

**Saratoga High School  
Teacher/Office Assistant Contract  
2025-2026**

Student ID: \_\_\_\_\_ Term (Fall, Spring, or Both): \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher/Office Supervisor: \_\_\_\_\_ Period: \_\_\_\_\_ Room: \_\_\_\_\_

**Note:**

1. **Teacher/Office Assistant positions are year length commitments.**
2. Students may have one TA/OA period; teachers may have only one TA per period. 3. Grading standards for TA/OA will include, but not be limited to ATTENDANCE, PUNCTUALITY, ATTITUDE, DEPENDABILITY, RESPONSIBILITY, INITIATIVE, and EFFICIENCY. 4. Students receive a "P" (Pass) or "F" (Fail) grade.
5. Students with attendance or discipline problems may not be TA's or OA's.
6. Students who cut a TA/OA period or who have poor attendance or behavior problems may be dropped **at any time with a grade of W/F**
7. TA/OA's are to remain in their assigned rooms except under teacher direction.
8. TA's should not be placed during a teacher's prep/unassigned period

**Must be Completed by Teacher/Office Supervisor:**

Duties to be assigned to the TA/OA:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Grade will be based on:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**Required Signatures:**

Pursuant to Education Code § 51228.1, a student will be prohibited from enrolling in a course without educational content without the parent/guardian consented in writing to the course assignment.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher / Office Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Counselor: \_\_\_\_\_ Date: \_\_\_\_\_