Student Assistant Application for 2022-23 School Year

Student assistant positions are a privilege for **seniors** only. Credits that satisfy graduation requirements are **not** earned. Student assistants must be able to earn **more than** 26 (Recommended or Foundation) or 22 (Minimum) credits by graduation to participate. Assignments are subject to approval and availability. All students applying for a position must be approved by Associate Principal, Mrs. Clinkscale. **<u>Students must be in good standing with good discipline and attendance in the past year of high school.</u>**

<u>Procedures/qualifications:</u>
1. Student should pick up the application either at the front desk, or counseling office (Note: It is a 2 page document.)
2. Read all guidelines and procedures listed above and below.
3. Notify your counselor that you are interested – e-mail will be fastest method. In person notification, however, is acceptable. Make sure you understand any credit questions you may have and if you are signed up for a course you can drop.
4. Fill out the form if you are still interested. Be sure you fill in all blanks, including the class you are requesting to drop.
5. Turn the form in at the front desk.
6. If approved, the student assistant period will be placed in the student's schedule for the fall. Students will receive a grade for the class at each grading period, though it is local credit only.

<u>Guidelines:</u>
1. A student assistant is a representative of Cypress Creek High School and should conduct themselves professionally at all times.
2. Student assistants have assigned duties in each area of the buildings which include running passes, sorting, organizing materials, and other clerical duties.
3. Normal classroom rules will apply to a student assistant position. i.e. no cell phone use, no games, and only courteous respectful behavior.
4. When a student assistant has completed his/her responsibilities for the academy, he may work on school work.
5. Only **one** student assistant will take a pass to get a student. Unless there are many passes, there is no need to leave together.
6. Upon completing an errand, the student will immediately return to the office they serve as student assistant.
7. You will be working in a professional environment and should treat all duties and conversations with respect.

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Complete the form on the reverse side of this sheet.

You <u>and</u> your parent must sign the bottom of the form.

Please fill in the information below and turn in this form to Mrs. Walker's office, Rm 1040, or to the Front Desk.

Name_____ID #_____ Cell #:_____

Please answer the following questions:

1. Were you suspended or sent to ALC at any time in the
   last school year?   Yes_____ No_____

2. Were you eligible for exemptions last year?   Yes_____ No_____

3. If required, would you be able to obtain a positive   Yes_____ No _____
   recommendation from at least two of your
   core teachers last year (English, Math,
   Science, Social Studies)

   Names of Teachers who could recommend you:_____

   _____

4. Please tell us why you would like to be a student
   assistant._____
   _____

5. **What course are you requesting to drop**?_____
   If you are approved for student assistant position.

6. Will you have more than 26 credits (Recommended/Foundation) or 22(Minimum) toward

   graduation <u>without credit</u> from this class?   Yes_____ No_____

7. Are you a bus rider or do you drive your own car? _____

Please fill in your name in the space below and sign at the bottom of the form. Request that your parent sign the bottom of the form also. Then email to Brandie Walker at Brandie.Walker@cfisd.net.

I, _____ have spoken with my counselor regarding my interest in obtaining this position. Additionally, I have read all guidelines on the opposite side of this form and completely agree with and understand them.

I, _____ have also spoken with my parents regarding my interest in this position and they have approved this local credit only position. Additionally, my parent(s) have read all guidelines on the opposite side of this form and completely agree with and understand them.

Student Signature: _____Parent Signature_____

Date turned in:_____ Approved – Yes / No   Initials: _____