**White Pass High School ~ Instructional/Culinary Aide Contract**

**Student Name**

**Grade**

**Teacher**

**Room**

**Period**

**In order to ensure a quiet and professional environment, all Aides are expected to adhere to the following protocols…*self-discipline is essential*:**

**A. School Wide Expectations**

1. Regular attendance and punctuality are mandatory for Student Aides.

2. Student Aides are to remain in assigned areas, unless sent with a pass on an errand. Wandering and visiting in other areas of the school is prohibited.

3. Student Aides must wear an identification badge when conducting their duties. The badge must be returned upon completion of their duties for the day.

4. Confidentiality must be kept. Student Aides may be exposed to information about other students, for example, scores and grades; this information is not to be discussed with the particular or any other student.

5. Student Aides must demonstrate exemplary conduct, behavior and attitude.

6. Student Aides may be reassigned to another teacher or area as needed.

**B. Additionally,**

Name of Teacher/Supervisor

**requires the following:**

1. Arrive on time and sign in; you may only sign in for yourself.

2. The first priority is to assist your teacher/supervisor.

3. Be productive: complete your assigned tasks; ask what else may be done.

4. Be proactive: ask yourself what can be done to keep your work area clean.

5. If there is no work then you can do homework or read.

6. Leave when the bell rings at the end of the period, not before.

7. No cell phones (or other electronic devices) permitted…this is school policy.

8. Remain in your classroom/assigned work area unless sent with a pass or on an errand.

Wandering and visiting in other areas of the school is not permitted.

9. Keep personal items out of the way of students and staff.

10. \_ \_

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**C. Grading Rubric**

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| PASS  • No truancy or unexcused absences  • 3 or less tardies  • Unerring adherence to the contract  • “Outstanding” performance of duties:  o Checks in at start of period  o Works consistently all period  o Self directed learner  o Quality producer  o Respectful of rules and policies  o No instances of discipline for violations of the Contract |
| FAIL  • No truancy or unexcused absences  • 5 or more tardies  • Moderate problems with adherence to  the contract  • “Average” performance of duties  • Moderate number of instances of discipline for violations of the Contract |

**D. Consequences**

Failure to adhere to these expectations and meet these requirements may result in your being dropped from the position of Student Aide and/or a Fail grade awarded.

**E. I agree to the terms of this contract.**

Instructor Signature

Date

Student Signature

Date

Parent Signature

Principal Signature

Please Return Completed form to the Office. The Office will provide a copy to the Principal, Counselor, Office Secretary, Teacher, and Student.Date

Date\_\_\_\_\_\_\_\_\_\_\_\_\_