

**Bob Miller Middle School**  
**Leadership Course Expectations**  
**Mrs. Teemant**

**Course Scope**

The one-year course will provide middle school students with the opportunity to develop leadership skills. Time will be used in and out of class for students to implement projects associated with their responsibilities.

**I. Course Goals**

1. To develop and demonstrate effective communication skills.
2. To increase understanding of group processes.
3. To gain an understanding of managerial skills needed to plan and implement projects.
4. To increase understanding and awareness of self and one's abilities.
5. To develop skills in problem solving.
6. To develop an understanding of the importance of promoting a positive school and community climate.

**II. Student Progress**

**Grade Reporting**

The Clark County School District reports student achievement for all subjects in secondary schools and computes grade point averages using the following symbols and scale:

A	Excellent	90 – 100%
B	Above Average	80 – 89%
C	Average	70 – 79%
D	Below Average	60 – 69 %
F	Failure	Below 60%

**Homework**– Although there is not a great deal of homework for this class, all work must be complete and turned in on time for to receive full credit. Students are responsible for all make-up work and must complete it in a timely manner.

**Participation** – Participation in fundraisers, dances, elections, lunchtime activities, preparation for big events and other school and community activities **are required**. These activities and assignments are the **whole purpose** of the class and if the students cannot accommodate them in their schedule, they need to see me to select a new elective. Make-up assignments will be available for missed participation grades due to circumstances approved by teacher, but that can only happen once.

**Community Service** – Students will be required to perform **20 hours** of community service. Students can select their service projects, but must be responsible in submitting proposals to the teacher for their perspective projects. All service must have the overall performance assessed by a supervisor in the community who is in charge. The hours are to be divided into three categories;

- 10 hours** - Service provided for the community and done outside the home and school
- 5 hours** - Service provided for the school
- 5 hours** - Service provided for the home and the family

Community service hours are due throughout the quarter. Signatures for each type of community service must be signed by those for whom the service was provided. **Parents cannot sign** for every project unless the service was specifically done for them personally.

**Class Assignments** – Students are responsible for make-up work.

#### **Semester Grade Calculation**

Quarter I (III) – 45%

Quarter II (IV) – 45%

Semester Project/Presentation – 10%

### **III. Student Planners**

Student planners are a required material for every class. Teachers will require students to daily record any homework or projects daily. Parents/Guardians are encouraged to check planners on a daily basis to monitor students' work, to assist teachers in promoting organizational skills, and to assist with academic achievement. Planners also contain important policies and procedures. All students will be provided with a planner upon enrollment. If a planner is lost, destroyed, or stolen, a new one must be purchased from the school.

### **IV. Materials**

The list of suggested school supplies for each student is provided in the student planner. Supplies purchased for other classes will be adequate for Leadership.

### **V. Make-up Procedures**

Teachers shall provide an opportunity for a student to make up missed work due to any absence. Students shall be held accountable for their work. When a student is absent, the educational experiences lost during that absence might be irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through makeup work. After any absence, a secondary student is required to initiate contact with the teacher(s) to obtain appropriate makeup work within three (3) school days immediately following the absence. Once contact has been made with the teacher(s), specific makeup work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the

student/parent or legal guardian. The makeup work must be returned to the teachers(s) by the specified due date if it is to be acknowledged. Students shall be allowed a minimum of (3) three days to complete makeup work.

## **VI. Classroom Rules and Progressive Discipline**

The following are the classroom rules:

- \* **come to class prepared and ready to learn.**
- \* **show respect to others and the learning environment.**
- \* **follow instructions and be on task at all times.**
- \* **have homework, assignments, and projects ready to turn in on time!**
- \* **take responsibility for your actions!**

**\*\*\* Leadership students must remember they are role models for the entire school and should always act accordingly. Students are required to be responsible and adhere to the classroom rules and policies, and will be held accountable for their daily behavior in and out of class. Selection for this class is a privilege and students should always be on their best behavior.**

If students violate the classroom rules the following progressive discipline will be utilized:

1. Verbal Warning
2. Conference with student
3. After school detention and parent contacted
4. Counselor's referral
5. Dean's referral

Please be advised that a serious infraction may result in a non – chronological step in progressive discipline such as an immediate dean referral.

## **VII. Academic Dishonesty**

If students are found guilty of academic dishonesty (cheating), the teacher will collect the assignment, mark a zero for the work and notify the parent of the consequences. This includes work copied from a student or given to another student to copy. A second offense of cheating or continued academic dishonesty may result in a notice of required parent conference at which time future consequences will be discussed. Academic dishonesty will also result in an automatic N or U in citizenship and could lead to dismissal from the program.

## **VIII. Citizenship**

Citizenship Grades - Citizenship grades will be based on a student's ability to follow the classroom procedures and be effective leaders both in and out of the classroom.

Infractions of these expectations may result in the lowering of a student's citizenship grade.

O (Outstanding)

The student is always prepared for class actively participates in class activities, projects and is a positive influence on other students in the school.

S (Satisfactory)

The student is generally prepared for class frequently participates in class activities and does not infringe on the rights of others.

N (Needs Improvement)

The student is often unprepared for class, exhibits behavior that regularly interferes with other students' learning, and does not follow classroom rules.

U (Unsatisfactory)

The student is frequently unprepared for class, fails to participate in class activities, exhibits behavior that interferes with other students' learning, and does not follow school and/or classroom rules.

Please be advised that serious infractions may result in an automatic *unsatisfactory* in citizenship which could also lead to dismissal from the leadership program. Students should be on their best behavior in this class and there are several electives to choose from should they choose not to.

## IX. CONTACT INFORMATION

**A.** It is recommended that you contact the teacher through email. To reach me through the internet, go to <http://www.CCSD.net/schools/miller/> and access the specific teacher website information. My school email address is MJT269@interact.ccsd.net. This is the best way to communicate and get a quick response. In order to reach me via the phone, call Bob Miller Middle School at 799-2260 and your call will be returned within a 24 hour period either before or after school hours. I am available from 7:30 a.m.-2:45p.m. If you need to schedule a conference concerning grades or behavior, please call the counselor's secretary to arrange that.

**B. Classroom Website - *mrsteemant.yolasites.com*** is the most important communication device I will use throughout the year to keep in constant contact with both students and parents. Please take a moment and mark this site on your favorites so that everyone can stay informed.

***REMEMBER... mrsteemant.yolasites.com***

**X. SIGN - OFF FOR STUDENTS AND PARENTS AFTER READING THE COURSE EXPECTATIONS, PLEASE FILL OUT AND SIGN THE ATTACHED SHEET. THIS VERIFIES THE FACT THAT YOU HAVE READ THE COURSE EXPECTATIONS.**

**\*\*PLEASE KEEP THE COURSE EXPECTANCY SHEET AS A REFERENCE.**

**Please print this page and return by 9/9/10 for full credit.**

PRINT First and Last Name \_\_\_\_\_

**I have read the course expectations for Mrs. Teemant's 2009-2010 Leadership class.**

\_\_\_\_\_  
Parent name (please print) Home phone Best time to contact

\_\_\_\_\_  
Parent signature Work phone Best time to contact

\_\_\_\_\_  
Complete address (please print)

\_\_\_\_\_  
Parent name (please print) Home phone Best time to contact

\_\_\_\_\_  
Parent signature Work phone Best time to contact

\_\_\_\_\_  
Complete address (please print)

\_\_\_\_\_  
Email Address (**parent or guardian**)  
Please print NEATLY!

\_\_\_\_\_  
Email Address (**student**)  
Please print NEATLY!

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date