

Your student aides may deliver messages and call slips for you to classrooms. They can run attendance scanners. They can answer the phones and take messages, make copies, deliver found textbooks.

We need to avoid having them look at any of the computer screens that have student info. or disciplinary referrals. They should not congregate around your desk and be looking over your shoulder. Kids who are waiting for an AP should sit in the reception area. They should not be leaning on your desk having conversation. Kids who are just coming in for a visit need to be told to go to class immediately. If they are on a free period or waiting for an after school activity, they need to go home or to the study hall. If you are having problems with an aide let me know and we will adjust their grade to reflect that. They sign a contract with me before I allow them to be an aide. Thanks

Barbara Gomez

Assistant Principal/Curriculum

Jupiter Community High School

px 27909

From: Shedeidra Edge
Sent: Friday, March 16, 2007 11:46 AM
To: Barbara Gomez
Subject: Student Aides

What are the duties of a student aide? What types of tasks can we give them? I have only asked student aides to take something to an adult or student when I can not reach them; as long as it was not confidential information, although my confidential information form was sent by a student aide I assume from the main office, last week. Can you clarify this for me please?

Ms. Shedeidra Edge sedge@palmbeach.k12.fl.us

<http://mail.palmbeach.k12.fl.us/exchange/sedge/Drafts/RE:%20Student%20Aides-2.EML?...> 5/14/2007