

STUDENT AIDE PERMIT FORM

TO BE COMPLETED BY THE SUPERVISING TEACHER

Student: _____ Date: _____

Teacher name: _____ Date: _____

Period Working: _____

Days Working: M Tu W Th F

Quarters Working: 1st 2nd 3rd 4th

Academic progress is to be monitored quarterly by the teacher.

At the end of each quarter, the supervising teacher is to check the student aide's grades making sure that the student has a "B" average and did not fail any courses.

- a. **VOIDING OF PERMIT**: In the event the student failed a class, the **teacher** is to void the aide permit for the next quarter and to notify the high school office. The office will then notify study hall.
- b. **REAPPLYING**: The student may reapply if all of his/her quarter grades come back up to a passing status with a "B" average.

Supervision is the responsibility of the classroom teacher.

The teacher is responsible for the supervision of the student aide during the time periods assigned to aide for a given teacher.

- a. **ATTENDANCE**: The teacher is to check attendance daily including tardiness and report any infractions to the office immediately. Any abuse will result in disciplinary action and the permit being voided.
- b. **PASSES**: The teacher is to issue the student aide a pass whenever he/she runs an errand or leaves the direct supervision of the teacher. Any abuse will result in disciplinary action and the permit being voided.

Teacher's Signature: _____ Date: _____

(The teacher's signature indicates that he/she has read the above responsibilities and agrees to these requirements.)

STUDENT AIDE PERMIT FORM

Student Name: _____ Date: _____

RULES AND REGULATIONS FOR ALL AIDES

1. I will come on a regular basis and arrive promptly. If for some reason it is impossible for me to assist said teacher:
 - a. I will notify the teacher.
 - b. I understand that my failure to properly notify the teacher that I will not be helping during a given period will be considered a violation of the Conduct Code for Students, **Code 09: Cutting class.**

2. I will perform my duties as assigned and report on a regular basis. I understand failure to do so will result in my permit being revoked either by the teacher or principal.

3. I understand that whenever I leave the direct supervision of the cooperating teacher, I must have a proper pass. Roaming the halls or being in a restricted area will be considered a violation of the Conduct Code for Students.

4. I will maintain passing grades in all course work with a "B" average.
 - a. I will show my grade card to my cooperating teacher at the end of each quarter.
 - b. I understand if I fail a course or do not maintain a "B" average, my permit will be revoked.

5. I will maintain good citizenship and understand violations of the Conduct Code for Students may result in my permit being revoked.

Student signature: _____ Date: _____

Parent Signature: _____ Date: _____

ADMINISTRATIVE ACTION

Approved _____ Denied _____ Date: _____
Principal's Signature: _____

NOTIFICATION TO STUDY HALL

1. When approved, the office will notify the study hall monitor that the student has been granted a permanent pass from study hall.
2. The student may begin aiding for the teacher when the study hall monitor has been properly notified.