

Textbooks: different resources will be used throughout the year including: 10 Minute Lessons that bring learning into focus by Ron Jones, Middle Level Student Councils: A Guide for Students and Advisors by Dr. Earl Reum, *7 Habits for Highly Effective Teens* By Steven Covey, www.ed-ted.com, *A Wrinkle in Time* by Madeleine L'Engle, *Wonder* by RJ Palacio, and movie clips

Course Fees: \$50 covers Sweatshirt, T-shirt, Mid-Level and Banquet

Course Description:

- I. Course Scope and Goals
 - a. 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. To develop and demonstrate effective communication skills.
 - ii. To increase understanding of group processes.
 - iii. To gain an understanding of managerial skills needed to plan and implement projects.
 - iv. To increase understanding and awareness of self and one's abilities.
 - v. To develop skills in problem solving.
 - vi. To develop an understanding of the importance of promoting a positive school and community climate.
- II. Performance Outcomes
 - a. Students will develop and demonstrate effective communication skills.
 - b. Students will increase understanding of group processes.
 - c. Students will gain an understanding of managerial skills needed to plan and implement projects.
 - d. Students will increase understanding and awareness of self and one's abilities.
 - e. Students will develop skills in problem solving.
 - f. Students will develop an understanding of the importance of promoting a positive school and community climate.
- III. Curricular Activities
 - a. Community Service- Each student must complete 5 hours per quarter of community service hours. The hours tracking sheet must be completely filled out with the correct signatures in order for the hours to be eligible.
 - b. Tests/Quizzes- The teacher will administer quizzes and tests throughout the course of study to determine the individual student's development as well as the effectiveness of the teaching strategies/methodologies employed.
 - c. Classwork- Each student is responsible for completing all classroom assignments on time. Classwork may consist of leadership lessons, committee activities, or other assignments.
 - d. Participation- Participation, punctuality and regular attendance, initiative and dependability, cooperation and willingness to perform assigned tasks, accuracy and quality of work, and the ability to work with other students constitute a most integral and significant learning experience of this course of study.
- IV. Evaluation
 - a. Criteria for arriving at students grades
 - i. Test/Classwork 60%
 1. Agendas and Meetings 10%
 - a. on or around the 1st Monday of the Month
 - b. notes and calendar will be required
 - c. Official meetings will be held at least twice a month. During meetings, students are required to follow Robert's Rules of Order.
 2. Committee Packets 25%
 - a. To be completed for each quarter
 3. Weekly Lesson 10%
 4. Day Planner/Calendar and Notebook 5%
 - a. Planner: Every member must have a day planner with them in class EVERYDAY to record important dates. This may be periodically checked/graded for accuracy and completeness.
 - b. Notebook: will be collected (or tested on) at least once each quarter and should consist of the following sections (separated by five dividers): Agendas & Minutes (in order), Committee Packet and Notes, Reference Handouts, Weekly Lessons, Other Info
 - ii. Special Events 30%

1. Special Events are worth 10 points/hour unless otherwise stated. *Due to the nature of this organization, quarter grades may be significantly influenced by a single activity.* Any changes to the evaluation system will be discussed and distributed in class.
 - a. To receive maximum points for out-of-class events you must be there at the assigned time and when roll is taken at the end of the event.
 - b. If you cannot attend an event due to another school EVENT (game or concert), but you inform an advisor (in writing) 48 hours in advance, you may earn 50% of the total points for that event.
 - c. If you fail to show up for an event without prior notice, double the value of that event will be deducted from your point total (this includes missing due to school practice or rehearsal).
 - d. Make up points will be given at advisors' discretion.
2. Types of Special Events
 - a. AFTERSCHOOL EVENTS (Dances, Amazing Race, etc.)
 - i. MANDATORY
 - ii. Must stay for clean up (about 30 minutes)
 - b. ASSEMBLY (4 per year)
 - i. Students will be excused from school all day
 - ii. Required to go to class if the teacher requests (ex: take quiz/test)
 - iii. Responsible for ALL make-up work
 - iv. Stay for clean-up (about 30 minutes)
 - c. DURING SCHOOL EVENTS (House Parties, 6th Grade Assembly, etc.)
 - i. Students will be excused from school during the event
 - ii. Required to go to class if the teacher requests (ex: take quiz/test)
 - iii. Responsible for ALL make-up work
 - iv. Stay for clean-up (about 30 minutes)

Quarter	Examples of Committees/Events
1	Aloha Dance Halloween Week SockTober House Events
2	Fall Formal Winter Week Make A Wish House Events
3	Amazing Race "Snowed In" 8th Grade Dance House Events
4	Teacher Appreciation Food Drive 8th Grade Dance Schools Out for Summer Spirit Week House Events



- iii. Participation 10% (in-Class/Mandatory Leadership Events/Spirit Wear)
 1. Proper conduct is essential and will affect daily participation points. These points are assigned based on your activity in class. This includes, but is not limited to: courtesy toward others, working in groups & making signs as well as:
 - a. Clean Up: Student Council members will receive partial credit for the day if their area is not cleaned at the end of the day.
 - b. Tardies: When the bell rings you should have already picked up your mail and be in your seat.

