**Presentation #1: Office Basics Video link:** <https://youtu.be/IiwL1OTx03k>

**Start up activity: *Making Connections*  We are no longer calling this the ice breaker! – About 6 minutes**

 Have the class stand in a circle. Call out a body part and a number (for example, 5 elbows).  Everyone has to immediately get into groups of five with their five elbows sticking together in the center. Give them literally only 3 or 5 seconds to get into groups; those without groups when time runs out are eliminated and sit back down. Continue until winners can easily be declared. – TAKE PICTURES!!!

**Office Video Tour (~ 7 min video)**

**Important people in the office: TAKE PICTURES OF STUDENTS QUIETLY LISTENING!!**

* Principal: Ms. Metz
* Assistant Principals: Mr. Evan, Mr. Roulette, and Mrs. Scheerle (in charge of special programs)
* Dean: Mr. Kadono
* Site Supervisor: Mr. Knap
* Athletic Director: Mr. Atkinson
* The police officer assigned to West High is Detective Velarde.

**Other important people:**

* Activities Director: Mrs. Ericksen (Building 4)
* Librarian: Mrs. Puccio

Attendance Office

* Next to the health office; has the railings that lead to the sliding windows
* All excuses to go home must be brought in by note or with a phone call in the morning.

~ Lines are sometimes long. Arrive early on your day back to avoid being late to first period.

* Without your ID, you can neither leave campus early nor obtain an off campus pass.

Anyone without one will receive a detention, so don’t forget it!

* Unexcused absences must be excused within 48 hours or else you will receive a truant.
* If you’re tardy, don’t try to sneak in to avoid getting caught. Your teacher may have already marked you absent. Unless you speak up right away, the absent mark will change to truant in two days.
* You can check TUSD ParentPortal for the school’s record of your attendance.
* Also home to the Lost and Found

 People return lost items to the attendance office.

If you lose something check a few times. It may not show up there right away.

~Lost books are also sometimes turned in at the library.

Health Office

* Go here if you are feeling under the weather.
* If you feel ill between periods, you will need a note from your next period teacher to go to the Health Office.
* If closed, go to the Business Office located across from the principal’s office.

Counseling Office and Corridor

* If you have any questions about your…

 schedule

 grad requirements or colleges

 or even if you just have personal problems you want to talk about

…schedule an appointment with your counselor.

* The binder at the reception desk has a list of available appointments, make sure you schedule one, and avoid walk-ins.
* The Alpha-Counselors are the counselors that are responsible for individual students assigned based on last names. They are
* Mrs. Garcia (A-Fe)
* Ms. Lau (Fi-K)
* Mrs. Druten (L-Ra)
* Mrs. Barricklow (Re-Z)
* Ms. Torres—college and career counselor—She does not watch over a specific group of students.
* You will have the same designated counselor for all 4 years in high school.
* Counselors offer college information through Naviance.

Dean’s Office

* If you’re naughty, you’ll get sent here.
* Look for the “Dean’s Office” sign immediately after you turn right at the end of the counselor’s corridor (as shown in the video). The dean is Mr. Kadono.
* You also go to this office if you need help. If you are getting bullied, talk to the dean. If you see something on campus that is wrong, go see the dean.
* DO NOT CHEAT. Cheating referrals stay on your record for the entirety of your high school career.

All WHS staff, prospective colleges and scholarship committees have access to your record and anything that has tainted it.

All of your current teachers at the time of cheating are immediately notified of your misconduct.

Students have lost huge scholarships and top college admissions based on academic honesty infractions! Don’t let that be you!

* Phone use is prohibited in class; you’ll get it taken away if you’re caught (Plus it’s disrespectful to have it out during instruction.)
* If you are assigned a detention or a Saturday School and you need to reschedule it, go to the dean’s office and speak with Mrs. Philips; never be a “no-show” for a detention or a Saturday School!

If you cannot complete a detention because of illness, your parent needs to call the dean’s office and let them know.

~ Saturday School is served in the library. You will spend the morning being absolutely quiet and you must bring work and be working the entire time. If you arrive late, you will not be allowed to serve and you will need to reschedule. If you fall asleep, are disruptive, or do not have or do work, you will be sent home and you will not get credit for the time served.

* On a much lighter note, guest applications for school dances (for when you invite non-West High students) are turned in here.

College and Career Center

* Run by Ms. Torres
* Check out the bulletin board on ASB’s front door for the schedule of events going on at the C&C Center
* Extremely helpful with preparing you for college and setting you on the path of your desired career

college app help

visits from college representatives

…and more! Check it out!

Principal’s Office

* Quarters of Headmaster Metz; you probably won’t take many trips down here.
* If you need to put something in your teacher’s mailbox, you will give it to Mrs. Luhmann and ask her please to put it in your teacher’s mailbox for you.

She will date and time stamp the paper and put it in the mailbox for you.

Students are not allowed in the teacher mailbox area.

