

## **AP 5912 Instructional Aide Grading**

*Reference:*

*Education Code Section 88240-88249 and 72401(a); Title 5 Section 55020-55025*

- 5912.1 In the fall and spring of each academic year, the Director of Admissions and Records will hold a mandatory orientation regarding the confidentiality of student records. All Instructional Aides will be required to attend this orientation at least during the first semester of their employment. If the Instruction Aide is already employed they must attend at the next opportunity provided.
- 5912.2 The Director of Admissions and Records will verify attendance of the Instructional Aide with the supervisor and Human Resources. The Instructional Aide will be required to sign a form stating they understand the confidentiality of student records and will abide by the information given at the orientation and in Board Policy 5040.
- 5912.3 Any Instructional Aide who breaches the confidentiality of student records will be terminated from their position immediately and subject to student disciplinary action per Board Policy 5529.
- 5912.4 Any Instructional Aide who breaches any code of student conduct as it relates to their duties as an Instructional Aide will be terminated from their position immediately and subject to student disciplinary action per Board Policy 5529.

*Approved 04/11/12*