

Lyons **Teacher Aide** Expectations

To receive credit (.25) for being a teacher aide, students are expected to fulfill their responsibilities just as they would for a regular class. Students who do not fulfill these responsibilities risk losing credit and/or not being asked back as an aide in the future. Please review the following and sign below.

General Expectations

- 1) You should report directly to your teacher aide teacher at the beginning of class.
- 2) Keep an open and helpful attitude -- your job is to help out in any way possible!
- 3) If your teacher doesn't have any work for you, then quietly work on homework.
- 4) You must have a pass when in the halls.
- 5) You should never leave the building or run errands during your teacher aide time.
- 1) Your friends should NOT be visiting you during your aiding time.
- 6) Take pride in your work! Work hard to complete tasks with quality and accuracy.

Attendance policy

- Three unexcused absences will result in a failing grade
- Three tardies are equal to one unexcused absence
- Any tardy past ten minutes will be marked as an absence

Teacher Aide Confidentiality Agreement

As a teacher aide at Lyons Middle/Senior High, you may (under limited circumstances) have access to student education records (names, attendance, graded papers, etc.) in connection with your duties. Student education records include all records, files, documents, and other materials that contain personally identifiable information about any student, as well as the personally identifiable information itself (including student grades).

By signing below, you agree to maintain the confidentiality of all student education records that you generate or to which you are given access as an authorized teacher aide at LMSHS. This means that you agree not to disclose student education records or personally identifiable student information in such records to any person other than the school administrator(s) and/or teacher(s) with whom you are working. You understand and agree that your failure to maintain the confidentiality of all student education records to which you are given access may disqualify you from further teacher aide assignments and you will face disciplinary action.

This form must be completed and returned to your counselor in order for your aiding period to be recorded accurately.

TEACHER AIDES RECEIVE .25 CREDIT PER SEMESTER

PERIOD (circle one) **1** **2** **3** **4** **5** **6** **7** **8** **FALL** **SPRING**
(circle one)

NAME OF STUDENT

DATE

SIGNATURE OF STUDENT

NAME OF TEACHER

DATE

SIGNATURE OF TEACHER

PARENT SIGNATURE

DATE