

Course Title: Student Leadership/Senate	Teacher Name: Geniel Moon
A-G/UC/CSU approved: YES	Teacher email: gmoon@murrieta.k12.ca.us
Website used: YES	Teacher phone: (951) 696-1408 x5259

COURSE DESCRIPTION:

The purpose of the leadership class is to train students, through theory and practice, in the various aspects of leadership. Those involved in the Murrieta Valley High School Leadership program will have tremendous opportunities to influence the life of their school, community, and most importantly, themselves. Leadership is not a responsibility to take lightly. It requires many skills and the development of those skills is the primary focus of this class. Throughout the year students will:

- ❖ Develop personal goals as well as group goals- weekly
- ❖ Develop organizational skills
- ❖ Develop personal skills necessary to be a successful leader
- ❖ Develop effectiveness in both small and large groups
- ❖ Develop communication skills (written and oral)
- ❖ Understand aspects of public relations
- ❖ Implement time management skills
- ❖ Understand and apply meeting procedures
- ❖ Understand and develop the service model

Students will work on the above aspects of leadership by taking active and visible roles in the Murrieta Valley community. These events include:

- ❖ Promoting a positive school climate
- ❖ Supporting all academics, athletics, arts, and activities on campus
- ❖ Enhancing the community and school through service projects
- ❖ Working to solve problems within the school and the community

MVHS UNIFORM GRADING SCALE

Plus or minus grades will be given: NO

In Leadership, students earn progress report & semester grades. Your grades are calculated as follows

School Activities & Assignments

- ❖ Assemblies
- ❖ Pack the Gyms/Field
- ❖ School dances
- ❖ Elections
- ❖ Lunchtime Activities
- ❖ Class Assignments
- ❖ Team/Individual Performance
- ❖ Performance as an Officer/ASB or Senate Member
- ❖ Integrity

Please understand:

- ❖ Students earn full points for an activity by:
 1. Being on time

2. Wearing appropriate clothing (Dress Code, Required shirt, etc.)
 3. Displaying appropriate behavior and actively participating in the activity (Not talking on the phone, not doing homework, sitting with the group, watching the activity, being a good leader, dancing appropriately etc.)
- ❖ Students earn full points for an assignment by:
 1. Doing the assignment/task accurately and following all instructions
 2. Completing the assignment/task on time
 - ❖ To earn an A for the semester students must collect at least 90% of the available points.
 - ❖ To earn a B for the semester students must collect at least 80% of the available points.
 - ❖ To earn a C for the semester students must collect at least 70% of the available points.
 - ❖ Students must maintain a B average in Leadership to remain in the Leadership Class. Therefore, failure to maintain a B may also jeopardize a person's role as a Student Body, Class Officer, or Student Senator

Timecards: All students will be responsible to keep a timecard for each grading period. Failure to turn in your timecard will result in a lower grade.

GRADE CATEGORIES AND WEIGHTS:

Senate & Leadership courses at MVHS have been approved as a college prep G elective under the University of California A-G requirements. As a result, you will be required to complete course assignments in addition to your committee, class, commissioner and officer duties.

- ❖ As a student leader planning and implementing large-scale events, deadlines are INCREDIBLY IMPORTANT. You will be expected to turn in all of the assignments ON TIME for full credit. Any assignment turned in within one week after the deadline will have a 10% point deduction on the final grade. Any assignment turned in between one and two weeks from the original deadline will have a 20% deduction. No late work will be accepted after two weeks after the original deadline.
- ❖ A director's evaluation will be conducted by the ASB director each grading period based on the student's demonstration of the Nighthawk motto (respect, integrity, teamwork and excellence).
- ❖ A class advisor evaluation will be provided each grading period based on the student's attendance, attitude, preparation and participation at all class meetings and events
- ❖ All assignments must be filed in your ASB/Senate notebook once graded

Grades will be calculated based on the following breakdown:

Category	Weight
Participation	10%
Teacher evaluation/Class advisor evaluation	20%
Assignments	10%
Timecards	30%
Spirit Day Participation	10%
Quizzes	10%
Get to Go to Events	10%

ACADEMIC HONESTY STATEMENT (see MV guide)

REQUIRED MATERIALS:

Students must come to class everyday with the following items:

1. Notebook:

- ❖ Students must keep an organized notebook/binder of student leadership events and activities. It should be organized as follows:
 - ✓ Student Information Section
 - This includes all meeting agendas, handouts, team lists, teacher lists, SC phone list, weekly activity planner, etc.
 - ✓ Class Officer/Committee Section
 - This includes all information for your class committees that includes agendas, minutes, handouts, lists, etc.

2. Daily Planner:

- ❖ All students have a complimentary planner (MV Guide). Between our busy schedule and your additional responsibilities for your academics, athletics, other clubs, work, and family responsibilities, it is impossible to remember everything. With a daily planner, you can never say, “But, Ms Moon, I forgot!”

MAKE-UP WORK POLICY: Considerations and make up work for missed events will be made once the student arranges to miss the event in advance. All make-up work for activities will be in the form of hours. Students that miss a three-hour event will be expected to complete three additional hours of service to Student Leadership.

