

### **STUDENT AIDES**

The Governing Board recognizes that benefits may accrue from the use of classroom or office student aides. When assisting on a one-to-one basis, peer tutors often provide the extra attention that enables a fellow student to grasp a difficult concept or to practice skills to a higher level of mastery. Classroom and laboratory aides can enable the teacher to spend more time on the kinds of learning activities and assignments that require long preparation and detailed review of the students' work. Whether tutoring individuals or assisting in the class or laboratory, student aides themselves benefit from the opportunity to reinforce their own abilities and learn by doing. Office aides and attendance aides can acquire practical office and social skills and become familiar with the workings of an educational institution.

The Governing Board also realizes that the time a student spends as a classroom or office aide is time spent away from the academic setting in which students receive significant new instruction. Students need to acquire a wealth of information and abilities during their school years; therefore, the Governing Board finds it appropriate to place reasonable limits upon activities which reduce the amount of time spent in regular classes. Therefore, the following limitations will apply to student aides:

1. Service courses will be permitted only for eleventh and twelfth grade students.
2. A maximum of twenty (20) credits in service courses will be allowed for each student, with no more than ten (10) credits in any one course.
3. The maximum number of credits a student may earn in service courses each semester is five (5).

The Board expects that student aides as a group should reflect the diversity of each school's student population and include average students as well as those who excel. All student aides must have earned a grade point average of 2.0 (C) or higher for the semester preceding their enrollment as a student aide.

**STUDENT CLASSROOM, LABORATORY, PHYSICAL EDUCATION AND OFFICE AIDES**

1. The total number of student aides in use during any semester at any district school shall at no time exceed five (5) percent of the student population from the previous year C.B.E.D.S enrollment count.
2. Students selected to serve as peer tutors or classroom /laboratory aides must have taken appropriate prerequisite classes and demonstrated special interest in the subject. .
3. Teachers shall be limited to appointing one (1) student aide per class period.
4. The following is a list of techniques that will be used in assessing student progress and/or achievement for those enrolled as student aides:
  - Participation in teacher-assigned activities.
  - Teacher evaluation of completed assignments and projects.
  - Teacher ratings of students' participation, conduct, respect for confidentiality, and use of behavior management techniques.
  - Department chairperson interviews and evaluation of student progress and classroom duties assigned and completed.
  - Attendance.
  - Final examination.
  - In the case of office practice students, an administrator will utilize any of the aforementioned techniques in assessing student progress.
5. During regular classroom visitations, administrators will give particular notice to the effective utilization of student aides by the teacher.
6. For Office Practice students, the Principal will appoint an Assistant Principal to screen, supervise and evaluate the students enrolled in this service class and ensure that this course is a valuable learning experience for these students.
7. Under the site Principals' direction and leadership, adult volunteers will be used to the extent possible to reduce the numbers of students enrolled in Office Practice.