



LAKOTA EAST STUDENT ASSISTANT APPLICATION

Student Name _____ Grade _____ ID# _____

Study Hall Teacher's Signature _____ Period _____ Date _____

THE STUDENT ASSISTANT POSITION IS ONE OF RESPONSIBILITY. STUDENTS MUST AGREE TO THE FOLLOWING GUIDELINES PRIOR TO BEING ACCEPTED INTO THE POSITION:

1. Students **may not** drop a class to be an assistant.
2. Student assistants must report to their assignments on time and comply with teacher/school rules and regulations. Please read and initial back of form.
3. No credit is issued to students for being a student assistant.
4. Students may drop the Senior Flex option to become an assistant.
5. Students may not sleep while being an office aide and MUST obtain complete confidentiality.

Students are responsible for obtaining the following signatures:

Supervisor Name (please PRINT LEGIBLY)

Parent/Guardian Signature & Date

****Return completed form to the Administrative Office****

(OVER)

STUDENT AIDE EXPECTATIONS

Please initial each of the student aide guidelines.

- _____ Attendance is extremely important. The student aide will arrive each day on time and stay until the dismissal bell. If you need to go to your locker, restroom, etc. please check in with a secretary first. Please sign out with a secretary if you are going to meet with a teacher or make up a test.
- _____ Deliver all passes, etc. at the beginning of the class period unless otherwise instructed and return immediately to the office. Any passes that cannot be delivered (student was absent, unable to locate class, etc) should be returned to the office.
- _____ Wear the “student aide” badge and return it at the end of the period.
- _____ Aides may work on homework or use computers if needed after other duties are completed.
- _____ Student aides are not permitted to sleep or sit on top of desks, tables or counters.
- _____ Friends are not permitted to visit during this time.
- _____ If more than one aide are in an office, do not take lunch at the same time. Please inform the secretary which lunch you prefer.
- _____ Anything overheard in an office is confidential and should not be discussed with others.

If any of the above are not followed or problems arise during the semester, you will return to study hall.