

**MVLA  
2020-21  
COURSE INFORMATION SHEET**

**Course Title: ASB Leadership**

**School: Los Altos High School**

**UC/CSU requirement: n/a**

**Textbook and/or other learning resources: n/a**

**Student Learning Outcomes for Distance Learning:**

This year-long student-led course offers students opportunities to develop leadership skills and to serve as representatives of the LAHS student body. All 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. 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. Members of the ASB class give input to the administration on school-wide decisions that affect students, organize school spirit events, and put on fundraisers. They also develop and operate a budget for ASB expenditures and income, review club charters, and approve or deny requests for class/club fundraisers. 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 the class have volunteered their time to make Los Altos High School the best school possible. Being involved in ASB 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.

**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 by primarily by your **ASB Hours Calendar in your ASB Handbook** (40% of grade). **Attendance at required ASB Events** is the other portion of Participation (15% of grade); 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 ASB Contract) and what is **PREFERRED** (you can choose from a variety of activities or dates/times). ASB has certain events that **must** happen, no matter your other commitments or conflicts, that you **must** assist with or work.

**Job Execution (25% 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 on your accomplished goals/activities, and Mrs. Woolfolk will note progress, as well, on a bimonthly basis or sooner in SIS. Class council officers will also receive feedback from Class Advisors as part of the Job Execution grade. The ASB Binder Portfolio will be graded at the close of each semester as part of this grade.

**Outreach (10% of grade)**

Monthly, you will be asked to complete at least one assigned “Outreach Project.” This is our way to involve new LAHS faces in ASB activities and to prevent ASB leadership from being a clique. In the Fall Semester, outreach examples are virtual Jumpstart Mentor activities and online Eagle Card outreach and sales. In the Spring Semester, possible Eagle Card business outreach and sales, as well as Senior Talent Show ticket promotion, are examples. You will also be asked to meet, survey, or interview students for their input on LAHS-related issues or events.

**In-Class Participation & Meeting Time – (10% of grade)**

- Daily class attendance (no tardies, leaving early, sidetrips/”visits,” nor wasting time)
- Focus and participation during ASB meeting time and sub-committee meeting time
- Disruption or distractions (e.g., being on your phone or non-attentive during meeting time) = loss of grade %

## 2. Achievement evidence collected within each grading category:

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

### ASB Binder Portfolio

You are expected to create an **ASB 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 ASB Secretary if you need it.

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

A 100-93%	B- 82-80%	D+ 69-67%
A- 92-90%	C+ 79-77%	D 66-63%
B+ 89-87%	C 76-73%	D- 62-60%
B 86-83%	C- 72-70%	F 59% and below

## 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 ASB 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.

## 6. Academic integrity violation practices ([LAHS Academic Integrity Policy](#) / [MVHS 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 ASB Hours, 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 ASB work (both in character and confidentiality), **Academic Integrity Violation(s) in other courses may be grounds for placement on an ASB 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 ASB 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 ASB schoolwide.

## 9. Extra credit practices:

There is rarely extra credit. There are ASB hour opportunities for make-up or collecting extra hours, 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 ASB positions are slow at any given time.

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

The Los Altos ASB Leadership program is a designated time for Associated Student Body work. Those students enrolled in the class have volunteered their time to make Los Altos High School the best school possible. **Being involved in ASB 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

- X \_\_\_ 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. **I understand that if I fail to meet the below “course activities” agreements, I may be removed from my position and/or ASB Leadership Class.**
- X \_\_\_ 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 and carefully monitored.**
- X \_\_\_ **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.**
- X \_\_\_ I will regularly participate in outreach activities to get to know others on campus, and to fundraise (including selling Eagle Cards during during the school year and possibly summer).
- X \_\_\_ **I agree to participate in ALL ASB Leadership activities and spirit days during the school day.**
- X \_\_\_ I will make every possible effort to be on time to every ASB Leadership activity. **If there is some reason that I must be late or absent, I will notify the Advisor, directly MYSELF, in advance. NO ONE is to leave class or an ASB activity without the Advisor’s direct permission.**
- X \_\_\_ If I receive less than a 2.0 GPA or receive a D/F in any class, I understand that the Advisor will place me on an academic improvement contract and I may be dismissed from my position and/or ASB Leadership Class.
- X \_\_\_ 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, ASB office, or individual availability.

#### Citizenship Requirements

- X \_\_\_ **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 that most students on campus and in the community.
- X \_\_\_ I will abide by all laws, as well as all MVLA High School District and LAHS school rules.
- X \_\_\_ I will display good sportsmanship at all times and serve as a positive LAHS representative at other schools/events.
- X \_\_\_ I understand if I am suspended from LAHS, I will be removed from my position and/or the ASB Leadership Class permanently.
- X \_\_\_ I understand that Academic Integrity Violation in any class is grounds for removal from my position and/or the ASB Leadership Class.
- X \_\_\_ I am aware that my use of any Internet social networking will be monitored by the Advisor for appropriateness.
- X \_\_\_ I will check my MVLA email regularly, as well as Remind alerts, and respond same-day.
- X \_\_\_ I will not carry/use illegal controlled substances (stimulants, drugs, alcohol, etc.) at any time, on/off campus. **I will avoid associating myself in ANY way with alcohol, vaping products, and any other controlled substance products, images, or social events.**

#### Instructor’s contact info:

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