Business Office

* Located at the front entrance of the school.
* Turn in your athletic packets and payments here.
* If you have problems with your locker, go here.

Student Activities Office (ASB) – Building 4

* ASB stands for Associated Student Body.
* ASB consists of elected student leaders – You vote on Naviance!
* Located on the first floor of Building 4
* Get your tickets for dances and school events here.

You do not have to be a couple to attend a dance. Go with a group of friends!

* Buying either a $90 or $100 ASB Warrior package will get you a yearbook and year-round discounts on school

events. This deal only lasts till the end of October.

* If you lost your ID, go here for a new one; cost is $10.
* Buy West High apparel here to show your school spirit!
* Freshman class color is RED. Wear it with pride on rally days!

**ANNOUCEMENTS:**

* The last day to sign up to run for an ASB office was Thursday. Support your friends and listen to the bulletin to learn when and how to vote.
* Back-to-School Night is September 28. Write down your schedule for your parents.
* Next Friday, September 30, we will have the Top 15 announcement. – Wear your class color proudly!!
* Wear red to the Top 5 Rally on October 7!
* The Homecoming Game is on October 14. We will recognize our top 5 girls and crown Homecoming Queen.
* October 15 will be the Homecoming Dance in the gym where we announce our Homecoming King.

 Grab a bunch of friends and go to the dance!!

* The first quarter progress report will be sent home electronically during the second week of October.

 Keep your grades up!!

**Review Questions (~15 mins.): TAKE PICTURES OF STUDENTS GETTING CANDY!!**

The questions have been divided into “easy” and “hard.” Dole out candy as you please, but maybe you should hand out more candy for the hard questions.

*Easy Questions*

1. 1. Where do you go when you want to receive an Off-Campus Pass? What do you need with you to obtain it?

 **Attendance Office; ID**

1. 2. Who is the principal of West High School?

 **Mrs. Metz**

1. 3. What do you need to purchase in order to receive discounts on tickets to school events, free entrance into football and basketball games, and other convenient services?

 **An ASB Warrior Package**

1. 4. What will be given to you if you are caught without your ID?

 **A detention**

1. 5. Where do you get sent when you behave badly?

 **Dean’s Office**

1. 6. What building contains the ASB Office?

 **Building 4**

1. 7. What is your class color?

 **Blue**

1. 8. What are our names (cover your names before you ask this question)?

 [answers vary]

1. 9. What will happen if you try to sneak into class when you’re late?

 **You might be marked absent, which could result in a truant.**

1. 10. Where do you go to purchase West High School apparel?

 **ASB**

1. 11. What does ASB stand for?

 **Associated Student Body**

1. 12. What website do you go to in order to vote in various elections, take surveys, keep track of colleges for yourself, etc.?

 **Naviance.com**

1. 13. What website do you go to in order to check your attendance, grades, graduation requirements, and test scores?

 **ParentPortal**

1. 14. Where do you go to reschedule a detention?

 **Dean’s Office**

1. 15. Where is the Lost and Found located?

 **Attendance Office (Books are sometimes taken to the library.)**

*Hard Questions*

1. 1. How much time does it take for an unexcused absence to turn into a truant?

 **48 hours**

1. 2. Where do you go to fill out an ID replacement form?

 **What the heck is an ID replacement form? Just pay 10 bucks at ASB.**

1. 3. If you need to put something in your teacher’s mailbox, to whom do you give it?

 **Mrs. Luhmann**

1. 4. What is the maximum number of friends you can take with you to a school dance?

 **There is no maximum number. The more the merrier!**

1. 5. Where do you go when your locker is jammed?

 **Business Office**

1. 6. What are the last names of the four alpha-counselors here at West?

 **Garcia, Druten, Barricklow, Lau**

1. 7. True or false: all the counselors are married.

 **False – everyone but Ms. Lau and Ms. Torres**

1. 8. West High’s office building surrounds an open grass area. Is there a small fountain in the center of this area?

 **Nope** (but that would be cool)

1. 9. True or false: on the original blueprints of West High School, made all the way back in the 1960’s, building 3 was designed to look like how it does today.

 False – building 3 was originally designed to be an exact copy of buildings 4 and 5.

1. 10. When you check out a book from the library, how many days do you have to report any damages you find?

 **One** (so thoroughly check your books the moment you get them!)

1. 11. Who the counselor in charge of the college and career center?

 **Ms. Torres**

1. 12. Till what month is the ASB Warrior Package offered at a discounted price?

 **October**

1. 13. If you have Mrs. Druten as a councilor, your last name is between what letters?

 **L-Ra**

**If you have extra time:**

* Ask them what they thought about Club Rush.
* Next Friday, September 30 we will have the Top 15 announcement.
* Sign-ups for class officers ended Thursday. Please voteare in ASB this week through Thursday.
* Discuss Freshman Elections. Freshman election meeting @ lunch in ASB **TODAY**.

***Tell them to enjoy the rest of their day!***