

EVERGREEN MIDDLE SCHOOL



2011 - 2012 PARENT/STUDENT HANDBOOK

*EVERGREEN IS A COMMUNITY DEDICATED TO LIFELONG
LEARNING AND THE DEVELOPMENT OF HEALTHY,
THINKING, CARING, AND PRODUCTIVE WORLD CITIZENS.*

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August 2011

Dear Evergreen Students and Families,

Welcome to Evergreen Middle School! The Evergreen staff is very excited about the coming year and has designed lessons, activities, and opportunities to help all of our students attain our school motto: *Soaring To New Heights!*

Middle School is an exciting time of many developmental changes for students; conversely for many parents, it can be a nerve racking time of uncertainty while their adolescent navigates these changes. While students will often look to gain independence from their parents in these middle years, educational research supports that parental involvement during the middle years is critical for student success, both socially and academically. We believe that the parent is the most important teacher and we hope you choose to visit our school this year. Parents are welcome to come at lunch or visit for a whole day. We also have a great Parent Club that among many activities runs a student store; this is a tremendous way to not only help our school but see your student in action.

I also recommend to parents that you bookmark our website <http://hsd.k12.or.us/evergreen/> and check it weekly. Our website is updated on a daily basis and includes information on grade reporting, homework, school announcements, parent/student resources and much more. You can find most answers to your questions on our website including a list of staff contacts.

In the following pages of our Parent/Student Handbook you will find the answers to questions that you may have about school programs, policies, and procedures.

I'd like to highlight several areas for parents to read over with their child:

1. *Attendance Policies*
2. *Dress Code and Electronics Policy*
3. *Lockers*
4. *Text a Tip*

Also included in the handbook is an outline of Positive Behavior Intervention Support. PBIS is our system for helping promote positive character attributes that ensure an optimal learning environment. The handbook includes specific information on PBIS; such as our Guide Room lessons and student expectations. Please take the time to read the handbook, to discuss it together, and to keep it as a reference tool throughout the year.

Let's have a great year Soaring To New Heights!

Rian Petrick

Principal

CALENDARS

Please check the school website at <http://hsd.k12.or.us/evergreen/> and the District website at <http://hsd.k12.or.us> for updates on the school schedule and activities throughout the year.

EVERGREEN GENERAL INFORMATION

Evergreen Middle School

29850 N.W. Evergreen Rd
Hillsboro, OR 97124
Phone: 503-844-1400
FAX: 503-693-1706

Administration

Principal	Rian Petrick	petrickr@hsd.k12.or.us
Assistant Principal	Linda Harrington	harringl@hsd.k12.or.us

Counseling

7 th Grade Counselor	Jason Dortch	dortchj@hsd.k12.or.us
8 th Grade Counselor	Margaret Duarte	duartem@hsd.k12.or.us

Address and Telephone Number Changes

It is extremely important that the office be notified immediately in the case of telephone or address changes. Our ability to contact parents in case of emergencies depends on the accuracy of the information.

After-school Activities

Hillsboro Parks and Recreation Department is in charge of the after-school programs. If you have any questions regarding any of the activities, please call them at 503-681-5397. You can also find information on our school website at <http://hsd.k12.or.us/evergreen/>. As activities become available, there will be announcements at the school and sign-up papers in the main office. *Students who are not participating in an after-school activity may not stay at school unless accompanied by their parent.*

Arrival at School

Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school, and while engaged in district-sponsored activities. Supervision will be provided at 8:20 a.m., in the Commons, before school and until 3:30 p.m.

Supervision does not include early morning times or following usual student departure unless students are present for a scheduled activity. Early arriving students will not be allowed in the building until the first school bus arrives.

Assignments/Homework/Planners

We believe that assignments and homework are a vital, necessary part of a student's learning experience. Each team and elective teacher will discuss specific expectations for their class. Please contact the specific team or teacher for any concerns related to assignments or grading.

Parents, please help your son or daughter complete assignments by providing regular study periods at home and asking to see their student planner. Each student is provided a student planner at the onset of the year. The use of the student planner has shown to

be very effective in staying on top of assignments. Many teachers also post homework on www.classhomework.com. Please ask them how to navigate the website.

