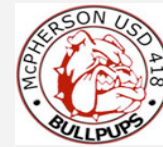


McPherson High School
Class Expectations
2008 - 2009



Instructor Lew Faust

Class Office Aide

Period 1st hour

Course Description:

The student may apply for placement as an aide in the office. Upon receiving a written statement of approval from the office personnel, the student will be enrolled. The duties will include errands, routine tasks, word processing, use of office equipment, answering telephones, etc.

Materials needed for the class:

Regular attendance and pleasant/positive interpersonal skills.

Types of activities taking place in your classroom:

Basic Responsibilities of an Office Aide:

1. Be on time and in regular attendance for the job. Present yourself in a pleasant and helpful manner in the office and over the telephone.
2. Dress appropriately for an office setting. This is a standard above the basic school dress expectations. Extreme fashion statements do not belong in the office as a person who is representative of our school. Modesty and proper grooming is expected for all personnel who are a part of the office staff, including office aides.
3. Perform daily office tasks and accept direction from all office personnel, who as a group should be considered as supervisory personnel.
4. Maintain confidentiality of individual students, staff and events that may take place during your time in the office.
5. To remain a student in good standing at all times and not use knowledge of office practices gained to directly or indirectly contribute to a violation of school policies or expectations.

How students will be evaluated:

Office Aide is a pass/fail course and for the most part should be an easy pass. If the student completes the basic responsibilities outlined above on a daily basis they will pass the class. The primary areas that could result in not being successful in the course is not being in regular attendance and violating the expectations for the course.

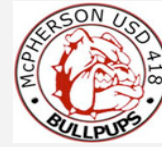
Discipline rules and expectations:

An office aide is expected to be a part of the office staff for the class period in which they are enrolled. The aide should view their responsibilities as an aide similar to that in a job setting. If the student is a reliable and dependable aide, I will be happy to become a reference for them. However, the aide must know that I will be candid and if they did not present themselves in a positive manner in this role, at all times, that will be included in the reference. The most important responsibility is to be present and fulfilling the basics of the role.

Consequences for inappropriate classroom behavior:

CONSEQUENCES: I believe that high school students are young adults and thus can handle the responsibilities of this role. If there is a minor breach of expectations a conference will be held between the student and instructor to discuss the error and what can be done to avoid a repeat incident. If there is a second minor breach of the basic expectations or a serious breach a formal conference will be held

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and the student will be put on notice that any further incidence of not meeting expectations could result in a failing grade for the course. Any further breach of expectations beyond this point would result in a failing grade.

Additional Comments

If you have any questions or would like to talk to me about your student, I can be reached at the high school (241-9500) from 7:30 a.m.-5:00 p.m. on school days. My e-mail address is lew.faust@mcperson.com. If you will fill out the e-mail address below, if there is ever a problem with your child, I will e-mail you. I have found that e-mail is a much easier form of communication for all parties involved. We can communicate by phone or in person if the need arises.

Instructor's Name

Name of Class:

Lew Faust

Office Aide

I have read and understand the Classroom Expectation:

Parent/Guardian signature

Date

Student signature

Date