

# **Linden Elementary TA Program**

## **Overview of Program**

The Linden Elementary TA program is designed for students wishing to gain experience working in an elementary classroom, assisting the teacher. Students sign up for this program as an elective class, where the credits count towards high school graduation but they are not counted as college preparatory. TA students will receive training by Linden Elementary staff prior to working in classrooms.

## **Expectations**

Students are required to check into the Career Center/Library, sign out on the designated clip board, and then walk to Linden Elementary. Once at Linden Elementary students must sign in at the office then they report to their assigned classroom. At the end of the period, students must sign out at Linden Elementary, walk back to the High School and sign back in on the clip board.

It is the responsibility of the student to sign out personally and to keep track of their time while off campus. Additionally, students are not to drive in their own car, in a friend's car, or any other vehicle (unless authorization is previously granted due to physical restraints or other necessities). If a student is caught driving or being driven to Linden Elementary they will be given a warning. If caught a 2<sup>nd</sup> time, the student will be dismissed from the class, be reassigned to a class at the high school and will receive an F for the progress report.

TA's are to follow all Linden Elementary rules when on campus, including but not limited to, appropriate use of cell phones, dress code, and conduct. Cell phones are not to be visible unless specifically used in classroom under teacher supervision.

Additionally, students are not to go anywhere other than Linden Elementary. If a student is caught in any other location, they will be immediately dismissed from the class and reassigned into another class at the high school and will receive an F for the progress report.

Working as a Linden Elementary TA is a privilege and students are expected to follow these guidelines. Appropriate dress is enforced, cell phone use is not tolerated, and students are to respect the students and teachers at Linden Elementary. Failure to abide by these rules will result in dismissal from this class and reassigned to a different class on campus.

## **Grading Policy**

Linden Elementary TA's are graded on a Pass/Fail system.

I have read these rules and understand my responsibilities: \_\_\_\_\_  
Student Signature