

**FAIRVIEW HIGH SCHOOL**

**SERVICE CONTRACT**

A student may assist in the operations of the school day: i.e., library assistant, teacher assistant, custodian assistant, or office assistant, under the direction of an approved staff member. The student will earn one credit and the grade will be pass or fail. ***Be aware that opting out of a class in order to take on this position will not affect the student's GPA but will result in a lower class rank.***

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Service Contract applying for \_\_\_\_\_ Period \_\_\_\_\_

Staff Member's Name \_\_\_\_\_ Semester \_\_\_\_\_

**Part I**

In order to be able to have a Service Contract, the student must demonstrate that s/he is in good standing academically, behaviorally and have good attendance. Please attach a copy of the student's transcript and latest report card. Absences, tardies and grades C or lower will be highlighted.

Number of times assigned to the Refocus Room the previous semester \_\_\_\_\_

Number of administrative detentions the previous semester \_\_\_\_\_

To be signed by the Assistant Principal \_\_\_\_\_

Once the Assistant Principal has reviewed the report card and signed this form, the student has permission to ask the staff member to complete **Part 2** on the back of this form. When **Part 2** is complete, the required signatures should be obtained and the form returned to the main office for the Principal's signature.

**Part 2** To be completed by the staff member.

Briefly list the activities your assistant will be expected to complete.

- 1.
- 2.
- 3.
- 4.
- 5.

***Note: Failure to comply with the rule of the student being in the assigned place and completing assigned duties will result in being removed from the position and receiving an “F” for the period.***

Student's signature \_\_\_\_\_

Teacher's signature \_\_\_\_\_

Parent's signature \_\_\_\_\_

I approve the service contract as described above:

Principal's signature \_\_\_\_\_

**NOTE : ONLY ONE (1) TEACHER'S ASSISTANT PER TEACHER PER CLASS PERIOD**