Following directions: listen to the teacher, follow the rules, do what is asked of you.

Use prior knowledge:

1. Read & discuss: “Horton Hatches the Egg” by Dr. Seuss. Discuss how Horton was being responsible, taking care of an egg that wasn’t even his.
2. Help students understand what it means to follow directions by playing the game “Simon Says”.
3. Reinforce the concept of following directions by listening to and learning the songs from: “Sing Along and Learn: Following Directions by Ken Sheldon

Discuss with the students the expectations for being responsible while in the office setting. The directions you need to follow while in the office are: (Use picture icons with the students as you review the directions they need to follow while in the office.)
1. Use a quiet voice.
2. Keep the doorway clear. Go directly to the counter.
3. Use your manners: do not interrupt staff, say “Excuse me” to get the secretary’s attention.
4. Keep hands and feet to self: do not engage in conversation with friends while in the office.
5. Do what the teacher asks you to do while at the office.

While in the classroom, have the students practice entering the room quietly, keeping the doorway clear, asking for items in a quiet, polite voice. Show the students how they need to stand away from others, keeping their hands and feet to themselves. Remind them that the office is a place of business and they should not be talking with their friends. (Use picture icons if necessary for visual sequencing)

Role Play Examples

Modeling: Lesson taught at the office setting.

Take the students to the office one at a time. Stress that in the office, you need to be quiet and respectful of others that are working. You need to be responsible and do the task at the office that was asked of you.

Student will role play: entering the office in a quiet fashion. The student will not block the doorway, but go directly to the counter. The student will be responsible by making their request or doing their specific task in a quiet manner. If other students are present, they will not engage in conversation. Upon completing their task, they will leave the office quietly and go back to class.

Positive reinforcement 4 to 1 Rule:
“Good job, being responsible and following directions!”
“I like the way you went right up to the counter, said excuse me and asked Mrs. Heck your question!”
Thanks for remembering to use your quiet voice when you are in the office.
“You did a nice job, not talking with your friend while you were in the office.” “You took your job seriously and followed directions, thanks for being so responsible”.