

Dear Parent(s) of Leadership Students:

It is our great pleasure to work with your child this year in Leadership. This is the ninth year that this class has been offered. We were extremely pleased with how much the students did last year and how they took ownership in making the year the best possible for the students, teachers, administration and community. Our goal is to continue to build and refine this class as we strive to make it a memorable year for the student body.

This class goes beyond the mere rudiments of an elective; we are the ones responsible for almost every extra-curricular event throughout the year. With this privilege comes a great deal of responsibility. We will work hard and play hard. To achieve this, we expect the students in the class to give their full cooperation and professionalism to the task at hand. Each student shares in the responsibility of this huge undertaking. It is critical that they are organized, punctual, responsible, hard-working and enjoy the satisfaction of a job well done.

We have a marvelous program designed to give your child marketable skills for the workplace. The Leadership class will be extremely rewarding, and the group typically becomes a family unit as time progresses. Since our objectives are performance-based, we will demand that your child uses class time wisely. They must understand the importance of their decision making and of finishing a task on time and in great quality. Because parents are our biggest advocates, we ask that you discuss this newly acquired responsibility with your son/daughter. Then please sign below, acknowledging that you understand the fundamentals of the program and the guidelines for the course as outlined above.

We look forward to working with your child and want to give him/her high school memories that will last a lifetime. If you have further questions, please feel free to contact us at the high school during the school hours.

Sincerely,

Scott Moore

I, the undersigned, have read the Leadership information sheet and understand and agree with the requirements of the class.

Student Signature

Date

Parent/Guardian Signature

Date

Printed Student Name

Printed Parent/Guardian Name

Leadership Syllabus

FREEMAN HIGH SCHOOL – ROOM 118

Scott Moore: smoore@freemansd.org

509-291-3721

Prep Period – 1st period

WELCOME TO LEADERSHIP! The Leadership class is fun, exciting and an essential component for a successful school year. Students in the leadership class are students who are willing to “step up” and be a leader in our school. This class is for students who want to impact their class connectivity, improve school morale, and contribute to the Freeman community overall. By no means do you need to be the most outgoing student - many leaders are the “behind-the-scenes” coordinating leaders. Students should have a positive attitude, a giving spirit, and a willing hand. They are good listeners and represent the values and ideas of the student body. They are here to serve and lead.

Being involved in the planning of school activities is challenging and a huge responsibility, one that should not be taken lightly. With students working together for a common goal, we will have an excellent year. Leadership is much more than just an elective. At the end of the year, you will be able to take a great deal of satisfaction for a job well done, making this school year the best it can possibly be.

COURSE DESCRIPTION

As a member of the FHS leadership class, you are in charge of creating the positive morale at FHS. You will work alongside other leadership students to plan and implement spirit activities such as Homecoming and Winterfest, which include dances, assemblies, and night-activities. Various rotating committees will oversee fundraising activities, student and staff recognition, as well as public relations of many sorts. In addition to planning, we will engage in activities that examine your leadership strengths that enhance group dynamics and team building. In addition to these yearly activities, you will have the opportunity to plan school opening ceremonies and lead tours for the community. Your time in this class will be a creative and exciting time to serve your school with other motivated students.

GOALS OF LEADERSHIP

- ✓ To create a spirited school environment.
- ✓ To provide outstanding activities for the student body.
- ✓ To continue the reputation that FHS has as one of the premier high schools in Eastern Washington.
- ✓ To prepare for the challenges of future leadership roles.
- ✓ To develop an understanding of their own leadership style.
- ✓ To model the character of a great leader.
- ✓ To serve the Freeman community through service-oriented projects.
- ✓ To develop strong communication skills through oral presentations.

EXPECTATIONS

To truly lead in your school and community, there are several expectations that need to meet:

- Regardless of what part you play in the Leadership class, the foundation, the core of this class as well as all relationships, is the concept of respect and equity.
- You cannot voice your opinion nor make positive changes without being present. A good leader does everything in his/her power to always be punctual.
- You cannot be a leader if you are afraid to become involved and participate. History did not happen because someone did nothing.
- With the multiple tasks and events occurring, organization is one of the key factors in being a good leader.
- In order to become successful and attain the things you desire, a good leader must create realistic goals and objectives.
- Success can be met if you are ready with the materials you need to execute your tasks.
- You will respect the instructors, the elected officers, the administration and all members of the class. You have the privilege of attending an excellent high school.
- If you have a situation with another person, adult or student, you are expected to address it in a professional and courteous manner.
- Support each other. A chain is only as strong as its weakest link.
- Family. We are a family, and although we may not always agree with each other, discussions and treatment of each other must be centered on kindness.
- Your language will be reflective of a leader.
- Your attitude and outlook must be positive, and uplifting to those around you. Remember that life is 10% what happens to you, 90% how you react to it.
- Take ownership of your leadership responsibilities. Manage each event as if the school year depended on it, because it does.
- Lead by serving. This course is not about getting 'credit' for your hard work. In fact, the best leaders rarely receive consistent praise.
- The grade you receive in class is the grade you have earned. You will lead in the classroom through your academic work, turning in your assignments on time, taking care of all school obligations, and passing all your courses. You will be a role model to your classmates each and every day.
- Do not abuse the privileges you have been given in Leadership.

