



# Loudoun Valley High School

340 N. Maple Avenue  
Purcellville, Virginia 20132

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## 2023-2024 Application for Class Helper/Office Assistant

- Teachers may request only 1 student per block as a Class Helper
- No more than 1 office helper per block per office
- Class Helper/Office Assistants must be in grade 10 or above

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Sponsoring teacher or staff member: \_\_\_\_\_ Class: \_\_\_\_\_  
( Please Print) Room: \_\_\_\_\_ Block: \_\_\_\_\_

Why do you want to be an class helper/office assistant – to be written by the student:

\_\_\_\_\_

\_\_\_\_\_ I request that the above named student be my class helper/office assistant for the 2023-2024 school year. I understand that the student will be my responsibility during \_\_\_\_\_ block, and I will take daily roll and monitor the student's whereabouts during the assigned block. I have also reviewed the expectations with the student.

S \_\_\_\_\_ Teacher/Staff signature

### Below are the expectations of you as a class helper/office assistant

Sign below that you agree to follow these guidelines throughout the year. This privilege may be revoked for any reason by the sponsoring teacher, by your counselor and / or administration.

- Report to the career center (all office assistants) or your assigned classroom (class helpers) on time every day, your duties and responsibilities begin when the bell rings and you are expected to be on time.
- Do not leave the office or classroom unless sent by one of the principals or one of the secretaries or with permission from one of the above – or by the teacher in the class you are helping.
- Always remember you are helping professionals at Loudoun Valley, proper conduct and etiquette is a must at all times.
- When you must be in the halls on official business, you MUST always have a pass indicating you are a helper or an assistant.
- **Class Helpers:**
  - If you are asked to make copies for a teacher, the number of copies should be minimal and you must first check with Mrs. Motter in the front office prior to entering the copy room – she may want to make the copies for you rather than students being in the teacher work room.
  - Class helpers are NOT allowed to grade other students work.
- **Office Assistants:** All Office Assistants will be housed in the Career Center and Supervised by Mrs. Krone
  - Deliveries of early dismissals need to be made quickly. Many parents are in a hurry when they come in to pick their child up and need you to be helpful. When delivering messages or packages to classrooms, do not disrupt the class further by interacting with students in that class.
  - When running errands, do not stop at other classrooms along the way to wave and say hello to friends.
  - Once you have delivered your message(s), please return to the career center immediately. We may have other duties for you to perform right away.
  - When delivering messages, if time runs out, be sure to let one of the secretaries or counselor know so that the next period office assistant can deliver the message.
  - If you are needed to assist AP's or other offices, you will be called from the Career Center as needed.

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Parent Signature and Date

\_\_\_\_\_  
Counselor Signature and Date