CLASSROOM/BEHAVIORAL EXPECTATIONS:

Attendance Policy

- ❖ All ASB events are mandatory (You get to go to them). Student Leadership members get to attend events unless the advisor deems otherwise. Weekend events are extremely important to the success of the program and students should attend.
- ❖ There should be no absences on the day of a student leadership event. If a student is sick and unable to attend the event/school day of the event, they must call, or e-mail the advisor prior to the start of the event or during that school day at 696-1408 ext.5259, or ext. 5275 Speak with Ms. Moon or activity secretary leave a voice message. It is the student’s responsibility to see the advisor for a make-up assignment within 48 hours of an excused missed event.
- ❖ Failure to attend an event/call prior to an absence makes the missed event unexcused. Students will receive a zero for that event and will not be allowed to make it up.
- ❖ Excessive absences (excused and unexcused) may jeopardize your position in the program.

VI. Academic Performance Policy

- ❖ According to the Constitution, members of student leadership are expected to maintain high academic standards. Failure to maintain the required GPA for each office may result in your removal from MVHS Leadership
- ❖ ASB & Student Senate..... 2.5 GPA
- ❖ Citizenship grades for members of student leadership should consist of “Outstanding”. Any citizenship grade of “Unsatisfactory” or “Needs Improvement” will not be tolerated and may result in probation/removal from the program.

VII. Behavior Policy & Removal from the Leadership Program

- ❖ Student leaders will be held to the highest standard of behavior at all times. Those in Student leadership are expected to act appropriately not only while in the classroom, but also while in our school and our community. Failure to act responsibly at all times may jeopardize your participation in the program.
- ❖ MVHS Dress Code will be enforced for all members of Student Leadership. All clothing that is worn inappropriately, including shorts/skirts that are too short or a shirt that reveals skin between the bottom or the shirt and the top of your pants are inappropriate for school per order of the MVUSD School Board Trustees. Simply adjusting an outfit does not make the outfit appropriate, and students will be sent to the Dean’s Office for wearing an “appropriate” outfit inappropriately.
- ❖ Members of the Student Leadership may be removed from their positions by the advisor with the consent of the Principal and Assistant Principal of Student Activities. Causes for removal shall include, but are not limited to malfeasance, nonfeasance, or misfeasance in office; misconduct resulting in suspension or expulsion; failure to maintain the grade standards; unsatisfactory citizenship as demonstrated through the receipt of any unsatisfactory mark on any given report card. Active members elect of the MVHS Council will, as a matter of policy, be removed from office if they receive a suspension for any reason during the course of their term.
- ❖ Any Leadership member, who knowingly violates laws regarding drinking or drug use, is involved in gang membership, or takes part in other illegal activities may be immediately removed from office. Acts of hazing or harassment may also result in removal from this program.
- ❖ Any council member who misses three activities without pre-approved permission from the advisor may be dismissed from their position. A written warning will be issued upon missing the second activity.
- ❖ Removal from the Leadership Class will jeopardize a student’s position as a Student Body or Class Officer/Committee member.

Syllabus Student Agreement

I understand and agree to the above responsibilities outlined in Ms. Moon’s “Leadership Syllabus” as a member of the MVHS Leadership Program.

Student signature: _____

Date: _____

(Student Copy)

Dear Parents,

The commitment your son/daughter has made to take part in the Student Leadership program will require out of class time (after school and weekends).

Please sign stating that you have read and agree to the course outline, requirements and code of ethics below:

Student Name

Student Signature

Parent/Guardian Signature

Parent/Guardian e-mail

Date

MVHS Leadership Code of Conduct

Contract of Responsibilities for Participation in the MVHS Leadership Program

I understand the following and accept as my personal "Code of Ethics":

- 1. Dignity** - *I will respect the dignity and individuality of the people I encounter during my tenure in the MVHS Leadership Program.*
- 2. Confidentiality** - *I will respect the confidentiality of the helping relationships that I engage in as a leader at MVHS.*
- 3. Duty to Inform** – *I understand that I have a duty to inform an adult supervisor about and situations regarding students in harm's way.*
- 4. Supervision** – *I understand I will be supervised by a variety of adults and agree to follow the guidance that is offered in supervision.*
- 5. School Policy** – *I will follow all school policies. If I neglect to follow policies, it shall result in termination from the MVHS Leadership Program.*
- 6. Honesty** – *I understand the importance of being honest and will not be dishonest to benefit other students on this campus, as well as myself.*
- 7. Leadership** – *I understand that I am a leader in this program and will lead in a positive way, both on and off the MVHS campus.*

I understand and agree to the above responsibilities as my "Code of Ethics" as a member of the MVHS Leadership Program.

Student Signature

Date

Parent Signature

Date

Social Media Contract

- ❖ I will not use any derogatory or defamatory comments about other leaders, other students, events, the school, the election process, or the leadership program in general.
- ❖ I will not support any derogatory or defamatory comments about other leaders, other students, events, the school, the election process, or the leadership program in general.
- ❖ I will represent myself and others with respect on all forms of social media. Foul language, harassment and other forms of disrespect on social media will be considered grounds for dismissal from the leadership class.
- ❖ Additionally, the following direct postings on personal social media accounts will result in immediate removal from the leadership class: Nudity, consumption of alcohol, or usage of drugs.
- ❖ Harassment of any kind via social media will be grounds for dismissal from the leadership program.

Leaders are encouraged to remain positive and encourage positive social media use.

By signing this Social Media Contract, you understand the rules and are pledging to abide by them.

Violation of any of these rules may be grounds for removal from the Leadership Program

Student Signature

Date

Parent Signature

Date