

# West Fargo High School

## JETs Contract

**Student Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**JET Site:** \_\_\_\_\_

**Supervising Teacher:** \_\_\_\_\_

### Program Overview:

Junior Educators of Tomorrow (JET) is a service-learning program to experience a teaching career in the elementary or middle school setting. Learners must be in 12<sup>th</sup> grade, have a GPA of at least 2.0, and be registered for at least 5.5 additional credits. Learners will be assigned a cooperating educator and will spend a minimum of 60 minutes in the classroom each JETS block during the semester. A block will be used for travel and a minimum of 60 minutes of service.

### Summary of basic expectations:

- JET learner will be in your classroom for 60 minutes every other day (following their A/B course schedule)
- JET learner is responsible for tracking their hours either using a paper log or electronically.
- JET learner is there to support your professional work helping you or observing instruction; whatever works best for you!
  - At the end of the semester, I would love it if the student had the opportunity to try teaching a brief lesson (5-10 min) on whatever the class is learning about at the time, but if that does not work with your semester plans, I understand.
  - I am also happy to help coach the JET Student through the lesson planning and delivery

### Attendance:

- JETS learner will be in your classroom any day that WFPS has school according to their course schedule.
- JET learner will let you know in advance of their absence, if possible.
  - Student should use method of communication the two of you agree upon
  - If the student is excused from school, then they are also excused from JET. *You don't need to let me know, unless the student is failing to let you know their absences.*

### Assessment/Grading:

- JET is a pass/fail course.
  - At the end of the semester you, the classroom educator, will determine if the JET student earns a passing (SATISFACTORY) grade or a failing (UNSATISFACTORY) GRADE using the attached rubric.
  - You, the classroom teacher, would not be responsible for any official grading or assignments. All the tasks/observations are up to your discretion. The main thing is that the student gets experience in a classroom.

*If either of you have any concerns, please reach out to me ASAP, so that we can resolve them before they escalate.*  
(499.9359 or [acaldwell@west-fargo.k12.nd.us](mailto:acaldwell@west-fargo.k12.nd.us))

## **JET Agreement, Liability and Consent Form**

### *General Criteria:*

1. This training/educational opportunity is for the benefit of the student.
2. The student will work under close supervision
3. The teacher will provide training/educational opportunities and should not anticipate any productivity service benefit, in that the primary goal is for training/education.
4. If the student is released from the site for a justified reason, it will be communicated to the Career Advisor/Teacher of Record, Allison Caldwell, WFHS, [acaldwell@west-fargo.k12.nd.us](mailto:acaldwell@west-fargo.k12.nd.us)

### *West Fargo High School/WFPS agrees to:*

1. Manage the program and provide necessary forms.
2. Provide all necessary instruction.
3. Act as liaison between the parties of this agreement
4. Maintain adequate records and data management of the program.
5. Notify the teacher in advance of any changes.

### *Student agrees to:*

1. Perform the necessary tasks and follow instructions as given by their JET classroom teacher
2. Abide by the regulations, policies, and rules WFPS
3. Provide transportation to and from the assigned internship site with parent/guardian permission.
4. Recognize that a school absence is also an JET absence
5. Student will notify the JET classroom teacher of any absence or late arrival prior to starting time.
6. Student will record their hours and have their supervisor sign
7. Student will report to the teacher as soon as possible when a problem(s) arise affecting their placement.
8. The student their student's parents/guardians will not hold the business or WFPS district liable for accidents or injuries sustained during the service learning experience, As noted below in the parent/guardian agrees to section.
9. The student will dress in accordance with WFPS's student handbook
10. The student will keep all materials confidential, as noted in the confidentiality agreement.

11. The student will complete their weekly logs and end of semester reflection and turn in by due date as noted in the course description below.

*Site mentor agrees to:*

1. Assign tasks, supervise student and evaluate student at conclusion.
2. Notify the advisor, Allison Caldwell, in advance if plans are made to terminate or alter the position of the student.
3. Provide safety instructions for all tasks and duties on site that present a possible safety hazard to the student.
4. Comply with all applicable state and federal employment regulations, that may include equal opportunity employment, and not discrimination on the basis of race, color, national origin, including limited English Proficiency, sex, or handicapping conditions.
5. Adhere to the provisions of all state and federal child labor laws and existing labor-management agreements.
6. Verify the attendance and successful completion of the JET program

*The Parent(s) or Guardian(s) agrees to:*

1. Ensure the student is carrying out his/her responsibilities and to contact the school advisor, Allison Caldwell, when problems or questions arise concerning the student (not the mentor or supervisor).
2. Provide transportation to and from the assigned site.
3. Provide all necessary insurance for the student, i.e. health, car, etc., as needed.
4. Will NOT hold business or WFPS district liable for accidents or injuries sustained during the experience.

*Agreement of Terms:*

|                                         |      |
|-----------------------------------------|------|
| Student Signature                       | Date |
| Parent/Guardian Signature               | Date |
| Site Mentor and/or Supervisor Signature | Date |
| Career Advisor or Career Counselor      | Date |

## Academic Community Service Learning Confidentiality Agreement

I understand that in the course of my service learning experience, I may have access to and be involved in the processing of verbal, written, computer-generated, computer-accessed, filmed, and/or recorded information related to clients and employees or company business.

I understand that I am required to maintain confidentiality of this direct or indirect information at all times, both during and after my service learning experience. I understand that I will not share, discuss, or reveal any of this information with anyone.

I understand any breach of confidentiality may result in disciplinary action, including termination or legal action.

I agree to abide by the confidentiality policy as stated above.

*Agreement of Terms:*

|                                    |      |
|------------------------------------|------|
| Print Full Legal Name              | Date |
| Student Signature                  | Date |
| Mentor and/or Supervisor Signature | Date |