CLASS WORK

Each student must maintain a complete leadership folder and bring it to class each day, along with writing materials and blank paper. During class, students must actively participate in the class minutes and the daily agenda each day. This includes taking notes, keeping an organized calendar and schedule of events, listening and contributing to the meetings and all information regarding class activities, committees and future plans and calendars. These materials will be kept within their Leadership folder. Each student is expected to participate in lectures, class discussions, class activities and extra-curricular activities.

METHODS OF ASSESSMENT & GRADE CALCULATION

Students will be graded on the following:

- The ability to meet deadlines
- The ability to follow procedures
- The ability to effectively use time management techniques
- The ability to successfully work on team projects
- The ability to complete assignments with the utmost quality
- The ability to follow through on extra-curricular responsibilities

Every event and assignment in Leadership will be given a point total and a percentage will be determined, just like any other class at FHS. Some of the major criteria will be as follows:

- **Weekly Work Habits Grade.** This is a “hands-on” course where it is vital that students use their class time effectively. Your advisor is not a babysitter – we will assign duties and responsibilities and expect that students will manage their time wisely and efficiently. Points will be entered weekly based on student work habits.
- **Committee Work.** Throughout the term, students will serve on a variety of leadership committees. These committees will range from ongoing projects that continue throughout the year to special temporary committees that will concentrate on limited tasks and activities. Each student is expected to be an active member of each committee and participate in all facets of the committee including the organization, planning and execution of all duties of that committee. Each student within the committee will be equally responsible for the performance of the committee and will be graded accordingly through teacher observance of positive participation, maintaining of committee folders, the final product achieved, and by peer evaluations.
- **Extra-Curricular Participation.** Each student is expected to participate in all leadership sponsored school activities that take place outside of class. These include lunch activities, ASB meetings, morning activities prior to the start of the school day, and pep assemblies. There will also be after-school activities and events such as parent conference nights, food drives, community service events, concerts, plays, school dances, homecoming and Winterfest activities, school board meetings, freshmen orientation and other school activities and sporting events. If a student is unable to attend a required activity, it is that student’s responsibility to notify the Leadership Advisor **at least one week in advance**. If it is an excused absence, the student will have three weeks in which to make up those points. The gradebook will reflect a missing assignment until the event is made up. If there is no advance notice of an absence or if the reason is deemed “unexcused”, then the points cannot be made up. The bottom line is we expect the leaders of the school to be role models and to set the tone. When conflicts arise, communication is huge.

- **Tests, Quizzes and assignments.** Although this is an activity-based class, there will still be tests, quizzes and daily assignments. The points from these assignments will be added in as appropriate.
- **Oral Presentations.** One of the most desired skills that businesses and colleges are looking for in their potential leaders is the ability to communicate with others. Throughout the term students will be giving numerous speeches and presentations to the class and possibly the student body (assemblies). They will be graded on both the content of their presentation in addition to their presentation skills.
- **Personal Leadership Projects.** Students are expected to complete two personal leadership projects throughout the school year, one during each term. Projects need to be pre-approved by the advisors. Upon completion, the student will present their project to the class. Based on the size of the under-taking, partners may be allowed. A grading rubric and criteria sheet will be provided to the students at the start of the school year.
- Due to the unique nature of the class, grading activities and committee assignments can be difficult to measure. Enthusiasm, attitude, and follow-through will all be considered. Lack of participation will result in a reduced grade. With proper communication, a job outside of class should not interfere with student leadership responsibilities.

GRADING SCALE

93% - 100%	= A	78% - 79%	= C+
90% - 92%	= A-	73% - 77%	= C
88% - 89%	= B+	70% - 72%	= C-
83% - 87%	= B	68% - 69%	= D+
80% - 82%	= B-	60% - 67%	= D
		59% and below	= F