

Dakota Ridge High School
TEACHER ASSISTANT GUIDELINES
2019-2020

Students are required to read and follow these TA guidelines:

- I am aware that I will receive .25 credits per semester. (0.5 credits if working in Counseling Office, Attendance Office or Library).
- I can take up to two (2) TA positions to satisfy my graduation requirements, but not more than one (1) TA per semester.
- I understand that I will be productively working through the block. I am not permitted to wander the halls, run errands or leave campus.
- I will be assessed by the Quality Worker Rubric, a self-assessment, and a final evaluation.
- I will complete and turn in this TA form to Ms. Hollander in the Counseling Center.

This class may count as a fifth class, but if I need to meet CHSAA eligibility requirements (athletes, cheerleaders, band members, etc.), I will have to take a sixth class to be eligible. I know that I must have at least 2.5 credits of classes each semester to keep my CHSAA eligibility.

Initial here to indicate agreement/understanding of CHSAA rule stated above:

Student _____ Teacher _____ Parent _____

I participate in the following activities:

Sports _____ Band _____ Cheers _____

Student's Name (print) _____ Date _____

Student's Signature _____

Teacher's Name (print) _____ TA Block _____

Teacher's Signature _____

Class To Be Replaced _____ **Block** _____

Parent/Guardian's Signature _____

Student Assistant Confidentiality Agreement

As a student assistant at Dakota Ridge High School, you have agreed to provide direct assistance to a district employee.

By signing below, you agree to maintain the confidentiality of all staff and student information and records which may include grades, personal information, phone numbers or addresses, tests, lesson plans, etc. This means you agree not to disclose information to any person other than school officials.

You understand your failure to maintain confidentiality could be a violation of Federal or State law or school district policy and could disqualify you from receiving academic credit, future status as a student assistant, and other disciplinary actions.

Student Name (please print) _____ Date _____

Student Signature _____

TEACHER ASSISTANT GUIDELINES

The following guidelines were developed by the Leadership Team to maintain consistency and clear expectations for Teacher Assistants:

Credit

- TAs will receive .25 credit. (0.5 credits if working in Counseling Office, Attendance Office or Library).
- Students can be TAs a maximum of two semesters during high school.
- The TA class is offered Pass/Fail only, no letter grades will be issued. TAs will appear on *Infinite Campus* for grade and attendance reporting.
- Student athletes cannot count a TA for their fifth class due to eligibility requirements. They must take a sixth class and carry at least 2.5 credits per semester.

Grading

- TAs are to be productively occupied throughout the block. Teachers are expected to be responsible for the TAs behavior, and should closely monitor their attendance. Attendance and grades should be marked on *Infinite Campus* for TAs just as they are for other students.
- TAs are not permitted to wander the halls or leave campus during the assigned block.
- The TA should be provided a list of responsibilities by the teacher.
- Grading should be based on the Quality Worker Rubric (see Teachers' Manual). It is also recommended that the student complete a self-assessment.

Guidelines

- Students may carry only one TA per semester and a maximum of two for their high school career.
- Teachers may have one TA per block and a maximum of three (3) total TAs per semester.
- Only students in grades 10, 11 and 12 who are in good academic standing may be TAs.
- All paperwork for TAs should be turned in to Ms. Hollander in the Counseling Center. If the appropriate paperwork has not been submitted, the student will not be awarded credit.