Attendance at athletic events

Students attending athletic events at Hare Field are reminded that they are to sit in the bleachers or in the grandstands. Students will not be allowed to walk around the track or loiter near the concession stands or at the north end of Hare Field. Students who attend an event for purposes other than to see the athletic contest will be asked to leave. Parents are encouraged to attend athletic events at Hare Field with their student.

Attendance Procedures

Regular attendance is essential to success in school. Students are expected to attend school every day and be in every class. In addition, they must be in their assigned seats and ready to work by the time the tardy bell rings.

It is the policy of the Hillsboro School District to provide the opportunity to make up assignments after excused absences. Students may not have grades lowered or denied solely on the basis of attendance or misconduct.

Students who are absent or tardy to school must report to the attendance office and carry a student pass to class. Parents are asked to call or send a written notification to the attendance office to report a student's absence or late arrival to school. Students leaving school for the day must check out through the main office with a parent or guardian.

Below are simple steps to help the school if students do miss school:

What can Parents do?

1. Help make it possible for students to be in school daily.
2. Notify the attendance office by telephone, *within 48 hours of an absence*, at 503-844-1404. During or after school hours, leave a message on the answering machine.
3. Send a written excuse upon your student re-entering school if you did not make telephone contact.
4. Notify the attendance office well in advance of any planned family activities that will result in a student's absence.

What can students do?

1. Make every effort to be in class regularly and promptly.
2. Make sure parents contact the attendance office regarding every absence.
3. Be well informed of attendance policy and expectations.
4. Contact teachers regarding make-up responsibilities after returning from an absence.

What is an excused absence?

- Illness of a student
- Illness of immediate family member
- Medical emergencies
- Religious observances
- Pre-arranged absence
- Medical appointment
- Court appointment
- Suspension

Backpacks/Book Bags Backpacks, briefcases, and book bags must be kept in the student lockers during the school day.

Bicycles/Skateboards/Roller Blades/Roller Shoes

Bike racks for students are provided to secure their bicycles. Students should put bikes into slots and chain the bikes with their own sturdy locks. Skateboards/scooters must be stored in lockers. The school does not take responsibility for bikes, skateboards, or scooters that are damaged or stolen. Students *may not ride skateboards, scooters or motorized scooters* on school grounds. They are subject to confiscation.

Cafeteria Guidelines

- Food is permitted only in the Commons area of the building.
- Everyone cleans up after themselves and recycles when possible.
- The Commons and outdoor basketball courts (weather permitting) are open during lunch.
- Students in the Commons and cafeteria must remain seated while eating lunch.
- If you forget or lose your lunch, your option is to see the cafeteria manager for an alternate meal.
- The following areas are OFF LIMITS at lunch:
hallways lockers tennis court small gym
locker rooms bleachers bike racks
- See District section of this handbook for further information

Cell Phones

Cell phones are not used for an educational purpose at school and therefore are prohibited during the academic school day 8:20 a.m. – 3:15p.m.. Cell phones should be off and away during the academic school day. **Parents needing to reach a student should call the main office.** The office will page the student immediately. A phone in the main office is available for students to contact their parents in the case of an emergency.

Coats

Coats must be kept in student lockers during the school day. However, light jackets, vests and sweaters are acceptable to wear during the school day.

Computer Lab Policies

All students at Evergreen have access to several computer labs. Students who desire an Internet account must take an orientation offered through the Library or other classroom teacher. To gain a network account, both student and parent/guardian must read, fill out, and sign the District Network User Agreement form. Once a student has signed this form, it is assumed by the Evergreen staff that the student understands and is willing to comply with the outlined expectations for the remainder of the school year. **No student or parent/guardian should sign this form if either party has any questions or for any reason is unable to abide by these policies.**

COMPUTER LAB MISCONDUCT CONSEQUENCES

1st offense = Warning issued by teacher/lab manager

2nd offense = 10 day loss of account privileges

3rd offense = Loss of account for remainder of grading period (or time deemed appropriate by lab manager and school administration)

Major offense = Major offenses may require different and immediate disciplinary action.

Tipsoft(Text-a-Tip)

Tipsoft is a system allowing students, parents or community members to safely and anonymously submit tips about situations threatening school safety. Tips may be submitted by text message or from the web. Using a cell phone:

1. Text “**EMSTIP** plus your message” to 274637 (CRIMES)
2. Upon reception of the tip, the system will auto-reply with a confirmation.
3. To send additional information, just reply to the confirmation message.

