



WHS Student Aide Application

Student aides must meet the following criteria:

1. Student must be in 12th grade and ready to treat this volunteer opportunity like it is their job.
2. Student and parent must both sign this agreement even if the student is 18.
3. No credit is given for being a student aide, and this does not appear on your transcript
4. Daily attendance is MANDATORY. Your supervising staff member will be responsible for taking daily attendance.
5. Students must comply with all policies found in the handbook, including no personal use of electronics.
6. You must have a GPA of at least 3.0
7. All credits and state mandated tests for graduation need to be up-to-date.
8. Interested students must have a “clean” current attendance record.
9. Interested students must have a “clean” current discipline record.
10. You are representing WHS. You must dress and communicate appropriately with people who visit the office.

Placement of student aides will be at the discretion of the Assistant Principal.

Term - I would like to be a student aide.

(Check One) Trimester 1 _____ Trimester 2 _____ Trimester 3 _____

Hour - I would like to be a student aide.

(Check One) Hour 1 _____ Hour 2 _____ Hour 3 _____ Hour 4 _____ Hour 5 _____ Hour 6 _____

Office/Teacher – I would like to be a student aide for: _____

Class you want to drop: _____

- Students are asked to provide a variety of services to the people who visit the office they serve. All offices expect students to conduct themselves appropriately and professionally. Please see the reverse side for duties in each office.

Student name (print) _____

Student signature _____ Date _____

Parent signature _____ Date _____

Counselor signature _____ Date _____

Asst. Principal signature _____ Date _____

Teacher signature _____ Date _____

(If applying for teacher aide)

MEDIA CENTER OFFICE AIDES:

- This is your job. Report on time and every day unless excused for the period.
- Help with check-in and check-out of books.
- Deliver passes to students when necessary.
- Assist with bar-coding as necessary.
- Other jobs could be assigned as needed.
- Homework and studying are encouraged when office duties are completed.

ATTENDANCE, ACTIVITIES, PRINCIPAL'S OFFICE & COUNSELING OFFICE AIDES:

The expectations for these offices focus on confidentiality and professionalism.

- Students must adhere to strict confidentiality and agree not to share information with others.
- Office Aides must agree to dress and communicate professionally when assisting parents, staff, and students.
- Students must conduct themselves appropriately when delivering passes to classrooms in the hallways and when entering classrooms, and return to the office immediately.
- Office Aides must agree to avoid personal use of any electronics (Facebook, texting, games, etc.)
- Regular attendance and punctuality are required.
- Students assist visitors as needed, run passes to classrooms, look up information for secretaries, stuff envelopes, make deliveries to staff or mailroom, etc.
- Additional duties may include alphabetizing and other office related tasks.
- When students do not have any assigned duties, it is expected that they will use the time to study.

TEACHER AIDES:

- Duties will be per the direction of the teacher
 - List possible daily duties (teachers must maintain data privacy of their students)
 - _____
 - _____
 - _____
 - _____

FOR ALL OFFICES: YOUR COOPERATION AND RESPECT OF THE REGULAR STAFF AND VISITORS TO THE OFFICE IS EXPECTED. WE WANT THIS TO BE A POSITIVE WORK EXPERIENCE FOR YOU AND FOR OUR SCHOOL COMMUNITY.