



## ADMINISTRATIVE PROCEDURE 6260 STUDENT AIDE/ASSISTANT CREDIT

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**Responsible:** Department of Student Accounting

### **PURPOSE**

This administrative procedure shall describe and define protocols related to a student who wishes to provide assistance to a teacher, counselor, administrator, librarian, etc. as a student aide for credit.

### **PROCEDURE**

1. A student who wishes to provide assistance to a teacher, counselor, administrator, librarian, etc. may be enrolled as a student aide for credit. Approval by the person for whom the student wishes to work must be granted prior to enrolling in the class. The 90% attendance requirement applies to all student aides. In addition, aides must demonstrate a positive attitude and maintain a positive discipline record.
2. Each student who works as an aide/assistant must sign a confidentiality agreement before beginning work. The supervisor for this student must read the confidentiality agreement with the student out loud and check that the student understands what each line means before the student signs the agreement. This will ensure that the student understands that if the confidentiality agreement is broken, disciplinary action will be taken.
3. Each school should establish rules regarding how many aides a teacher or other entity may have during any period/day, grade level and minimum GPA required to become a student aide, etc. No student aide should have access to a teacher's record book, computer attendance screen/password, or final exams.
4. A student who works for a teacher for one semester will earn .25 credit for that semester. An S/U academic grade and a letter grade for citizenship will be recorded. A student who works in an office or as a department aide will earn .5 credit for that semester, be required to take an appropriate final exam, and be awarded a letter grade for both academics and citizenship. A student who works in the library may be enrolled for .25 or .5 credit, with the appropriate grade (S/U or letter grade) awarded depending on the amount of credit earned.
5. Student Aide/Office Experience/Library Assistant, etc. may be counted toward the minimum load requirement and must be included on the student's schedule. NOTE: If "four (4) classes" does not equal two (2) CREDITS, the student will not be eligible to participate in athletics.

**DESIRED OUTCOMES**

1. This Administrative Procedure is designed to provide consistency with regard to student aides.

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan.

**REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed bi-annually.

**REVISION HISTORY**

Date	Revision	Modification
09/01/2012	1.0	Adopted as Accepted Practice
01/03/2014	2.0	Revised: converted to Administrative Procedure