To send a tip via the web go to: <https://www.tipsubmit.com/webtipsstart.aspx>

Counseling Services

The following services, programs, and resources are available to all students and parents **by request:**

- Counselors have specific background and training for intervention in connection with a range of student and family problems.
- Special assessment by outside agencies (achievement, psychological, behavioral) is available in some circumstances. These referrals are typically made by counselors with parent approval.
- Students with significant school adjustment problems may receive counselor assistance in developing behavior management plans.
- Counselors maintain a continuing working relationship with other helping agencies, such as Services to Children and Families, Juvenile Department, Mental Health Division, Youth Contact, behavioral clinics, and more. They can make referrals to appropriate agencies for additional family support.
- Small groups are organized for group counseling on an “as needed” basis addressing identified student problem areas. These referrals are made by teachers, students, parents, administrators, and counselors.
- Counselors organize and facilitate, by request, conferences involving students, teachers, and parents.
- Counselors assist with the monitoring and updating of Individual Educational Placement or program of services (Section 504) for qualified students.

Socials/Dances

School dances/socials typically occur during the last hour and a half of the school day. Only Evergreen students are allowed at dances. Dances are a time for students to socialize, have fun, and develop important social skills. The parties and dances are also a privilege and a positive consequence for students who behave responsibly in class, in the building, and at school functions. Students who are not behaving responsibly will not be allowed to attend the dances and parties. A student may become ineligible for an upcoming party or dance if they receive one Group A discipline referral, two Group B discipline referrals, or three Trackers in the month prior to the social. After each dance or party, a student is eligible again for the next dance or party. During the duration of the activity students are not permitted to leave and return without permission. Once a student has left the activity or stepped outside without permission, he/she will not be permitted to return.

Detention

A lunch detention/study hall is held during the students' lunch. Students may be assigned to lunch detention for one or more days for minor discipline problems. Students who do not complete their lunch detention assignment will be assigned a greater consequence.

Dress/Appearance

Evergreen students may not wear hats (including hoods on sweatshirts), jackets, sunglasses, or backpacks while in the building.

- Shirts – Adequate coverage of stomach, back, and upper chest (no tank-tops or spaghetti straps), and sleeves are required. Only appropriate sayings or pictures.
- Shorts/Skirts – Must be mid-thigh length with undergarments not visible.
- Pants – Are worn at the waist with undergarments not visible.
- Shoes – Always required.
- Outdoor Clothing – Hats/scarves, gloves, coats, sunglasses, and backpacks are left in locker.
- Clothing/Accessories that can injure self or others (studded bracelets or collars, wallet chains should be left at home).

For additional information, please refer to the Standards of Student Conduct section of this handbook.

Electronics

Electronic devices that are not used for a classroom purpose are prohibited during school hours (8:20 a.m. - 3:15 p.m.). These items include but are not limited to cell phones, iPods, and all other communication or auditory devices without classroom merit.

Use of communication devices at school for disruptive or illicit purposes is not permitted. Use of cameras or cell phones with cameras, is forbidden in locker rooms and bathrooms and should not be used at campus without the prior approval of a school official. Students are strongly advised to leave electronic sound and communication devices at home as they are often a distraction to the educational efforts of students.

The school is not responsible for the loss or theft of any electronic equipment.

Financial Solicitations

Students shall not distribute or display any material/item which is of a commercial nature. Students shall obtain the authorization of the school's administration prior to selling or distributing materials/items or engaging in activities which solicit students' or adults' financial contributions.

Food from Home

Washington County Health Department regulations prohibit bringing home-prepared food to share at school. Any cakes, cupcakes, or snacks for sharing must be commercially prepared. In addition, they recommend against any sharing of food from home due to the potential transmission of Hepatitis A.

Health Room

Students who are ill will be sent from their classrooms to the health room. Only students with passes from their teacher will be admitted. Except in emergencies, students should report to their classes before going to the health room. Parents will be notified to pick up students who are too ill to remain in school. The health room will not retain or dispense medication without having on file the parent and physician medication statement form

completed and placed with the medication in the original container. The health office cannot dispense any over-the-counter medication without the parents' written and completed statement form.

Identification Cards

All students are expected to carry a school ID card for identification. In addition to serving as an activity card, it is used for checking materials out of the library. ID pictures will be taken and cards issued during the registration process at no cost. Replacement cards will be available during the year at a cost of \$2.

