

# Sycamore Canyon Middle School

## TA/CAT Request Form and Student Contract

TA (middle school classes, either library or front office), and Cross Age Tutoring, (CAT, elementary school), positions at Sycamore Canyon have several requirements and are not guaranteed. If all criteria are met and a student/teacher match is agreed upon counseling will do our best to accommodate placement in your schedule. Please review the following then complete and return the bottom portion of this form to the front office.

### Criteria:

- TA/CAT positions are available to 7<sup>th</sup> and 8<sup>th</sup> graders only. TA's must have **no N's or U's** on their last report card.
- TA's/CAT's may not have A period PE.
- TA/CAT is not to be used for homework unless all work for a teacher is complete.
- Leaving/changing TA positions will only be considered at trimester breaks, unless a position is not working for a staff member then changes may occur as needed.
- Cross Age Tutors work in the elementary school for teachers or the elementary library. This may include direct work with students or tasks as directed by teachers.
- TA's and CAT's are required to be in the assigned classroom the entire period. Students working on the elementary side of campus may leave **3 minutes** prior to the bell to accommodate walking to the other side of campus. Leaving earlier than this will be considered truant.

### I agree to (please initial after each statement):

1. Assist the teacher with correcting, filing, bulletin boards, errands, material management and/or **instructional activities** as requested. \_\_\_\_\_
2. I will **sign in and out and remain in my assigned classroom** unless sent on a designated instructional errand. If I am found wondering around I will get one warning and then may be assigned a grade of F for my TA class. \_\_\_\_\_
3. Any act of **dishonesty or cheating** while performing duties as a TA will result in the student being immediately dropped from the class and receiving an F. \_\_\_\_\_

*Fully complete below and return to Mrs. Holm in the front office.*

\_\_\_\_\_  
Name, (print clearly)

\_\_\_\_\_  
Grade in August

\_\_\_\_\_  
Date

### Desired Position (rank 1, 2, 3)

\_\_\_\_\_ TA in the middle school

\_\_\_\_\_ Office or Library TA

\_\_\_\_\_ Cross Age Tutor in Elementary

***Indicate below the teacher you are requesting for TA/CAT. Teachers are allowed one TA. Students will be placed in desired classes as scheduling permits. Placement is not guaranteed.***

Teacher Requested, (print clearly) \_\_\_\_\_

***If you don't have a teacher/staff member who signed above, we will place you with a teacher as available.***

I understand the criteria for being a TA/CAT as described above. I have discussed this with my parents and understand that grades in this position will reflect my effort and compliance with the criteria.

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Email