**Leadership / 2016-2017 / Mrs. Gaylord**

**Class Policies and Procedures**

E-mail: Carolg@provo.edu Phone: 374-4980

Leadership is an elective course. It is a participatory class that will teach valuable skills for life. Students will have an opportunity to learn a variety of skills in the following areas: leadership, self-awareness, goal setting, effective communication, management, human relations, public relations, problem solving, decision making and teamwork. Students will participate in a variety of lessons including group activities, group discussion, direct instruction and reflection as well as project planning and implementation. The leadership class will work with the Dixon Student Body Officers to plan and implement student activities.

Classroom Expectations:

**ATTENDANCE**: Students need to be in class on time. When students are absent, they miss valuable instruction, discussion, and interaction. It is the responsibility of the student to get the assignments for any days missed. Because this course requires participation, some activities will not be possible to make up and can impact the overall grade.

**CITIZENSHIP:** I expect students to be **Present** (in class and on time), **Respectful** (of self and others), **Responsible** (for their work and behavior), and **Prepared** (with a pencil, planner, and other class materials). Evaluation for the citizenship mark will be based upon these expectations. All students begin with an “S” --satisfactory citizenship mark. An “O” --outstanding citizenship mark is earned by going above and beyond basic expectations. An “N”--needs improvement or a “U” --unsatisfactory citizenship mark is earned when a student falls below basic expectations, has been late to class 4 or more times, or has had to leave the room.

**GRADES:** Since Leadership students are role models for their peers, I expect the students to maintain passing grades in all of their classes. Grades will be checked at the beginning of the week. If a student does not have all passing grades at that time, they will not be allowed to leave the room on Leadership business during that week. If students do not receive passing term grades including O, S, N citizenship grades, they will be moved to another elective class for the next term.

**Behavior:** It is the student’s responsibility to behave appropriately in the classroom. If a student exhibits continued disruptive behavior they will be given the opportunity to reflect on the situation and brainstorm solutions to the problem had they acted in a more responsible manner.

Required Materials:

Pen / Pencil

Folder to keep a few handouts and loose-leaf paper for assignments

Planner /Service Card/ Leadership Card (provided by the school)

Grading:

The grading scale for Leadership class is as follows:

A 93-100% C+ 77-79% D- 60-62%

A- 90-92% C 73-76% I Below 60% is

B+ 87-89% C- 70-72% substandard and

B 83-86% D+ 67-69% does not receive

B- 80-82% D 63-66% credit

 The grades in Leadership will be broken down as follows:

 Leadership Portfolio (electronic) 20% of the grade

 Leadership Card (participation) 25% of the grade

 Service (9 hours per term) 25% of the grade

 Quotes / Reflections 20% of the grade

 Planner 10% of the grade

Grades are updated regularly and progress reports will be sent home every two or three weeks. Student progress may bechecked daily on PowerSchool.

Video Usage:

The videos “The Sandlot”, “Cool Runnings” and “Apollo 13” will be used as instructional material for this course. All videos are rated PG. If you have a concern about your student viewing any of these films, please notify Mrs. Gaylord.

THANK YOU FOR YOUR SUPPORT and COOPERATION. I LOOK FORWARD TO WORKING WITH YOU!! Feel free to contact me here at the school at **374-4980** or by email at Carolg@provo.edu

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I have read and discussed Mrs. Gaylord’s policies and procedures with my student. Please leave this section attached to this page and return to Mrs. Gaylord.

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_