

## Student Aide Application

Name of Student \_\_\_\_\_

Applying to be a Student Aide for the following:

\_\_\_\_\_ Middle School Teacher (Name of teacher \_\_\_\_\_)

\_\_\_\_\_ Office

\_\_\_\_\_ Elementary Teacher (grade preferred \_\_\_\_\_)

Student aides are assigned to a specific teacher or department (i.e. office aide). Final acceptance will be based on teachers' needs, and approval by the administration.

### Classroom Student Aide

Student aides may be assigned by the cooperating teacher to perform any or all of the following tasks: tutor a specific student, file and organize papers, score multiple choice assignments, and other similar, approved tasks. Student aides may be assigned to a specific teacher, but may be shared with other teachers as needs arise.

Student aides are not allowed to do the following: substitute for the teacher for any part of a lesson; score assignments that require a teacher's expertise; be privy to any personal, special education, or sensitive student information; involved in discipline or activity that might endanger the student physically or emotionally.

Student aides must be in attendance every day in the assigned classroom or office. This is not a period in which to roam the halls. Student aides must be responsible, dependable and respectful of other students and the teacher.

### Office Aides

Office aides are assigned to the main office. They may run errands within the school, carry messages to classrooms, and other duties that the secretarial staff may assign.

### Homework

When teacher's aides are not busy, it may be appropriate for them to do personal homework assignments. Students may work in their assigned aide location.

### Grades

Grades for the student aide will be based on attendance, effort, citizenship and dependability. Student aides will either pass the class or fail it.

I give my approval for my student to be a student aide.

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Parent signature