

## TOKAY HIGH SCHOOL

### Request for Service Period

(TA, Tutor, Office Assistant)

*While Tokay High School provides an array of elective offerings, a student in the 11<sup>th</sup> or 12<sup>th</sup> grade who meets specific criteria (listed below) may request a "service" period instead – limited to one course per year. The teacher or supervisor of record must provide learning objectives for the student for the period of service. Both the counselor and the parent must give written permission for the student period.*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ ID# \_\_\_\_\_

Choose one: Teacher Assistant \_\_\_\_\_ Office Assistant \_\_\_\_\_ Peer Tutor \_\_\_\_\_ AVID Tutor \_\_\_\_\_

Subject to be dropped \_\_\_\_\_ Term \_\_\_\_\_ Period \_\_\_\_\_

#### STUDENT REQUIREMENTS:

1. Juniors and seniors only. Minimum 3.0 grade point average. Positive attendance and discipline record.
2. Approval from proposed teacher/supervisor.
3. Completed request form returned to counselor. Counselor approval.
4. Student must attend service period on a daily basis. Failure to do so will result in removal from class with a failing grade for current semester.
5. Students are limited to a total of 20 credits of "service" during high school.

**I HAVE READ THE INFORMATION ABOVE AND UNDERSTAND ALL REQUIREMENTS SET FORTH. FAILURE TO MEET REQUIREMENTS STATED WILL RESULT IN IMMEDIATE REMOVAL FROM MY TEACHER/OFFICE ASSISTANT POSITION AND A FAILING GRADE FOR THE SEMESTER.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\* \* \* \* \*

#### COUNSELOR APPROVAL:

|     |            |     |            |
|-----|------------|-----|------------|
| GPA | Attendance | UNX | Suspension |
|-----|------------|-----|------------|

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

\* \* \* \* \*

#### TEACHER REQUIREMENTS:

1. Teacher must provide clear learning objectives for the student.
2. Teachers are allowed a limited number of student assistants. See policy for clarification.
3. Student assistants are not allowed to account for attendance, record grades in grade book or computer, leave campus at any time during the period, or run personal errands for teacher.
4. All assistants allowed to leave classroom must have proper pass/identification. Any student found out of class without specific duty will result in removal from position for remainder of academic year and will not be replaced.

#### STUDENT LEARNING OBJECTIVES: (Must be completed by Teacher)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Teacher Name (please print) \_\_\_\_\_ Room \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

\* \* \* \* \*

Parent Name \_\_\_\_\_ Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

Office use only: Course Code \_\_\_\_\_ Section \_\_\_\_\_