# **STUDENT AIDE AGREEMENT**

# **CLASS ATTENDANCE**

**Student aides will report to the Library Media Center/Library Media Specialist for attendance count each day.** Immediately after attendance has been taken, aides will report to their assigned supervisor. Tardiness to class will be dealt with in accordance with school rules and result in detention.

# **GRADES**

Office aide is a class for elective credit. Your supervisor will determine grades, based upon a rubric provided in the course syllabus. While office aides are not required to take tests or do homework, they will be graded on their cooperativeness, promptness, thoroughness, and willingness to follow through on work assigned. Your supervisor will describe specific job assignments and expectations. Unexcused absences will count against the overall grade.

# **CONDUCT**

Student aides will remain with their assigned supervisor. Aides will not leave their assigned area unless they are instructed to do so. In the event a student aide has free time, that time will be used for study in the assigned work area unless the supervisor has given permission for the student to go to the media center.

Any student aide seen in the halls, **MUST** have a pass from their supervising teacher **specifying a reason** to be out of class as well as a **notation of where he/she is to be going**. (Do Not linger in the halls at any time!)

Student aides will NOT use their status as an aide to get a student out of class unless the supervisor has requested the student’s presence.

Student aides are expected to conduct themselves in a professional manner when greeting the public, teachers, or dealing with fellow students. YOU are a representative of our school and should conduct yourselves in a positive and respectful manner at ALL TIMES!

Student office aides are expected to keep information confidential.

Student aides will not eat or drink while on duty.

**STUDENT AIDE ASSIGNMENTS**

Student Aides must complete all tasks assigned by their supervising teacher. This Aide assignment/position is a Privilege and **not** a requirement.

# **CONSEQUENCES**

In the event an office aide cannot abide by this contract, syllabus, or the rules set forth by your supervising teacher, the student will be dismissed as a Student Aide and placed in an alternate class by administration and runs the risk of receiving less than a perfect grade for the remaining grading period.

By signing below, I confirm that this agreement has been read by both student and guardian and all agree to the terms of responsibilities, conduct, and consequences of being a JCHS Office Aide.

**Mrs. King will push out reminders and notifications to students, when needed, through Group Me.** Students may also contact Mrs. King through email at **amking@madisoncity.k12.al.us** .

**Print Student Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Block**:\_\_\_\_\_\_\_\_\_

**Student Email** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_\_\_

**Print Guardian Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guardian Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**:\_\_\_\_\_\_\_\_\_\_\_\_

**Guardian Contact Phone Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_