**Incline High School**

**Teacher Aide Request**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student’s name), request to work as an aide for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (teacher’s name) during the fall/spring **(circle one)** semester.

I understand that I must abide by the following rules and guidelines for student aides:

1. Remain with your teacher unless you have a specific job to perform elsewhere. When that job is completed, return to your teacher’s room immediately.

DO not roam the hallways.

1. Keep a pass with you anytime you leave the teacher’s classroom.
2. Keep all information received in your capacity as an aide in strictest confidence.
3. A respectful, cooperative demeanor is expected and appreciated.
4. I will check in with my teacher via TEAMS on any distance learning days.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Date

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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (teacher’s name), accept the student as my aide. I understand that my responsibilities in this arrangement include:

1. Keeping the student with me at all times unless he/she has a specific job which takes him/her out of my classroom.
2. Ensuring that this student has meaningful work to perform.
3. I understand that this student is one of only two student aides that I may have during any semester, and NOT during my prep period.

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Teacher’s Signature Date