



## Santiago High School

### TEACHER/LAB ASSISTANT STUDENT CONTRACT

**Class selection is not guaranteed and availability is limited.**

**\*\*\*PE and Athletics are not able to have a T.A.\*\*\***

The T.A./Lab Assistant course is for juniors and seniors interested in a leadership role. Students learn effective organizational skills, time management techniques, effective resource utilization, and the importance of punctuality and a positive attitude. Teacher/Lab Assistant is a “course without educational content” in which a student is assigned to assist a certificated employee, but not expected to complete curricular assignments that the employee is teaching during that period.

To enroll as a T.A./Lab Assistant, each student must read the contents of the T.A./Lab Assistant Student Contract, agree to the terms and conditions of the contract, and turn in a signed copy to their respective high school counselor. Your signature below indicates you have read the contents of this document and that you agree to the terms and conditions listed below:

T.A./Lab Assistants are prohibited from taking attendance and entering student grades. At no time will a T.A./Lab Assistant work on a teacher workstation. Failure to comply with this mandate will result in the student being immediately dropped as a T.A./Lab Assistant. Additional disciplinary action may be taken.

T.A./Lab Assistant duties and responsibilities may include, but are not limited to, general management tasks such as collating, hole punching, stapling, alphabetizing, and filing of papers; setting up bulletin boards and arranging desks; cleaning white boards, computers, and keyboards; distributing and collecting course materials; assisting with educational technologies such as transponders, LCD Projectors, and document cameras.

I will wear a T.A./Lab Assistant lanyard if excused by the classroom teacher from class to fulfill the following types of tasks: run scantrons, pick up print orders, pick up textbooks, deliver make-up work for absent students to front office, and conduct research in library.

I will establish an excellent attendance record as a T.A./Lab Assistant by arriving to class promptly and regularly.

I will organize my time and expend an appropriate level of effort to successfully fulfill the duties and responsibilities associated with being a T.A./Lab Assistant.

**STUDENTS NEED TO SECURE THEIR OWN T.A./LAB ASSISTANT APPROVAL FROM A TEACHER.**

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
ID #

\_\_\_\_\_  
Teacher & Course (Print)

\_\_\_\_\_  
Period Requested

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Signature