



C.A.P.S.

OFFICE

RESPONSIBILITIES

- . Use appropriate level 1-2 voice level.
- . Speak politely to office staff (use “please” and “thank you”).
- . Wait quietly for the office staff to address your needs.
- . Sit in chairs until directed to office.
- . Have pass to office with you at all times.
- . Follow the directions given by an adult.
- . Follow hallway procedures to and from the