

Hoover High School – Student Helper Application & Agreement

Students will not be assigned to a teacher or office as a student helper until this form is completed and returned to the appropriate SIL/VP to make a schedule change. Students wishing to change from an academic class to a student helper after the start of the semester are required to attend their academic class until the schedule is changed. Failure to attend classes while completing this process could result in denial and student helper placement

Student Name: _____ Grade: _____

Semester: (circle one) **1st Semester** / **2nd Semester** / **Both**

Student Helper Expectations

Student helpers and teachers will be asked to follow the following policies:

1. Student helpers are to arrive on time and report to daily when assigned.
2. Student helpers are expected to be in service of that teacher for the entire period each day, if the teacher does not have work for the student to do, the student is to remain in the room and work on his-her own assignments/work.
3. If student helpers leave their assigned staff member’s area, they must have a pass and a purpose from the teacher.
4. Student helpers cannot be asked to go off campus for ANY reason.
5. Student helpers cannot and will not be assigned to teachers during their planning period (this creates supervision/student safety issues).

I agree to follow the above policies and am aware that violation of these policies can result in being removed from the student helper position and receive a NP grade for that semester.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Placement Priority

Students will be placed based on need in the following order of priority:

- #1 Student in-class tutor {student tutoring or being tutored/receiving extra support during class}
- #2 Main Office {School Improvement Leader / Attendance / Activities / Principal Office} (2 each block)
- #3 Counseling Office (1 each block)
- #4 Student Production Assistants {fine & applied arts ONLY} (number determined by teacher approval)
- #5 Individual Teachers (no more than 2 per teacher/semester)

The staff supervisor (teacher or clerical) must sign in the appropriate space below to indicate approval:

Block	Green	Staff Signature	Gold	Staff Signature
	Name / Room #	-----	Name / Room #	-----
1				
2				
3				
4				

SIL/VP Signature	<input type="checkbox"/> Student on track to graduate <input type="checkbox"/> Student expectation conversation
------------------	--