Insurance

The school district makes available an optional insurance program. Students who participate in athletics must be covered by some form of insurance. Brochures describing the program are mailed to all parents. It is very limited coverage, applicable only to school-related accidents.

Laser Pens/Permanent Markers

Laser pens and permanent markers are prohibited unless they are used with a teacher's permission for a specific class and a specific assignment. They are subject to confiscation.

Library/Technology Services

Library hours will be posted at the beginning of the school year. Students coming into the library during class time without their teacher are to have a hall pass that they leave at the circulation desk. The hall pass should be picked up by the student when returning to class. All materials must be checked out with a student ID card. The use of personal e-mail is prohibited. Students may use the library during lunch time with a pass from a lunchtime supervisor. The library is also available in the morning starting at 8:00 a.m. and in the afternoon until 3:45 p.m.

Lockers

Lockers are assigned to students on the first day of school. If your locker won't open, go to class and ask permission to go to the main office for assistance.

- 1. Do not keep items of great value in your locker.**
- 2. Keep your locker clean to avoid jamming and security issues.**
- 3. Your locker should be locked after each usage by securing the door in the closed position and turning the combo dial 1 full revolution.**
- 4. Never share lockers or give your combination to another student.**

Lockers are the property of the school and may be searched by school authorities when there is cause for such action. **The school is not responsible for items taken from lockers.**

Physical Education

Evergreen believes that physical education is an integral part of a student's education. All 7th grade students are required to take physical education for half of their school year, and is required for a full year at the 8th grade. To help ensure a successful experience, we have listed some rules and expectations below which will hopefully help your student have a successful year. Please feel free to contact your child's teacher if you have any further questions or concerns.

Every student is required to take physical education unless he/she has a medical excuse from a doctor. Students may be excused from physical education for no more than five

(5) days with a note from the parent. Students will be asked to participate within the limits of the written note. Please be specific as to your child's limitations.

To be excused for any more than five days requires a medical doctor's written excuse. Students medically excused for six weeks or longer will be referred to the Adaptive PE Program.

Students should ensure all personal items are locked in their lockers when leaving the PE locker room for class. **Evergreen is not responsible for lost or stolen items.** Students are asked to provide their own combination lock. Students should not give locker combinations to any other student. All PE gear should be marked with permanent ink to indicate ownership. Non-marking athletic shoes must be worn during PE. There is clothing available for PE at an affordable price.

Progress Reports

To keep parents informed of student academic and citizenship status, teachers will provide you with a report at mid-term each quarter. The dates for the upcoming school year will be communicated to you at a later date.

Request for Course Exemption

The State of Oregon (OAR 581-22-415) permits school districts to provide alternative courses or to grant exemptions in order to accommodate students' religious beliefs. A Board-approved curriculum of health education has been developed cooperatively by parents, teachers, administrators, the Washington County Health Department, and others. The program presents current and accurate information to help students learn about infection control for the prevention of AIDS and to assist them in making decisions about protecting their health and the health of others. Information about HIV, Hepatitis B, and other infectious diseases is included in the curriculum. Instructional materials used in conjunction with these topics are available for review at parent request. Parents may request, as provided in the Oregon Revised Statutes, that their student be excused for all or part of a required health class by contacting the school. Health is a semester-long course in the 7th grade.

Truancy

Students must attend all of their classes unless excused with permission. Students may not leave class without teacher permission and hall pass. A student in the hall 5 minutes or more after class has started, without a valid pass, could be considered truant. Engaged attendance is the #1 factor in successful attainment of high school graduation. Attendance patterns for high school are set in elementary and middle school. Poor attendance will result in a Hillsboro District Attendance Letter and can lead to a citation and fine by the Hillsboro Police Department.

Tardies

Evergreen performs sporadic hallway sweeps and issues lunch detention trackers for students in the hallway without permission after the class bell has rung. Punctuality sets the tone for student learning and focus. Parents can help by reminding their student of the importance of punctuality.

Textbooks

The District does not charge a rental fee to students for textbooks. However, in all cases, students are responsible for textbooks checked out to them and are expected to exercise care and responsibility in the treatment of the books, which will be inspected when they are turned in. Students are required to pay for lost or damaged books. Charges will be based on the cost of the book that is lost or damaged. Unpaid fines

follow students into high school and must be paid in order to receive the student's official diploma.

