

**MVLA
2024-25
COURSE INFORMATION SHEET**

Course Title: ASB - Associated Student Body - Student Government

School: Los Altos High School

UC/CSU requirement: G- Elective

Textbook and/or other learning resources:

- Digital Device
- Leadership Development Curriculum (provided by instructor)

Student Learning Outcomes:

This year-long student-led course offers students opportunities to develop leadership skills and to serve as representatives of the LAHS student body. Members of the course are responsible for putting on activities and events that build community at LAHS; communicating important news to the student body; overseeing club operations on campus; and giving input to the administration on school-wide decisions that affect students. They also develop and operate a budget for ASB expenditures. They also develop and operate a budget for ASB expenditures and income, review club charters, and approve or deny requests for class/club fundraisers. In the process students will learn and practice valuable skills in public speaking and presenting, event planning, task and event coordination, finance and fundraising, and student body governance and service. As ASB representatives, members must maintain at least a 2.0 GPA, demonstrate commitment to the goals and expectations of ASB, and act as role models for LAHS.

Students enrolled in ASB Leadership are expected to exhibit exemplary citizenship and leadership on and off campus. They must maintain at least a 2.0 GPA, demonstrate commitment to the goals/expectations of ASB, and act as role models for LAHS students. They are also expected to attend mandatory events outside the school day and participate in other matriculation and outreach projects (e.g., acting as a mentor to 9th graders, assisting with Eagle Card sales in the spring in order to fund ASB operations, etc.)

Note: Course enrollment is required for all ASB members (elected and appointed) and for class presidents. Students interested in this class but not appointed or elected may petition the assistant principal who serves as ASB advisor.

Assessment and Grading ([BP 5121](#) / [AR 5121](#)): To ensure that every student has an equal opportunity to demonstrate their learning, the course instructors implement aligned grading practices and common assessments with the same frequency.

1. Grading categories and their percentage weights:

Participation & Effort (55% of overall grade)

This is the “effort” portion of your grade. ASB has certain events that must happen, no matter your other commitments or conflicts, that you must assist with or work. It is determined primarily by:

35% = Leadership Points - attendance at required ASB Events. The instructor will always tell you what is REQUIRED (listed on the Leadership Contract and announced in class)

20% = Service Points - based on what is PREFERRED (you can volunteer/choose from various activities or dates/times that work with your schedule and contribute to the events).

Job Execution (25% of overall grade)

This is the “quality” portion of your grade: your preparedness for the event(s) you are responsible for planning/hosting; completion of all responsibilities; adequate use of class time; and actual success achieved schoolwide. *Were you committed above and beyond expectations, or must you be continually motivated and redirected?* You will self-evaluate your accomplished goals/activities monthly, and the advisor will note progress, as well, on a bimonthly basis or sooner in SIS. For class council officers, Class Advisors are consulted as part of the Job Execution grade.

In-class Productivity – (20% of overall grade)

Grade encompasses:

- Daily class attendance (not arriving tardy, leaving early, or leaving the classroom without notifying the instructor)

- Engagement during ASB meeting time and sub-committee meeting time (proactively and regularly contributing to discussions by asking/making thoughtful, on-topic comments/questions)
- Compliance with class policies (including not eating in class and, not having devices out during non-work time, not doing homework for other classes during work time)
- Attention & Focus (Paying attention and not requiring redirection)

2. Achievement evidence collected within each grading category:

Please see #1, above. In addition, each semester's final assignment is to reflect upon and archive evidence of all completed activities and events within your position (see below).

Leadership Handbook

You are expected to create/maintain a **Handbook Shared Google Folder** with your same-group commissioners/associates that has all the documentation you will need one day to mentor your successor or to improve upon your event or activity in the future.

- Put in **at least one copy** of any **flyers, letters, memos, dance tickets**, etc. Add photos of large banners, work in progress, and the final products (bake sale, decoration days, etc.)
- Put in **copies** of **bills, supply orders, purchase orders**, etc. so that people can see what was purchased, for what price, and from what vendor. Scan or take pictures to include these.
- Include a **letter to your successor**, detailing all the deltas and positives from your event eval. Be certain to clearly state all your suggestions for guaranteeing success. Include any hints you wish you had known before starting. If such a page already exists in past files, use those tips as well. Make sure all hyperlinks to files, pics, etc. are included here.
- Your most critical page lists the steps taken for the Event with a **"timeline"** included. Be sure to put your **NAME, DATE, TIME, and LOCATION** the event was held. You will be remembered by future LEADERS! Put in the class **debrief** as part of the file; see the SCL Secretary if you need it.

3. Grading scales: *Grades are updated monthly or sooner.*

We use narrative grading to gauge mastery of key leadership skills. The narrative grading scale is:

Thriving = 95%
 Blossoming = 85%
 On Track = 75%
 Developing = 65%
 Surviving = 55%

4. Homework/outside of class practices ([AR 6154](#)):

Please see above section, "Participation/Execution/Class Participation."

