



# OFFICE HOURS

Office Hours is a campus wide intervention and enrichment program. Office Hours are designed for teachers and students to use this specific time for the purpose of re-teaching, tutoring, study groups, make-ups, test corrections, (Remediation (RTI) and Enrichment).

## Student Expectations:

All students "invited" to an office hours session by a PDHS staff member is required to attend that session. If the student is invited to more than one session the student must work with his/her teacher to prioritize the session and decide which one he/she must attend. It is the student's responsibility to communicate with the teachers if they are invited to two sessions at the same time.

If students are not invited to office hours then it is the students choice to attend one of their teachers office hours if the teacher has an open session during that session. Students may also attend an enrichment session, counselor session or other sessions being offered. To access enrichment a student must have a 3.0 GPA and not have any failing grades based on the last quarter grades. They must also have an Aztec Scholar sticker on their I.D. Aztec Scholar stickers will be given after first quarter grade reports.

All students are expected to attend an office hours session each time office hours are offered (Tuesday & Thursdays). Office hours sessions will be published and viewable by Friday each week for the following week on the PDHS website as well as the "Office Hours" APP. Teachers may have a sign up process so be sure to know the teachers policies.

Students must have their Lanyard/ID to sign into office hours. It is expected that each student wear their lanyards/ID everyday, but students will not be allowed into enrichment sessions of office hours without ID.