

CADET

INSTRUCTOR: Danielle Dickman
ROOM 414 SCHOOL: (308) 324-4691 ext. 2414

OFFICE HOURS: DAILY - 7:30 - 7:45 A.M.
DAILY - 3:25 - 3:45 P.M.
Other hours by appointment

danielle.dickman@lexschools.org

Google Classroom

PROGRAM DESCRIPTION: (1 Semester Course)

The Lexington High School CADET Program is a cooperative program with the Elementary Schools and the Middle School. The program is designed to give a student the opportunity to assist in a classroom setting to gain experience in the educational field other than as a student. Youth Cadets will work closely with LPS teachers to learn some of the skills associated with teaching. The Cadet program is open to Juniors and Seniors that are in good standing. The course is a semester-long course.

SKILLS TO BE MET:

- Time management
- Face-to-face communication
- Professional mannerisms
- Confidentiality
- Teamwork
- Responsibility

PREREQUISITE:

- Must be a junior/senior and has passed all classes in the previous semester and have an exemplary disciplinary and attendance history to participate in a service/internship program.
- Must have a vehicle to get from school to Cadet location.
 - **Cannot ride with anyone else and you must have the parent permission form signed in order to drive to your Cadet location.**
 - **Cadet teachers CANNOT be family members. (No parents, aunts/uncles, siblings or extended family).**

SUGGESTED SUPPLIES:

- Ipad for journaling daily activities/answering questions.

ATTENDANCE:

- You are responsible to be at your Cadet location every day school is in session.
 - Exceptions: inclement weather, sick, school sponsored activity, or your school location has different times for that day.
 - **ANY TIME YOU DO NOT GO TO CADET AND YOU ARE HERE AT SCHOOL, YOU WILL REPORT TO *the room communicated by me.***
- **When absent:**
 - Email both your contact person **and cc Mrs. Dickman** in the email to let us know you will not be there.
 - An email must be received **AT LEAST ONE DAY BEFORE A PREARRANGED ABSENCE** explaining why you will not be there for that day.
 - **Points will be** deducted from your journal for late notification.
This includes, but is not limited to, the following examples:

- School field trips, Giving Blood, College Visits, Testing, Funerals, Weddings, FASFA, Meeting with college reps, etc., basically whenever there is prior notification given.
- **If communication is not made for an absence:**
 - You may **fail** the class and you will no longer be in the Cadet class.
 - **You will type a letter to the Cadet contact person explaining the consequences for your actions.**
- **If you fail to be at your designated Cadet location on time, your contact person will notify me and we will discuss your reason for lateness to determine if you should remain in the class. If there are issues with tardiness or absences, a meeting will be held that could include your parents and guidance counselor to determine if you will remain in the Cadet class.**

EVALUATION:

- Turn in your journal by the assigned due date on Google Classroom.
- ******Journals are due by 11:59 p.m. On Fridays.***
- ***IF your journal is not turned in by Friday @ 11:59 p.m. you will receive a point deduction starting at one point if after 11:59 p.m. and 1 point for each additional day the journal is late.***
- **For an absence**, (school activity, illness, funeral, college visit)—You will email me and your contact person (as stated above). ****You will still be responsible for completing your journal on the due date. If you miss a day during the week, your journal entry should reflect that you missed the day.**
- **For a prearranged absence**, (an absence where you knew you were not going to be in class, i.e. doctor, school activity/field trip, etc.) you need to do the following:
 - **Do the same as above—email me and your contact person AT LEAST ONE DAY IN ADVANCE before you are gone.**
- **If you are not in class due to ISS or OSS for behavioral issues – You may fail the class!**
- **If you are not in class due to ISS or OSS you will lose your journal points for that day(s).**

******GRADING SCALE******

98-100	A+	93-97	A
90-92	B +	85-89	B
82-84	C+	77-81	C
74-76	D+	70-73	D
	below 70		F

Performance Evaluation: 15% Journals: 85%
 Quarter 1: 45% Quarter 2: 45% Semester Final: 10%
 Quarter 3: 45% Quarter 4: 45% Semester Final: 10%

DAILY CADET WORK PROCEDURES

- **TURN OFF YOUR CELL PHONE—LEAVE IN VEHICLE OR OUT OF SIGHT - If you are seen on your cell phone you risk failing the class and not being able to return to the Cadet classroom.**
- Be ready to work--EVERY DAY--THE WHOLE TIME.
- Get yourself to your location/school on time!
- Be ready to start when they are.

- Record your answers to your questions FOR YOUR JOURNAL on a daily basis.
- Pay attention and listen carefully to all instructions
- BE READY TO LEARN!

EXPECTATIONS OF THE CADET CONTACT PERSON:

- **Please take attendance and let Mrs. Dickman know when a student does not show at the school**
- Communicate YOUR expectations: i.e., be on time, confidentiality, etc.
 - a. Contact Mrs. Dickman at danielle.dickman@lexschools.org if there are concerns regarding job performance, not showing up on time, communication, being on their cell phone, etc.
- The teacher will provide meaningful educational experiences or activities that will help the student understand and gain experience as an educator.
- The teacher will ensure the Cadet student activities will be supervised. All tasks will be performed with appropriate safety considerations.
- The teacher agrees that Cadet is part of the student's educational program. If the student leaves school before graduation, is dismissed from school, or makes unsatisfactory academic progress, then the student forfeits the right to participate in the Cadet Program.
- The teacher will give the student monthly evaluations of their job performance.

Parent Permission Form

- CADET

I, (parent/guardian) _____ give permission for my (son/daughter) _____ to leave Lexington High School to CADET at _____ school under the direction of _____, this semester.

I, (student) _____, understand that I may FAIL the Cadet class if I do not show up on time to my place of Cadet, do not EMAIL MY CONTACT PERSON AND CC MRS. DICKMAN if I will not be in school for any reason, because of my actions or lack thereof, am in ISS or OSS, if I am on my cell phone, or if I do not do what is expected of me at school or at the place of Cadet.

This signature also verifies that my parents and I have read and understand the expectations for Cadet and have read and signed the Parent Permission Form to leave/drive to Cadet school on the next page.

Please sign and return—Thank you

Please complete the following information: RETURN THE FIRST WEEK OF CLASS! THANKS!

Student's Name _____

Student's Cell Phone Number _____

Parent(s)/Guardian Name _____

Best time to contact parent(s)/guardian _____ a.m. _____ p.m.

Parent Phone number _____ Interpreter needed? yes language spoken _____

Parent Email address _____

Parent signature: _____

Student signature: _____