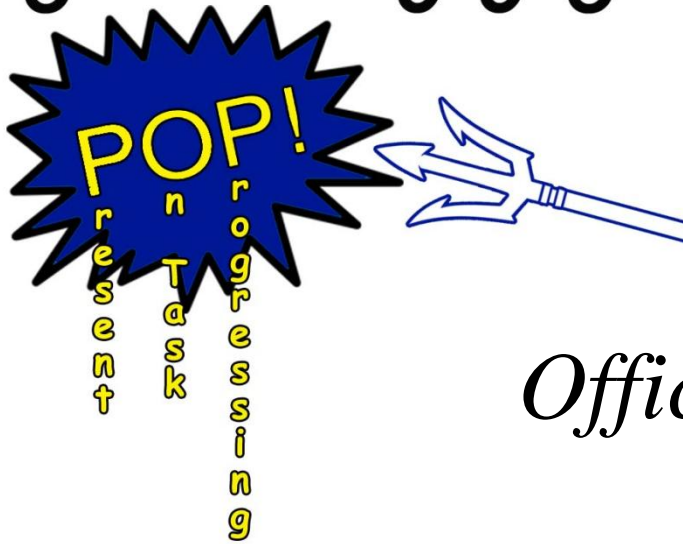


Students at HHS



Office

Present

- Be in class during class time so you can learn

On Task

- Greet office staff
- Use “excuse me,” “please,” “thank you”
- Show your pass and sign in when asked
- Ask questions in a conversational tone
- Wait your turn

Progressing

- Be prepared to return to class if asked