

**MVLA
2024-25
COURSE INFORMATION SHEET**

Course Title: SCL Leadership

School: Los Altos High School

UC/CSU requirement: G- Elective

Textbook and/or other learning resources:

- Digital Device
- Toastmasters Curriculum (provided by instructor)

Student Learning Outcomes:

This year-long student-led course offers students the opportunities to develop leadership skills as they develop their academic, social and emotional potential to engage with peers and the broader community in meaningful ways. Students will collaborate with peers, school staff, and community partners to organize and participate in wellness- and diversity-focused activities on campus, service learning projects both on the campus and the larger community around LAHS. This course is an opportunity for students to continue to develop their leadership skills and be involved in their community both on campus and off throughout their high school career.

Focus for this course is to:

- Create a campus that promotes and embraces diversity (attendance at Camp Diversity is a requirement either prior to or during the school year of attendance in the course)
- Improve and promote wellness on campus throughout the school year
- Plan and participate in service learning projects in our community
- Develop key leadership skills to be leaders on campus and role models in their community
- Organizing, participating in, and hosting school and community events that contribute to a positive, healthy, and inclusive culture at Los Altos High School and the community beyond.
- Improve public speaking skills

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 (55% of grade)

This is the “effort” portion of your grade; it is determined primarily by **planning, setup (when appropriate), attendance and clean up (when appropriate) at required SCL Events**; this is based on whether you were physically present and participating in the events or not. We will always tell you what is REQUIRED (ie: listed on Leadership Contract) and what is PREFERRED (you can choose from a variety of activities or dates/times). SCL has certain events that **must** happen, no matter your other commitments or conflicts, that you **must** assist with or work.

Each semester, this is our way to involve new LAHS faces in activities and to prevent leadership from being a clique. Some outreach examples are event promotion, Eagle card sales, and brunch/lunch activities. You will also be asked to meet, survey, or interview students for their input on LAHS-related issues or events.

Job Execution (15% of grade)

This is the “quality” portion of your grade: your preparedness for your own event, completion of all responsibilities, **adequate use of class time, and actual success achieved schoolwide. Were you committed above and beyond expectations, or did you need to be continually motivated and redirected?** You will self-evaluate and peer-evaluate accomplished goals/activities, and Ms. Alvarado will note progress, as well, on a bimonthly basis or sooner in SIS.

It also includes the foundational attendance and engagement during class time:

- Daily class attendance (no tardies, leaving early, side trips/“visits,” or wasting time)
- Focus and participation during meeting time
- Disruption or distractions (e.g., being on your phone during meeting time) = loss of grade %

Community Service (10% of grade)

Each semester, this is our way of being active members of our community. We learn and acquire life skills and knowledge, as well as provide a service to those who need it most. This kind experience has a lasting, positive impact on society at large, helping students foster thinking about others and outside of their immediate needs.

Toastmaster (10% of grade)

Throughout the year students participate in our public speaking unit completing prepared speech projects that build on each other to develop good speaking skills. Students complete about 3 prepared speeches a school year and participate in table topics to practice improvised public speaking. This unit is adapted from the International Toastmasters projects.

In Class Engagement/Productivity (10% of grade)

Grade encompasses:

- Daily class attendance (*not arriving tardy, leaving early, or leaving the classroom without notifying the instructor*)
- Engagement during SCL 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 semesters final assignment is to reflect upon and archive evidence of all completed activities and events within your SCL position (see below).

SCL Handbook

You are expected to create/maintain a **SCL Handbook Shared Google Folder** with your same-group commissioners/associates that has all 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/Outreach/Execution.”

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

Due to the nature of SCL 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 SCL participation, mishandling fundraisers, or lying about completion of projects or activity attendance would be considered violations of the LAHS Academic Integrity Policy. Additionally, due to the nature of SCL work (both in character and confidentiality), **Academic Integrity Violation(s) in other courses may be grounds for placement on an SCL 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 SCL 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 SCL schoolwide.

9. Extra credit practices:

There is rarely extra credit. There are SCL opportunities for make-up or collecting extra participation points, should students need, 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 SCL 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 SCL 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 for 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):**

SCL Summer Camp	New Student Orientation	Homecoming events
Poster Parties	Teacher Clean-up Day	Week of Welcome
Jumpstart Mentor Training	Back to School Dance	B2S Night
Registration help	Spirit Week events	

- **Additional required out-of-class activities such as SCL lunch time activities, dances, 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, 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 SCL 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 SCL Leadership Class.**
- I understand if I am suspended from LAHS, I will be removed from my position and/or the SCL Leadership Class permanently.
- I understand that Academic Integrity Violation in any class is grounds for removal from my position and/or the SCL 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 administration, and possible grounds for removal.
- I will check my MVLA email regularly, as well as the SCL Remind messages, and respond same-day.
- I will make every possible effort to be on time to every SCL Leadership activity. **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 SCL Leadership program.
- **NO ONE is to leave class or an SCL 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 SCL Leadership Class.

Instructor’s contact info:

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