



STUDENT AIDE CONTRACT

Open to Sophomores, Juniors and Seniors

Being a Student Aide is a privilege that brings responsibilities. The staff in the office rely on you and your good judgment and appreciate your help. Please carefully read the terms for being a student aide below.

As a Student Aide at Maine South High School I understand that the expectations are:

1. Be courteous at all times to students and staff. You will be accountable for yourself and must demonstrate respect for the school, for adults and for other students.
2. The office that you report to will ask for your help with delivering passes to classrooms and other tasks. If you need the class period to get assistance from your classroom teachers or department resource room, please let your assigned staff member know. Your attendance will be taken in the SST office during the entire period you are scheduled to assist.
3. It is expected that you pass all of your classes. It is YOUR responsibility to check your grades on a weekly basis. If you are failing classes, you will not be allowed to continue as a Student Aide until you pass all your classes.
4. When delivering passes, always take your aide pass. Respect the fact that classes are in session-be QUIET in the hallways please. Go directly to your destination by the shortest route. You are to remain in your designated office unless directed to go elsewhere. Visiting classrooms and wandering the halls is prohibited.
5. All Student Aide Passes are to remain stored in the staff office unless it is being worn during the period you are working.
6. You will keep confidential all paperwork that you come in contact with, deliver, sort through and or/file.
7. Arrive on time to your assigned location. Like any other class, you should arrive before the bell rings.
8. You will be able to earn $\frac{1}{4}$ service credit for each semester of service if you commit to 3 hours a week.. The service credit will be entered on the your transcript but will not count toward meeting graduation requirements.

Due by 8/30/2019

Student Name (Print) _____ ID# _____

Student Signature _____ Date _____

Parent Signature _____

Dean Signature _____ Office Location _____

Free Period _____ Semester _____

THANK YOU FOR VOLUNTEERING TO BE A STUDENT AIDE.