Visitors

All visitors must report to the main office upon entering the school.

B.O.S.S. Citizenship Education

Parents and Students,

Evergreen is continuing our behavior management and student recognition program called Positive Behavior Intervention Support. It is designed to help students know what expectations for behavior are in the different areas of the school and to recognize students for doing the right thing every day. Our teachers teach uniform weekly lessons on citizenship during our Guide Rooms. Our P.B.I.S. Guide Room lessons are focused around 4 traits that we affectionately refer to as our B.O.S.S. traits.

Bring It

Responsibility: You are responsible for your education and your part in the educational community.

Own It

Accountability: You are accountable for your actions and their consequences.

Show It

Respect: You show respect for yourself and your community.

Share It

Compassion: You share your compassion and kindness with everyone.

Our students already do a great job of showing great behavior on a regular basis. Positive Behavior Support is a way for us to:

- Recognize students who always do the right thing
- Promote Evergreen culture and spirit
- Communicate and reinforce behavior expectations with students
- Create consistency between elementary and middle schools.

PBIS is a means of letting students know what behavioral expectations are at Evergreen and a means of reinforcing this behavior when students need redirection. To achieve this end, we use Talon Trackers, sheets that help staff and parents be aware when a student has not met the behavioral expectations. Students who are caught in the act of doing the right thing will receive B.O.S.S. Bucks, which are tickets that can be used to enter prize raffles on academic teams, during lunch or school wide, and are good for use in our student store. We see it not as reward for good behavior, but as a way of recognizing students for exemplifying Responsibility, Accountability, Respect, and Compassion. On the next two pages you will notice a chart outlining behavioral expectations throughout the school. In the beginning weeks of school, we will be covering this material with students in guide-rooms. We look forward to beginning this process and seeing how it will positively impact the culture of our school.

Thank You,

Rian Petrick
Principal

AREA/SETTING	BRING IT! (RESPONSIBILITY)	OWN IT! (ACCOUNTABILITY)	SHOW IT! (RESPECT)	SHARE IT! (COMPASSION)
Morning Arrival	<ul style="list-style-type: none"> • Walk • Control your volume level and language • Close and lock your locker • Use your planner as a hall pass • Report any damage to adults 	<ul style="list-style-type: none"> • Be mindful of your actions • Keep food and drink in closed containers • If you see garbage, pick it up and throw it away 	<ul style="list-style-type: none"> • Respect flow of traffic • Respect personal space/lockers • Follow directions from teachers 	<ul style="list-style-type: none"> • Share space appropriately (lockers/special needs) • Help others in need • Turn in found items to office • Be mindful of cologne or perfume use
Hallways	<ul style="list-style-type: none"> • Walk • Control your volume level and language • Close and lock your locker • Use your planner as a hall pass • Report any damage to adults 	<ul style="list-style-type: none"> • Be mindful of your actions • Keep food and drink in closed containers • If you see garbage, pick it up and throw it away 	<ul style="list-style-type: none"> • Respect flow of traffic • Respect personal space/lockers • Follow directions from teachers 	<ul style="list-style-type: none"> • Share space appropriately (lockers/special needs) • Help others in need • Turn in found items to office • Be mindful of cologne or perfume use
Restrooms	<ul style="list-style-type: none"> • Use facilities appropriately • Use your planner as a restroom pass • Return to class promptly 	<ul style="list-style-type: none"> • Use the restroom nearest to your classroom • Report any problems to an adult 	<ul style="list-style-type: none"> • Leave restroom clean • Give others their privacy 	<ul style="list-style-type: none"> • Direct visitors to the nearest restroom • Report any social/behavioral problems to an adult
Cafeteria	<ul style="list-style-type: none"> • Follow adult directions • Stay seated, facing table, both feet on the floor • Walk • Clean up after yourself • Recycle when appropriate • Carry food tray with both hands 	<ul style="list-style-type: none"> • Report to any lunch time appointments/academic support • Eat a nutritious lunch • Be mindful of your actions 	<ul style="list-style-type: none"> • Eat only your own food at cafeteria table • Wait patiently in all lines • Control your volume and language • Treat activity equipment and room with respect • Show good manners to all staff and students 	<ul style="list-style-type: none"> • Sit with someone new • Help students in need • Value others' interests/personal space • Share games, balls, and other equipment with others • Be open to trying different activities
The Commons	<ul style="list-style-type: none"> • Keep walkways clear • Leave commons at designated times • Control your volume and language • Walk 	<ul style="list-style-type: none"> • Clean up after yourself • Keep track of your personal items 	<ul style="list-style-type: none"> • Respect designated boundaries • Respect property (school and other's) • Remove hats and put away electronic devices 	<ul style="list-style-type: none"> • Be courteous • Be mindful of others' personal space