- c. Leaving Class: Do not leave class without a pass from an advisor. Do not take extra people with you and do not be gone longer than needed. Abusing this privilege will result in loss of passes for the quarter.
 - d. Student Council Room: Working in this room is a privilege. Students will ask the teacher before they can work here each day. Workroom is recorded for safety reasons.
- b. Semester exams will be worth 20% of the SEMESTER grade
- i. Community Service (10 hours per semester) 10%
 - 1. Each student must perform 10 hours of community work for a non-profit/charitable organization. These hours must be completed outside of school. It is your responsibility to turn in progress reports and discuss any discrepancies to your advisors.
 - ii. Exam (to be determined in advance, will include a presentation and essay) 90%
- c. Explanation of student grades
- i. A 100 – 90%
 - ii. B 89 – 80%
 - iii. C 79 – 70%
 - iv. D 69 – 60%
 - v. F 59 and below
- d. How and when students will be advised of their grades
- i. Parents and students are urged to check the Infinite Campus Portal for grades regularly.
- e. Citizenship/behavior expectations
- i. Citizenship grades are reflective of student behavior in class and updated daily in the grade book. The number of violations a student makes during a quarter determines their quarterly citizenship grade. Possible violations include, but are not limited to, chewing gum, eating in class, possession of nuisance items, disruptive classroom behavior, coming to class unprepared or being off task during class, misuse of classroom equipment, unauthorized device time.

Citizenship	Criteria
Outstanding	Meets all criteria for a satisfactory level performance. Contributes willingly and effectively relevant information during class discussions. Shows leadership and works well with peers. Always has a positive attitude toward teacher, substitute teacher, and peers.
Satisfactory	Consistently follows class rules. Is on task most of the time. Comes prepared to class most of the time.
Needs Improvement	Needs constant redirection. Disruptive behavior Is disrespectful toward teacher, substitute teacher, and peers Excessive tardies and absences.
Unsatisfactory	Has been notified of “needs improvement” status and shows no improvement.

- f. Late Work policy – **If a student does not complete any assignment (for reasons other than an absence), they will be required to have a conference with Mrs. Krier to go over late work.**
- g. Test retake policy – **A student may only retake a test if 1) all assignments have been turned in 2) the student has asked for help, clarification, or exhibited evidence of further studying and a further mastery of the subject matter.**

V. School-Wide Rules

- a. Follow directions quickly.
- b. Raise your hand for permission to speak.
- c. Raise your hand for permission to leave your seat
- d. Make SMART Choices: Kindness, Leadership, Courage, Invincible Grit, Creativity
- e. Work hard to do your best for your teachers and parents at all times.
- f.  Keep your eyes on the target. 

- VI. TARDY POLICY – Progressive Steps
- a. 1st Tardy – Warning & Parent Phone Contact
 - b. 2nd Tardy – Warning & Parent Phone Contact
 - c. 3rd Tardy – Non-TRS RPC
 - d. 4th Tardy – After School Detention
 - e. 5th Tardy – In-House Suspension (IHS)
 - f. 6th Tardy – Required Parent Conference – RPC/Tardy Contract
 - g. 7th Tardy – IHS/parent and student meet with the principal

- VII. BEHAVIOR- Progressive Discipline
- a. 1st Incident – Verbal warning
 - b. 2nd Incident - Parent contact by teacher
 - c. 3rd Incident – Written contact to parent
 - d. 4th Incident – Counselor referral
 - e. 5th Incident – Deans’ referral

- VIII. Supplies needed for this course
- a. Student Planner (used for all classes, all year)
 - b. Materials as needed depending on events that the group is sponsoring (ex: spirit days, dances, assemblies)
 - c. Binder/Poly-folder with Dividers

- IX. Utilizing technology to learn – At Leavitt, we want to encourage the daily use of technology in and out of the classroom to further enhance the educational experience. As such, Leavitt will be providing students with individual devices in all grades to utilize in class and at home. Students will also be provided with a Google email address to correspond with their teacher and classmates on projects, as well as to turn in assignments. Students may choose to utilize their own electronic tablets (iPads, Kindle Fire, Samsung, etc.) cell phones, laptops, and reading devices for educational purposes. Please be reminded that your student is responsible for the safety of their personal device and must utilize the district’s Wifi to ensure their internet safety. All use of these devices will be for educational purposes and must be approved by the individual teacher.

- X. Teacher’s hours of availability

By appointment from 8:30 a.m. to 9:00 a.m. or 3:21 p.m. to 3:40 p.m. (no hours Monday/Friday after school or Wednesday Mornings). Please e-mail if you have any concerns at krierme@nv.ccsd.net