5. Excused absence make-up practices ([Education Code 48205\(b\)](#)):

Due to the nature of Leadership assignments and activities, late completion of tasks is typically not accepted regardless of the type of absence. Assignment extensions are rarely a possibility (we cannot delay schoolwide commitments), but the instructor will work with students to accommodate wherever possible a make-up of work time toward team events/activities..

6. Academic integrity violation practices ([LAHS Academic Integrity Policy](#)):

Violations of academic integrity will be graded as a "V" in the gradebook, or zero points, and be grounds for immediate removal from class. Forging participation, mishandling fundraisers, or lying about the completion of projects or activity attendance would be considered violations of the LAHS Academic Integrity Policy. Additionally, due to the nature of work (both in character and confidentiality), **Academic Integrity Violation(s) in other courses may be grounds for placement on an academic improvement contract or removal from class.**

7. Late work practices:

Please see #5, above.

8. Revision practices:

All students will revise projects, assignments and classwork until achieving mastery by the activity or event due/execution date. Again, the nature of Leadership is that student work is constantly on display for all to see,

experience, and benefit from; therefore, all work must be revised until it meets sufficiently high expectations to represent the Leadership Program schoolwide.

9. Extra credit practices:

There is rarely extra credit. There are opportunities for make-up or collecting extra participation points, should students need them, through the year. These will never be input into grades beyond 100%, but can assist to shore up participation grades if events are missed or individual positions are slow at any given time.

10. Additional grading practices / What is expected of the student:

Students enrolled in the class have volunteered their time to make Los Altos High School the best school possible. **Being involved in Leadership is a privilege, not a right.** The students enrolled will be expected to show superior performance in the areas of leadership, citizenship and dedication to the betterment of Los Altos High School.

Course Activities

- This is a service-based learning program. Classroom activities will involve school and community service on a regular basis, within and beyond the class period.
- We will dedicate time to the teaching of leadership skills, sometimes co-taught by students.
- Each class period will be guided by an agenda that includes discussion items and a list of activities to be completed during the class period. **Your on-time daily attendance is clearly expected.**
- **Everyone will participate in class discussions and will be responsible for fulfilling his/her assigned share of in-class activities with a positive and courteous attitude.**
- I will regularly participate in outreach activities to get to know others on campus and to fundraise (including selling 20-25 Eagle Cards during April/May 2019).
- We will complete out-of-class activities, as well. Some are mandatory and include set-up and clean-up. However, many out-of-class activities allow students to select based on interest or individual availability.
- **Required out-of-class activities (these dates cannot be excused for absence):**

Summer Camp	New Student Orientation	Homecoming events
Poster Parties	Teacher Clean-up Day	Week of Welcome
Jumpstart Mentor Training	Back to School Dance	Clash of Classes Night Rally & Games
Registration Help	B2S Night	Spirit Week events

- **Additional required out-of-class activities such as lunchtime activities, dances, rallies set up and practices, and other student activities as communicated in class.**

Expectations

- **I am expected to be a good role model and act like a leader ALL OF THE TIME, both in school and out, on weekends, evenings, and during the summer.** I am aware that I am more visible than most students on campus and in the community.
- **I agree to participate in ALL Leadership activities and spirit days during the school day.**
- I will NOT expect to come to class and not work, or to be distracting to others.
- I will abide by all laws, as well as all MVLA High School District and LAHS school rules.
- I will not carry/use illegal controlled substances (stimulants, drugs, alcohol, etc.) at any time, on/off campus.
- I will display good sportsmanship at all times and serve as a positive LAHS representative at other schools/events.
- **I understand that if I conduct myself in an inappropriate way or fail to meet the above “course activities,” I will be placed on a behavioral contract by the Advisor. I understand, if I do not correct my behavior immediately, I will be removed from my position and/or Leadership Class.**
- I understand if I am suspended from LAHS, I will be removed from my position and/or the Leadership Class permanently.
- I understand that Academic Integrity Violation in any class is grounds for removal from my position and/or the class.
- I am aware that my use of any Internet social networking will be monitored by the Advisor for appropriateness. Violations shall be subject to review by the administration, and possible grounds for removal.
- I will check my MVLA email regularly, as well as the group Google Chat, and respond same-day.

- I will make every possible effort to be on time for every required Leadership activity and any activities I sign up for. **If there is some reason that I must be late or absent, I will notify the Advisor, directly MYSELF, in advance.**
- I will not abuse the privilege of being in the Leadership program.
- **NO ONE is to leave class or an activity without the Advisor's direct permission. No leaving class early!**
- If I receive less than a 2.0 GPA or receive a failing grade in any class, I understand that the Advisor will place me on an academic improvement contract and I may be dismissed from office. I understand failure to improve over two report cards will likely result in removal from my position and/or Leadership Class.

Instructor's contact info:

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