



## OFFICE/TEACHER AIDE CONTRACT

### 2024-2025

**Only seniors and juniors will be permitted to be an aide.**  
 (File in Student's Course Scheduling Folder when completed)

Student Name (Printed) \_\_\_\_\_

Supervisor & Period \_\_\_\_\_

Check all that apply:

**1<sup>st</sup> Semester**                       **2<sup>nd</sup> Semester**

**Aides** work in the office or a classroom for the administrative/office personnel, where regular attendance, promptness, reliability and confidentiality are important. **Aides** may be handling materials and have access to information that is for office use only. Therefore, they must be trustworthy, skilled, reliable, and responsible students. It is important to attend class regularly, not only as an office aide, but in all classes. Aides must be good school citizens. Before a student will be accepted as an **Aide**, he/she must agree to sign the contract stated below and meet the criteria established below. The student will earn one unit of Pass/Fail elective credit per year (.5 per semester) for this class. Since the grade is NOT a letter grade, students taking an elective aide class are disqualified from earning the Academic Letter.

**Aide Criteria:**

- The student does not have any significant attendance (tardies or unexcused absences) issues.
- The student has a minimum of a 3.0 cumulative GPA.
- The student does not have any previous suspensions or significant discipline issues.
- The student has at least four **academic** classes scheduled.
- The student has not earned two credits as an Office Aide or Teacher Aide previously.
- The student is on track to graduate on time.

"I have read the above paragraph & criteria. I understand its meaning and agree to conduct myself accordingly. I fully understand that administrative removal for unsatisfactory performance and/or citizenship as an **Aide** may result in a failing grade for the semester."

Signed: \_\_\_\_\_  
**Student Signature**

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

\_\_\_\_\_  
**Parent Signature**

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



**Application for Aide**

Supervisor's signature \_\_\_\_\_

\_\_\_\_\_ **Date**

Counselor's signature \_\_\_\_\_

\_\_\_\_\_ **Date**

Before signing, the **Counselor must verify:**

**Aide Criteria:**

- \_\_\_ Student does not have any significant attendance (tardies or unexcused absences) issues.
- \_\_\_ Student has a minimum of a 3.0 cumulative GPA.
- \_\_\_ Student does not have any previous suspensions or significant discipline issues.
- \_\_\_ Student has at least four **academic** classes scheduled.
- \_\_\_ Student has not earned two credits as an Office Aide or Teacher Aide previously.
- \_\_\_ Student is on track to graduate on time.

**Authorization for a student to have more than two credits from a combination of aide positions:**

I authorize \_\_\_\_\_ to earn additional credit as an aide.

\_\_\_\_\_  
 (Asst. Principal of Curriculum & Instruction or Principal)

Date \_\_\_\_\_