

# GRADING CRITERIA

## Prairie High School Attendance Office Student Aides

Students will be graded:     A  
  B  
  C  
  D  
  F

A plus or minus may also be added to your grade.

### GRADES WILL BE DETERMINED BASED ON THE FOLLOWING:

1.     **Student keeps information confidential.** If at any time you allow confidential information to leave this office or misuse office forms, you could jeopardize your grade and receiving credit for this class.
2.     Student demonstrates a positive and cooperative attitude.
3.     Student has good attendance. *Every seven absences will lower the student's grade.* Excused absences can be made up before or after school.
4.     Student works well independently.
5.     Student remains on task and is busy, sees what needs to be done and assumes responsibility for this.
6.     Student notifies adult supervisor if a task is not completed within the period so that the next period aide will be able to complete it.
7.     Student uses discretion when necessary when dealing with another student.
8.     Student behaves in a manner that would be expected in a business office.
9.     Student puts forth extra effort and demonstrates willingness to go beyond the basic duties if necessary.

### SKILLS TO BE ACHIEVED AS AN OFFICE AIDE:

1.     Telephone skills.
2.     Filing skills.
3.     Ability to work at the counter helping, parents & students.
4.     Acting in a business-like manner when delivering messages to classrooms.
5.     Customer Service Skills

I have read and understand the grading criteria for the Attendance Office.

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Students Name

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Period

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Date