



**El Dorado High School**  
**ASB Leadership Course Description and Expectations**  
**Mr. Kevin Potter, Activities Director**  
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**Objective:**

The Leadership class is primarily a service organization. Skills developed in this class include: organization (committees, event planning, time management), interpersonal skills (communication, active listening, group dynamics, public speaking), decision-making and problem-solving, basic understanding of parliamentary procedure, school policy, financial administration (budgeting, accounting, purchase orders), as well as goal setting. The demands of your time will be determined by your position and the amount of responsibility you choose to assume.

**Course Requirements:**

1. Members at Large must maintain a minimum of a 2.0 GPA, ASB Officers 3.0 GPA, and Class Officers 2.5. Failure to do so will result in probation for one quarter and/or possible removal from position/class.
2. School attendance policies will be strictly enforced.
3. Follow the class Code of Ethics.
4. Unless you are engaged in a particular task, you are to be in class. ALWAYS sign in and out and have a signed hall pass when performing tasks outside of class.
5. You must attend all regular meetings and activities, unless Mr. Potter has previously excused you.
6. Maintain a class notebook to include the following sections: 1) Signed Code of Ethics, 2) EDHS Constitution, 3) Reflections, 4) Assignments, 5) Hand-Outs, 6) Goals
7. All members are expected to behave in a manner that sets the highest standard for other El Dorado High School students. Failure to do so may result in removal from the class.
8. No matter what your position is, you are not authorized to order materials, give speeches, issue written documents, memos, letters or in any other way represent Student Government or El Dorado High School without approval from Mr. Potter or Mrs. Kaldunski
9. All project plans must be approved by Mr. Potter and accompanied with a detailed budget proposal, which must be strictly adhered to.
10. Each student is required to complete one special project each semester: 1) Leadership Skill Building Workshop and 2) A community Service Project
11. Students are required to contribute a minimum of 36 hours per semester of "Extra Hours" (see attachment of how to earn these hours).
12. Maintain a positive attitude and open mind to taking on new and exciting ventures!

**Expectations of Class Members:**

1. Fulfill positions and tasks as assigned and ON TIME.
2. Contribute best ideas and suggestions to the team.
3. Ask questions when assignments are not clear.
4. Commit to the goals of Student Government and give all the time required for the success of projects.
5. Arrive to class on time and prepared to work.
6. Be open and honest.
7. Be an active participant and act responsibly.
8. Always clean up after yourself.



**Expectations of Class Advisor:**

1. Establish an environment, which is conducive to the development and demonstration of leadership qualities.
2. Assist each student in reaching expectations.
3. Provide an environment, which motivates students and recognizes individual needs and goals.

## Grading Policy

You will get out of this class, what you put into it. Your grade depends on your active participation and involvement in being a part of the team. Your grade will be based on the following criteria:



50%	Attendance and Participation
20%	Special Projects (Community Service, Class Workshop)
20%	Assignments
10%	Class Notebook

Students who are not passing with 80% or above at the end of each quarter will be placed on academic probation; students who are not passing with 80% or above at semester may be removed from the class.

## Grading Scale:

A=90-100%      B=80-89%      C=70-79%      D=60-69%      F=59-Below%

Individual student accommodations and modifications of course requirements will be arranged, as needed. Please see Mr. Potter if this applies to you.

**Special Note to Students and Parents/Guardians:** Students will not be required to attend before or after school events (including weekend events) without prior notice. However, students will be held responsible to attend events that they have committed to. Failure to do so may result in: loss of participation points, phone calls home and/or being placed on a "Responsibility Contract". If there are any concerns regarding this issue, please contact me immediately. Thank you! Kevin Potter

## ASB "Extra Hours" Requirement

**Extra hours are accumulated by volunteering to do "extra duties" outside of the classroom.** Each student must earn a minimum of 15 extra duty hours per quarter. Students who fulfill this requirement, may "bank" their hours for the next quarter. How you accumulate your hours is up to you...Remember: You will get out of this class, what you put into this class.

\* If a student does not meet this requirement, they will be placed on a "Responsibility Contract" through the next quarter. At the end of that quarter, if the student has not fulfilled the contract requirements he/she may be dropped from the class.

### Examples of ways to earn "Extra Hours":

- Prepping for activities before and after school and/or during lunch
- Facilitation of Lunchtime activities
- Dance and Rally prep outside of class time
- Covering someone else's student store shift
- Working the door or snack bar at dances
- Participating in Renaissance Activities (outside of class)
- Other: Pre-arrange with Mr. Potter



### "Extra Hours" does NOT include the following activities:

- Your Scheduled Student Store Shifts
- Staff Secret Pals
- Mandatory Events
- Doing homework/socializing in the ASB classroom
- Meetings held outside of class without Mr. Potter supervision and/or approval

### How to keep track of your hours:

Students are responsible for keeping track of their extra hours on a time sheet/work log. Mr. Potter will collect this log every two weeks. Failure to document time will result in loss of hours and participation points. Students are also expected to sign in and out when participating in extra hours - (See Clip Board).

A special award will be presented to the student(s) who have volunteered the most time to ASB Leadership Activities.