AREA/SETTING	BRING IT! (RESPONSIBILITY)	OWN IT! (ACCOUNTABILITY)	SHOW IT! (RESPECT)	SHARE IT! (COMPASSION)
Assemblies	<ul style="list-style-type: none"> • Be mindful of others' personal space • Follow proper entrance/exit procedures 	<ul style="list-style-type: none"> • Sit in assigned area • Listen with open mind • Have a positive attitude 	<ul style="list-style-type: none"> • Listen to speaker • Sit quietly • Appropriately adjust your volume for situations • Follow adult directions 	<ul style="list-style-type: none"> • Share <u>positive</u> feedback • Be mindful of others' needs when entering/exiting • Remind others to follow the rules
Computer Lab/Library	<ul style="list-style-type: none"> • Use equipment appropriately • Return any materials to original location • Bring proper supplies 	<ul style="list-style-type: none"> • Abide by Internet User Agreement • Pay late fees • Print responsibly • Alert an adult if there is a problem 	<ul style="list-style-type: none"> • Leave it in better condition than when you found it • Leave food or gum outside • Control your volume • Follow adult directions 	<ul style="list-style-type: none"> • Allow others to choose their own seating, when appropriate • Share knowledge or skills, provide assistance to those in need • Honor others' personal space and belongings
Outside (The Courts)	<ul style="list-style-type: none"> • Stay in designated areas • Leave food or drink inside 	<ul style="list-style-type: none"> • Use equipment appropriately • Follow equipment check out and turn in procedures 	<ul style="list-style-type: none"> • Be a good sport and play fair • Follow game rules • Follow adult directions 	<ul style="list-style-type: none"> • Include others • Share equipment
After-school Activities	<ul style="list-style-type: none"> • Bring grade slips or assignments to Homework Club • Have permission or valid reason to be on school grounds • Bring the necessary materials for activity • Arrange transportation 	<ul style="list-style-type: none"> • Be on time • If unprepared, plan on watching the activity • Use the payphone or go to the office to contact home 	<ul style="list-style-type: none"> • Work and cooperate with teammates and instructors • Follow rules set by coach or instructor 	<ul style="list-style-type: none"> • Share materials with others in need • Alert an adult when an injury occurs • Compliment others • Understand others' abilities
Classroom	<ul style="list-style-type: none"> • Bring necessary supplies for specific subjects • Bring planner • Bring homework completed 	<ul style="list-style-type: none"> • Fill in planner as needed per class • Check grades/grade slips signed on time and turned in • Homework completed to the best of your abilities • Participate 	<ul style="list-style-type: none"> • Be on time • Active listening • Value everyone's thoughts and opinions • Be mindful of others' property 	<ul style="list-style-type: none"> • Share materials with others • Help others to be successful
Bus Ramp	<ul style="list-style-type: none"> • Know your bus number and location • Walk • Bring a note to the office during the school day if you plan to ride another bus • Stay behind the white lines 	<ul style="list-style-type: none"> • Wait patiently • Be mindful of your safety and the safety of others • Take care of your own litter 	<ul style="list-style-type: none"> • Listen carefully to adults' instructions • Control volume and language • Respect others belongings 	<ul style="list-style-type: none"> • Direct any student who needs assistance • Turn in any items left behind to Lost and Found

AREA/SETTING	BRING IT! (RESPONSIBILITY)	OWN IT! (ACCOUNTABILITY)	SHOW IT! (RESPECT)	SHARE IT! (COMPASSION)
Offices	<ul style="list-style-type: none"> • Have a pass when you visit the office or health room • Use chairs and tables appropriately 	<ul style="list-style-type: none"> • Have the appropriate materials • Politely state your purpose for being in the office • Be mindful of your attitude 	<ul style="list-style-type: none"> • Be courteous • Control your volume and language • Wait patiently • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Offer assistance • Think about confidentiality • Care about others' feelings

