Matrix Location: **Office**

Core Value: **Be Safe**

Behavior Expectations: **Hands and feet to self**

### Teaching Example

**Identify the concept:** Be Safe.  
**Define Terms:** not dangerous, out of harm’s way, protected, secure.  

**Hands and feet to self:** not touching others or objects without permission.

**Use prior knowledge:**

1. Check the literature online for a book regarding appropriate social skills. *Developing Personal Safety Skills in Children with Disabilities* (Freeda Briggs) is a good resource.  
2. Discuss cultures examples of being safe. (Walking in the halls, quiet voices, using equipment appropriately, stay in designated area, sit chair appropriately.  
3. Ask students to give examples of being safe with keeping hands to self and or objects.  
4. Discuss and model how students display safe behavior when in the office to deliver lunch counts, request materials, make copies, etc.
## Role Play Examples

**Modeling:** Lesson taught at office.
- Take students (1-2 at a time) to the office.
- Demonstrate to students how to be safe in the office. Walking quietly throughout the hallways when entering office we switch on our quiet voices. Then we keep our hands and feet to ourselves, by not touching objects (e.g., items on the counter, office equipment, etc). When going to the office complete the task requested of you, finish and leave directly after unless directed otherwise.
- Remember to use inside voices. Be polite if you need to ask the secretary a question.

**Role playing:** Use picture icons if necessary to provide appropriate, sequence visually. Use digital camera to take pictures of appropriate office behavior in the office. Review these pictures with student before going to the office.

Ask students to give examples of being safe in the office.

Students will role play: entering office quietly, talking appropriately when necessary, waiting their turn when office staff are busy/on the phone, and perform job (e.g. deliver lunch count to appropriate person) and leave after job is completed.

**Positive Reinforcement 4 to 1 rule:**

“That’s right, your doing it perfectly now!
“Nice job waiting quietly in the office!”
“You are doing a great job delivering the lunch counts!”

**Corrective:**

“Remember to wait your turn in the office.”