

ROAR

What do Leaders do in the Office?

Respect

- ☆ Wait quietly to be helped
- ☆ Use good manners (please & thank you)
- ☆ Respect the privacy of others

Obey Rules

- ☆ Wait your turn to speak to an adult
- ☆ Tell office staff the reason for your visit
- ☆ Drop off materials in the proper spot and return to class

Academic Success

- ☆ Use a quiet voice
- ☆ Go directly to the office and back to class

Responsibility

- ☆ Put items you are delivering in the basket
- ☆ Take your item with you when you leave