

COMMUNITY HIGH SCHOOL District 94

Student Assistant/Peer Tutor Application Form

(return completed form to your counselor's office)

Name: _____ ID # _____

Year in school: 9 10 11 12 Date: _____

Counselor: _____ Semester Working:

Peer Tutor	1 (8511)	2 (8512)	Both
St Asst	1 (8517)	2 (8518)	Both
FL Peer Tutor	1 (8509)	2 (8510)	Both
Peer Tutor – SRC	1 (8513)	2 (8514)	Both

Academic area in which you will be assisting: _____

Students who successfully complete this program will receive a .25 credit for each semester.

1. Supervising teacher/staff: _____

2. Class _____, Room # _____ and period: _____

3. Duties: _____

4. Signature of Teacher/Staff: _____

5. Signature of Division Head: _____

Turn in to counselor.

Schedule change has been made – CNSLR initials and date: _____

Give to Counseling Secretary who will:

- ◆ Make a copy for the supervising staff.
- ◆ Make a copy for the DH in the curricular area (if applicable).
- ◆ Counseling Secretary will keep the original.

ID #

Name:

PRIOR TO COMPLETING THE APPLICATION PLEASE MAKE SURE THAT YOU UNDERSTAND AND AGREE TO ABIDE BY THE CRITERIA LISTED ON THIS SHEET

- STUDENT ASSISTANTS RECEIVE ¼ CREDIT EACH SEMESTER.
- STUDENT ASSISTANTS ARE VIEWED BY SCHOOL STAFF AS LEADERS AND ROLE MODELS AND MUST CLEARLY UNDERSTAND THAT POSITIVE STUDENT BEHAVIOR IS NECESSARY AT ALL TIMES. THEREFORE, STUDENT ASSISTANTS MUST COMMIT TO THE FOLLOWING:
 - **PASSING ALL CLASSES EACH SEMESTER**
 - **MINIMAL DISCIPLINARY REFERRALS**
 - **NO SCHOOL SUSPENSIONS OR TRUANCY**
 - **GETS ALONG WITH OTHERS/POLITE AND COURTEOUS**
 - **MINIMAL ABSENTEEISM AND TARDINESS**
 - **POSITIVE REGARD FOR SCHOOL RULES**
 - **POSITIVE REGARD FOR APPROPRIATE SCHOOL DRESS**
 - **CONSCIENTIOUS ABOUT JOB DUTIES**
- EACH STUDENT ASSISTANT IS ASSIGNED A CLASS HOUR DURING THE DAY. THERE ARE GENERALLY NO MORE THAN TWO STUDENT ASSISTANTS SCHEDULED DURING ONE CLASS HOUR.
- SINCE THE CLASS IS DIFFERENT FROM OTHER CLASSES OFFERED THAT STUDENTS ENROLL IN AND THERE IS NO HOMEWORK INVOLVED, ATTENDANCE AND THE WILLINGNESS TO HELP IS AN IMPORTANT PART OF BEING A STUDENT ASSISTANT.
- STUDENTS **CAN NOT**:
 - **TAKE THINGS OUT OF MAILBOXES**
 - **PICK UP OR DROP OFF AT DUPLICATING**
 - **CAN'T CHECK EMAIL OR VOICEMAIL**
 - **MAKE COPIES**
 - **HAVE ACCESS TO ANY PERSONAL INFORMATION ON STUDENTS**
 - **GRADE**
- STUDENT ASSISTANT WILL BE TAKEN AS AN ELECTIVE CLASS. THIS CLASS IS PUT ON YOUR SCHEDULE FOR THE ENTIRE SEMESTER AND STUDENTS REMAIN IN THE SAME ASSIGNED HOUR ALL SEMESTER.

I have read and agree to comply with the requirements for being a student assistant.

Student Signature

Date

Staff Signature

Date

PLEASE RETURN THIS FORM WITH YOUR APPLICATION