

STUDENT AIDES

The following guidelines apply to all student aides (Library, Office, and Special Needs).

- Request for a student aide will be made through the Principal's office.
- A written description of the student's responsibilities will be submitted to the Principal prior to approval.
- Students must be classified as seniors to be eligible.
- Students must be passing all subjects.
- Students will spend only one period per day as an aide.
- Students should not be out of your classroom without a specific teacher directed purpose.
- Students should not leave the campus to run errands.
- This is to be planned period for the students...not goof-off time.
- Be careful that the aide does not divulge information about other students.
- Credit earned will not count toward graduation requirements.
- The counselors will compile a list of students interested in being an aide. Placement of students will be from this list.
- Let the counselors know the periods an aide is needed. They will assign students as requested.
- **NO** student aides allowed on copying machines.

Any exception to these guidelines must have prior approval from the Principal.