

**PEARLAND HIGH SCHOOL STUDENT
OFFICE AIDE PROCEDURES
2024-2025**

Application Process

1. Student will pick up a student aide application in the counseling center.
2. Student and parent signatures are required on the application before returning to the counseling center.
3. Please visit the Administrative Office for Fines/Fees clearance before submitting to the counselor for final processing.
4. Counselor will check the following:

Transcript

Did not earn a grade below a 75 in a regular class

Did not earn a grade below a 70 in Pre-AP/AP/Dual Credit/Adv. Class

Attendance - Was not absent more than nine days in the prior semester.

Discipline - No ISS or ALA placements**

**If student received ISS for a minor offense, counselor will determine student aide approval.

5. Counselor will review the students schedule and transcript for possible placement then submit completed forms to Administration Office.

Expectation for Behavior and Performance

- Punctuality: Be on time. If you are late, you must bring a pass from the tardy station.
- Work Ethic: You are expected to respond to all work requests in a positive manner and perform each task to the best of your ability.
- Dress Code: You are expected to meet dress code standards as defined in the Student Handbook. Failure to comply with dress code will result in disciplinary consequences.
- Prohibited Items: Electronic devices are not allowed while performing assigned task. You represent Pearland High School and are expected to act accordingly.
- Confidentiality: Information that you glean as a student aide is strictly confidential and is not to be shared with others. (See the Confidentiality Statement on the next page.) Violation of this expectation will result in the termination of your position.
- Forgery/Theft: Documents, passes, supplies, funds, etc., forged or stolen from the office area will result in disciplinary actions and the termination of your position as a student aide.

Please Initial that you agree and understand these rules: _____

**PEARLAND HIGH SCHOOL
STUDENT OFFICE AIDE APPLICATION
2024-2025**

MUST BE A SENIOR FOR THE ACADEMIC YEAR YOU ARE APPLYING

Name (print): _____

Student ID: _____

Student Email: _____

Endorsement: _____ Pathway: _____

Student Signature (required): _____

Parent Signature (required): _____

If approved for Student Aide, I would like to drop _____ class.
(required)

Fines and fees check: _____ (Assistant Principal initials)

Note: Fines and fees must be cleared through your Assistant Principal. Students wishing to be a student aide must have a balance of zero for fines and fees. A balance of zero must be maintained for each six weeks and will be checked in order to remain an office aide from one six weeks to the next.

Attendance Check: _____ (Counselor initials)

Note: A student must have attended school at least 90% of all classes during the previous school year and previous semester in order to qualify to be an aide.

Discipline Approval: _____ (Assistant Principal initials)

Note: Any student with a discipline report that includes expulsion, suspension, ALA, ISS or more than 5 days D-Hall during the previous year or previous semester will not be considered. If a student receives ALA, ISS, an expulsion or suspension in the semester while being an aide, they will be removed and put in a class.

Grade Check: _____ (Counselor initials)

Note: A student must have a "C" average in all classes and at least a 70 in all Pre-AP/AP/Honors classes.

Counselor Approval

Approved

Not Approved

Signature: _____ Date: _____