

Model Laboratory High School

Student Aide Contract

Attendance: I will report to my assigned position each day. Any absences will be legitimate. I will notify my supervisor prior to my assigned time if I will not be present.

Punctuality: I will be consistently on time.

Confidentiality: I will keep confidential all paperwork that I photocopy, deliver, sort through and or/file. I will also keep confidential any information I hear between counselors, teachers and students. I will not disclose confidential information.

Initiative and follow-through: I will anticipate and undertake daily tasks without being told. I will look for ways to be helpful.

Responsible Community Member: I will be accountable for myself and will demonstrate respect for the school, for adults and for other students.

Personally Responsible: I will be honest and reliable. I will work on my schoolwork or other productive work when my aiding work is completed.

Work Skills: I will follow directions. I will try to organize my tasks to use time effectively. I will think critically and creatively to analyze problems and develop solutions.

Print Student Name _____

Student Signature _____ Date _____

Print Parent Name _____

Parent Signature _____ Date _____

Period/Block _____ **Days of the Week** _____

Print Supervisor Name _____

Supervisor Signature _____ Date _____

Period/Block _____ **Days of the Week** _____

Print Supervisor Name _____

Supervisor Signature _____ Date _____