INSTRUCTION

Student Assistant Courses

I. Course Creation

A. The general requirements for the student assistant course shall be contained in the Prince William County Public Schools “High School Course Catalog.” Individual subject area requirements shall be listed in alphabetical order. The course requirements for student assistants or student aides, like all other courses, shall focus primarily on the academic learning experiences and opportunities for the student.

B. At any point in time, a student may be enrolled into the student assistant course in only one subject area and assisting only one staff member. The credit units are outlined in the subject specific sections.

C. Content supervisors have the responsibility for developing and distributing the regulations of student assistants for their respective areas. Staff input is secured in developing the requirements.

D. Individual subject area regulations for student assistants shall contain the following:

1. Course code;
2. Learning objectives;
3. Teaching strategies; and
4. Assessment and evaluation procedures.

E. Content supervisors who desire to include a student assistant course in the Prince William County Public Schools “High School Course Catalog” shall follow the course addition request Regulation 610.06-1, “Adding Course Offerings.”

II. Student Assistant Course

A. Administrative Considerations

1. Student assistants must receive written approval from the supervising teacher and when applicable, the department chairperson.
2. Individual schools may set forth additional criteria, which must also be met.
3. Student assistants of any kind shall be graded using the Division grading scale (A-F).
4. Student helpers, of any kind, in no way relieve a teacher of supervisory and instructional responsibilities.
5. Great care should be exercised at the local school level to distinguish clearly between student aides and student assistants. Student aides are non-credit helpers and their number and regulation are controlled at the local school level.

B. Instructional Considerations

1. The purpose of the student assistant course is to:
   a. Support the teacher and/or department; and
   b. Provide learning experiences to the student assistants, particularly those interested in pursuing a career in education.
2. Under no circumstances is the teacher of record relieved of responsibility for student safety and academic welfare, and therefore shall remain in the classroom at all times.
3. Each school must prepare a set of rules to be followed by the student assistant in carrying out his/her duties.
4. Learning experiences shall be planned, written, followed, and communicated to the student assistant.

III. Subject-Specific Information

A. Science

1. The official name for this course is “Lab Assistant/Science Seminar.”
2. The course is available to students in grades 10-12.
3. The student must have taken the subject in which he/she is assisting.
4. Credit for a student assistant cannot be substituted as required lab science credit.
5. Safety rules shall be clearly set forth, certain chemicals and/or equipment may have to be restricted, and the student assistant must receive appropriate training and sign the Prince William County Public Schools Lab Assistant Safety Agreement.
6. The rigor of the science seminar and the responsibilities of the lab assistant must be gradually increased each semester.
7. A school may award one-half (0.5) units of elective credit for two continuous semesters of work as a student science lab assistant/science seminar. If less than two semesters are worked, no credit shall be given. However, the student’s record shall reflect such work.

B. Health and Physical Education

1. The official name for this course is “Physical Education Assistant.”
2. The course is available to students in grades 11-12 that have successfully completed Physical Education nine and 10 with a “B” average or better.
3. Student assistants must also:
   a. Wear appropriate gym attire;
   b. Demonstrate responsibility and initiative; and
   c. Model a positive attitude and successful work habits.

4. Possible duties include:
   a. Lead exercises and officiate in-class games;
   b. Assist in administering make-up work to students;
   c. Collect and distribute books, papers, and pamphlets;
   d. Repair, distribute, and inventory equipment;
   e. Assist students in class who may be having difficulty with a particular skill;
   f. Assist with maintaining neat and clean equipment storage rooms;
   g. Type materials for the department and/or the supervising teacher; and
   h. Assist with lock distribution, collection, and rotation.

5. A school may award one-half (0.5) units of elective credit for two continuous semesters of work as a student physical education assistant. If less than two semesters are worked, no credit shall be given. However, the student’s record shall reflect such work.

C. Library Services

1. The official name for this course is “Lab Assistant – Library Assistant.”
2. The course is available to students in grades 10-12.
3. The student shall be scheduled on a regular basis for instruction and work assignments; the schedule shall be approved by the school counselor.
4. The school librarian shall be responsible for direct and planned instruction and listed as the instructor where appropriate.
5. Possible duties include:
   a. Shelving books in alphabetical or numerical order;
   b. Assisting patrons in various capacities;
   c. Circulation of books (students shall be advised of the privacy and confidentiality issues and agree to respect other students’ privacy);
   d. Use and maintain computer databases;
   e. Evaluate websites; and
   f. Use audio-visual equipment.
6. A school may award one-half (0.5) units of elective credit for two continuous semesters of work as a student lab assistant/library assistant. If less than two semesters are worked, no credit shall be given. However, the student’s record shall reflect such work.
IV. Student Aides

A. While student aides do not receive Carnegie credit for their work, the following is required of all student aides:

1. Receive written approval from the teacher or librarian being assisted; and
2. Meet other local criteria established by the school.

B. Additionally, student aides in science courses must:

1. Be currently enrolled in the ninth grade or higher; and
2. Have taken (or be currently taking) the subject in which he/she is assisting.

C. Additionally, student aides in library services must:

1. Have participated in orientation training; and
2. Be assigned work on a schedule mutually agreed upon by both the student aide and staff being assisted.

The Principal and the Associate Superintendent for Student Learning and Accountability (or designee) are responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.