

AIDE PROGRAM

The aide program is designed for students who wish practical experience and are unable to fit a co-op program into their schedules. Students may elect to work as aides in various departments or areas around the building. In order to be an aide, a student must apply and have teacher approval before including this program on the schedule. This is done at the beginning of each semester. The student cannot drop a class to be an aide. A total of one credit (9-12) is allowed to be used for graduation credit.

PREREQUISITE: Approval of staff member responsible for accepting the student aides. Credits received: 1/4 credit per semester.

OFFICE AIDE Students have the opportunity to work in the school offices doing clerical work, assisting students and parents, and running errands.

COUNSELING AIDE This aide will work as a receptionist, perform clerical duties, and assist the counseling staff by running errands.

LIBRARY AIDE Each student will have required daily work assignments outlined by the librarian. There will be an opportunity for students to become familiar with library procedures and routine.

AUDIO-VISUAL AIDE Students serving as audio-visual aides will be responsible for equipment and materials. They will become familiar with identifying and operating machines and making minor repairs. Often, they will be asked to assist classroom teachers in showing films.

TEACHER AIDE Duties performed by students will vary depending on the teaching area. Students must make arrangements with the teacher they would like to work for during the semester.

INDEPENDENT STUDY

Students who wish to pursue an Independent Study Program within a department must have completed all course work in the selected area. A plan of work must be submitted to the sponsoring teacher, departmental chairperson, and counselor. Credit will only be granted after all work has been completed and approved by committee.