**Open ASB and Introduction to Leadership: Making a Difference at IHS**

**Course Outline and Grading Policy**

**Zero/7th Period 2017**

**Contact Information**

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**Overview of Course**s

 The purpose of this course is to help students identify and develop specific leadership skills that will aid them in their leadership role both in and out of school. The assignments for this course include activities in Goal setting, project planning, problem solving, group process, communication skills, managerial skills, self-awareness as a leader, community service, stress management, student and staff recognition, and fundraising process.

**Structure**

The class will include group and individual projects, reflection on those projects, attendance at IHS Activities, and very active involvement in serving Issaquah High School and the surrounding community. A significant requirement for this class is participation in activities beyond the school day, for example setting up for dances and cleaning up after many such events. Although it is understood that no one student can be at every event, it is expected that leaders be a productive presence at many of them. Service is an important part of being a leader- a leader is constantly looking out for the needs of others and looks for opportunities to meet those needs.

**Behavior Expectations**

Planning and implementing school activities requires students to spend time accomplishing tasks in both supervised and unsupervised situations. It is imperative that students are able to act in a mature and responsible way when accomplishing these tasks. **A large part of becoming an effective leader is the ability to stay on task and to be self-motivated without direct supervision. For this reason, the standards for behavior in the leadership class exceed those of other classroom situations.** If a student proves him or herself to be irresponsible or unable to act in a mature way in either a supervised or an unsupervised setting, or if a student abuses the privileges accorded leadership students (hall passes, absences, the use of supplies, interaction with other staff members, etc.) s/he will be disciplined according to the Issaquah Leadership Code.

**Classroom Expectations:**

1. Come to class on time and prepared to participate
2. Participate in ASB related activities as an elected/appointed officer
3. Participate in classroom discussions using appropriate communications skills
4. respect the classroom environment
5. Use class time wisely to complete projects
6. “Leave No Trace” in the ASB room

**Late Work Policy:**

***Projects (Like Planning School wide Events) will have inflexible due dates, generally because they involved 1000+ other people.***

Students can turn in any assignment (**not a project**) up to 3 days after the due date. Students will lose “Professional Conduct” points for not turning in assignments on time, but points will not be taken off of the actual assignment.

*All late work must have a late slip attached to it or it will not be accepted!*

**Homework:**

Much of your coursework and responsibilities will occur beyond the class period while coordinating, attending, or participating in various co-curricular activities and duties. This will include the expectations of your elected or appointed office, and may include school or community service. Any written homework is due at the beginning of the period on its assigned date. Completion of other class homework is not permitted during the class period. Tasks that cannot be accomplished within the established class schedule will need to be taken care of before school, at lunch, after school, and they become part of the “homework” for the class.

**Cheating/Plagiarism:**

This is defined as submitting anyone else’s work or ideas as your own, submitting dishonest work/activity records, copying, etc. School policy will be followed if plagiarism occurs.

**Attendance Policy:**

1. **Regular attendance is extremely important because others are impacted by your availability.**
2. **Students who are tardy to class 4 times will receive a lunch detention.**
3. **Absent students are responsible for getting notes from another student and completing their own individual work. If you have an excused absence, you have the number of days you were absent plus a day to make up your work.**

**Grading Categories**

* 50% Projects and Project Reflection
	+ Project Proposals are expected to be filled out at least 2 weeks prior to any event in order to receive project points. The form must be completely filled out (including Connolly’s signature) prior to starting the project in order to receive any points for the project.
	+ After completing their projects students will need to reflect how their planning and completion of each event shows their progress in meeting or exceeding the leadership standards (Communication Skills, Group Processes, Managerial skills, self-awareness, human Relation Skills).
	+ In order to receive a proficient Grade (C or higher), students must meet standard in each criterion by earning 3-4 points for each standard per semester. Students may only turn in Project Reflections for projects that project proposals were submitted and approved. Reflections must be completed and turned in within one week of the project being completed.
* see attached ASB Project evaluation Rubric for more details
* 15% Professional conduct
	+ Students can earn up to 4 points each week for their professional Conduct in class and at ASB events. On task behavior, Active and meaningful participation in class activities and discussion, and punctuality will be included in this category.
	+ Students will be expected to follow the classroom expectations and stay on task during class in order to earn full points
	+ Each assignment receives work ethic points- assignments that were completed on time will receive 2 points, projects that were less than 3 days late will receive 1 point, and projects that weren’t turned in will receive 0 points.
* 35% Issaquah Hours (Participation)
	+ Every Month students will be expected to earn a set number of hours for their participation in school service, class service, activity service hours
	+ Students must communicate with the advisor in a timely manner if they are unable to attend a given event

**Meeting Times and Requirements**

Students are expected to attend class once a week. Students must select one day that they will be regularly attending the Zero/7th Period leadership class per semester. If a student needs to switch days in a given week at least 48 hours notice must be given to Ms. Connolly in the form of an email. If a student needs to switch days for an extended time period they must also notify Ms. Connolly. Due to the nature of the course, attendance on skyward will not be accurate. I will be taking attendance through a “no-count” category in skyward. If students/parents have questions about a student’s attendance on a given week they should contact Ms. Connolly.

* Tuesday mornings (7:15-7:55 am)
* Friday after school (3:00-3:40 pm)

**Introduction to Leadership: Making a Difference at IHS**

**Syllabus Contract- Due Week of 9/18/2017**

**I have read and understand Mrs. Connolly’s class syllabus, rules, and course outline.**

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***Please select which 7th period class meeting option your student will be participating in.***

\_\_\_\_\_\_\_ Tuesday Mornings

\_\_\_\_\_\_\_ Friday After School