

# HIGHMARK CHARTER SCHOOL

## Teacher and Office Aide Application Form

Name \_\_\_\_\_ 8<sup>th</sup> Grade  9<sup>th</sup> Grade

To be considered as a teacher or office aide for the 2022-2023 school year, each student must fill out this application, which requires signatures from the student, parents/guardians and a teacher.

Student aides are held to a higher standard of professionalism as they are working inside a classroom. An aide class only gives general elective credit. 8<sup>th</sup> graders are limited to only one semester of teacher aide, 9<sup>th</sup> graders can aide twice in a year. Completing this application is not a guarantee of placement as an aide as there are limited openings available.

Teacher and office aides are required to abide by the following rules:

- Maintain a 3.0 GPA
- Obey willingly all dress code standards set forth by the HMCS code of conduct
- Be professional with students and adults at all times
- Remain on task, and in the classroom assigned for the duration of the class period

My signature indicates that I agree to the above terms and rules:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Gaurdian Signature \_\_\_\_\_ Date \_\_\_\_\_

As a part of this application, a teacher must fill out this portion and sign:

Teacher name: \_\_\_\_\_ Class: \_\_\_\_\_

- |  |        |            |     |       |   |    |
|--|--------|------------|-----|-------|---|----|
| 1. The student's current grade in my class:            | A      | B          | C   | D     | F |    |
| 2. Number of absences this term:                       | 0      | 1          | 2   | 3     | 4 | 5+ |
| 3. Number of tardies this term:                        | 0      | 1          | 2   | 3     | 4 | 5+ |
| 4. The student is usually on time with homework:       |        | TRUE       |     | FALSE |   |    |
| 5. The student usually completes assignments in class: |        | TRUE       |     | FALSE |   |    |
| 6. The student is usually on task during class:        |        | TRUE       |     | FALSE |   |    |
| 7. I would:  | HIGHLY | MODERATELY | NOT |       |   |    |
| recommend this student as an aide.                     |        |            |     |       |   |    |
| 8. Any additional comments:                            |        |            |     |       |   |    |

Teacher signature: \_\_\_\_\_

Please return this form to Mr. Bowler by March 15<sup>th</sup>, 2022 to be considered as an aide.