

LEADERSHIP

Class Description

This course/program is designed to empower you to become a more effective leader on your campus and in your community. You will explore various components of what it means to be an effective group member and leader through planning and implementing activities, programs, and events for WHS students and faculty.

To create an effective and successful learning environment, students will need to know and adhere to the following information:

Expectations

As Leadership students and WHS Officers, your actions represent not only yourself, but also the leadership program and the school at large. You are expected to be a positive contributor and a respectful person any time you are representing WHS. This includes while in class, at any WHS activities, when and if you attend an activity sponsored by another school, etc.

It is your responsibility, as a role model, to participate fully in ASB/Leadership activities (i.e. attending events, dressing up during spirit week, cheering during rallies) and to uphold all school rules (i.e. dress code). Your willingness, positive attitude and initiative will be a great example for our program and our school.

Come to class prepared to learn, willing to work hard and with a respectful attitude. Disrespect is not a quality of an effective leader and therefore will not be tolerated.

Structure of Class

At the beginning of each class period, students are expected to be seated and ready to work as a team.

- Head coaches/committee members are expected to be ready to check-in with the rest of the class to review progress made within your committee

At the end of each class period, students are expected to be seated and ready for a SECOND roll call.

- Head coaches/committee members are expected to be ready to report out to the rest of the class and review (1) progress made for the day and (2) the upcoming tasks that your committee will be working on.

Materials Needed

- *Head coaches:* a binder will be provided for you, and will include the following items: (1) goals/visions (2) meetings/communication (3) paperwork/budget (4) contacts (5) journals/reflections. This binder will be turned in each trimester for a grade = 15% of overall grade. Purpose of binders = ensure organization, facilitate meetings, and to be successful in executing your committee's goals.
- *All Students:* all students will be required to have a 3-ring binder, paper, and pen/pencil for class. Within your binder, be sure to include the following tabs:
 - ◆ Notes
 - ◆ Journals
 - ◆ Handouts
 - ◆ Tasks
 - ◆ Returned Work

Grading Breakdown

15%	Lessons, Journals & Assignments
20%	Community Service (50 hours)
30%	Daily Work Log (participation)
35%	*Committee/Activity Work

Grades for **Officers will be incorporated into their **Committee Grade***

Other Important Stuff

- **Do not leave the classroom without permission!** When permission is granted, you are only to go to the designated destination and must return within a reasonable amount of time. All Leadership students are to wear a **Lanyard anytime** and **every time** they are out of the classroom representing Leadership. Failure to adhere will result in low Participation grades, as well as loss of privilege to leave the room.
- **Never leave the campus** without prior parent, teacher and office notification.
- **You will be dropped from Leadership if you receive a semester grade of D or F!**

- **Be flexible with your time.** Most WHS activities require out of class time commitments. Be willing to put in your share of the effort. Communicate with your parents when out of class time is needed.
- Prepare to **work hard, have fun and make memories** for all at WHS.

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Community Service

As role models, Leadership students are expected to become involved in and support Windsor High School and its community. They have the opportunity to make a contribution to their community by giving time and energy and receiving invaluable communication and leadership skills in return.

As part of a grade, Leadership students will interact with and assist each other and their surrounding communities by completing **50 Community Outreach Hours** (8-9 hours per grading period) this year. They must keep track of these hours as they complete them as well as getting the appropriate signatures to verify the hours. Time cards are provided.

Community service hours are worth **20%** of the Leadership grade, which will be broken down into 9 hours per grading period:

9 hours = A+	4 hours = C-
8 hours = A	3 hours = D
7 hours = B	2 hours = D-
6 hours = B-	0-1 hours = F
5 hours = C	

Anything above 9 hours will be carried over to the next grading period.

All activities should be pre-approved and students may not "transfer" hours that have already been completed unless they have been given specific permission and have appropriate documentation. **Students may not gain Community Service Hours by using their usual preparation time on in-class committee work if they are a member of that committee.** This is intended for helping others in non-paid situations either outside of the classroom or on-campus with other committees or communities. If community service is a requirement for another class during the same school year, you may use 8 of those hours as Leadership hours (a time card is still required). Community service opportunities will present themselves throughout the year and will be shared in class. If you are aware of a community service need, please inform us about it, also.

What Community Service is...

- Helping another committee by volunteering time (i.e. working a dance with set-up, clean-up, taking money at the door, etc.)
- Tutoring another student (must be signed by an adult)
- Helping in fundraisers by selling items (lollipops, carnations, etc.) not assigned for a grade
- Volunteering off campus (wrapping gifts, working at a shelter, etc.)

What Community Service isn't...

- Watching your little brother or sister (NO Babysitting)
- Mowing your own lawn
- Senior project stuff
- Working on your own Committee

Parents...Our community service component needs your involvement and support to be a success. Please encourage your student in this requirement of Leadership as you do with the rest of their education. With your help, the students of Windsor High School will acknowledge that they are caring, responsible people. Through community service, students can demonstrate their ability to combine their studies with real-life situations. Thank you for your continued support.

Dana Grant, Student Activities Director/Leadership
B124 837-7767 x140

*I have read the Class Policies & Expectations for the Leadership Class
(including the Community Service information)*

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____