



Responsible Office: Department of Student Enrollment and Records

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 librarian, in an office or as a department aide will earn applicable .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 with a teacher as an aide can earn .25 or .5 credit based on the school's requirements and expectations. If the student earns .25 credit the grade will be based on S/U. If the student earns a .5 credit the grade will be a letter grade for both academics and citizenship.
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.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

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

REVISION HISTORY

Date	Revision	Modification
09/01/2012	1.0	Adopted as Accepted Practice
01/03/2014	2.0	Revised: converted to Administrative Procedure
04/17/2026	3.0	Updated with current standard practice and curriculum changes.