**ASB COURSE SYLLABUS**

**What is ASB?** ASB is a one-year course. The primary responsibilities of the Officers include communicating with the Student Body and representing Student Body, as well as the planning and production of all-school activities. In the process, we seek to promote communication skills, group processes, leadership skills, self awareness, and human relationship skills. While organizing and promoting various events is the main focus of the class, you will be expected to complete some specific academic assignments as well. We do many events outside of class time and these events are very important and are often are in replacement of traditional homework. Please plan to put in a significant amount of time into being an ASB Officer.

**What doesn’t happen in ASB?** It’s not free time, it’s not a time socialize with your friends or catch up on your homework. You aren’t on your phone, visiting friends, leaving campus, planning events that serve just your friends, talking poorly of students and staff, or just wasting time. Yes, it seems silly to have to list this, but I want it to be clear what should not happen during ASB class time or when we are working on our events.

**LEADERSHIP PHILOSOPHY:**

ASB Officers work hard at creating innovative activities and projects, and we want to see the tradition of quality continue. We work to serve our students, staff, and community through a variety of events, some are traditions or week long events, and others are personal passion projects or new ideas and events to engage our students. We want to remember who we are and what we represent at all times and be a leader in and outside of class, in our community, on the sports fields, with our social media and work to uphold a high level of respect as a student leader. **Communication** is a key to success as a student leader, with the advisor, the administration, the staff and of course the students!

Our goals vary from year to year and this year the credo is to “Build our Legacy” and simply stated we seek to do this though service, spirit, inclusion, and engagement, while working to grow as student leaders. We want to offer enough different events that every student will have found something that appeals to his or her personality and interests. To do this, we must work hard to identify and meet the needs of the students we serve, we must be approachable and be able to go out of our comfort zones at times. Moreover, I encourage you to take risks and try new ideas for activities and events, often these can happen in a passion project or going out of your comfort zone and suggestion and trying something new in our class. At the same time, we need to balance sensitivity to the wishes of our constituents of students, as well as expectations from our staff, with our responsibility to the school and community.

**COURSE OBJECTIVES:**

Successful participation in class activities equip students with life skills of:

·        Communication (interpersonal, small group, large group, public speaking, written)

·        Organization (time management, resource management, planning, delegation)

·        Leadership (service-based, ethically motivated)

·        Project planning and promotion

·        Goal setting and achievement

·        Budget management and fundraising

·        Conflict resolution

·        Networking

·        Confidence, Positive Mental Attitude, and an Attitude of Gratitude

·        Continual improvement (self-development, project evaluation/improvement) and to give and receive feedback

·        Passion-driven service to community

**ADVISOR ROLE:**

Remember, the leadership projects and activities you undertake are **your** responsibility. The ASB Advisor’s role is to help you avoid organizational, logistic, and legal problems and to serve as your advocate to the staff, community, administration and other groups. I should not, cannot, and will not be the one responsible for the project or activity; I am here to support and facilitate your doing that and to hold you accountable for your role as Officer. However, there are times that other staff members or myself will step in to help with an event, as the impact of us withholding our intervention outweighs us stepping in to help. We prefer not to do this and we encourage you to help us create a climate of being “proactive, not reactive”.

For me to be effective in this role, it is essential that officers and class members keep me informed of projects, plans, and proposals. This means communication is a key to success in this class, setting up meetings with me, responding to emails or texts, voicing your opinion in class discussions, feedback and in numerous other ways. Failure to communicate on a consistent basis can and will result in a grade no higher than a B+. If you do not take the time to properly and effectively communicate with me two things will happen: (1) you do not get the benefit of whatever insights, previous experience, and support I and your peers can offer; (2) I will lose credibility when I face the administration and staff when we ask to try new events or ask for time out of the teaching schedule. In the case of (2), I become less effective as a “student advocate” in dealing with teachers, staff, and administration – which will only hurt the ASB Officers and our events. If needed, we may go to weekly and daily points to show accountability on projects and communication.

At times, one on one meetings will take place throughout the year with me, this can be to check in, to talk about ASB class and a potential event, or debrief an event. These meetings can also talk about performance and concerns from myself and your peers or grade issues. After each one on one meeting, or in other meetings where I request it, I will require you to write an e-mail follow up of our conversation with a summary and any action items you or I committed to doing to help to keep us accountable, all emails are required within 72 hours of our conversation and I will do my best to reply to you within the same amount of time.

**ASB EVENTS - CONNECTING TO STATE AND NATIONAL STANDARDS**

ASB is supported in the state of Washington by AWSL who work to educate and promote leadership throughout the state of Washington. There is also a National Association of Student Councils that we are members of and can consult for support. NASC has been to help all student councils become more effective organizations. NASC represents middle level and high school councils nationwide. It seeks to provide a valuable leadership partnership between students and their school. It creates the opportunity for students to become effective leaders, thus encouraging and influencing a positive school climate.

ASB Project Goals align with our AWSL Leadership Framework and must connect to one of the following areas:

|  |  |
| --- | --- |
| * Create a Positive School Culture
* Ensure School Safety
* Planning with Data
* Improve Instruction and Aligning Curriculum
 | * Managing Resources
* Engage the Community
* Close the Achievement Gap
* Other, supported by ASB, advisor, admin
 |

**REQUIRED MATERIALS**

* ASB Binder (provided)
* ASB Card, purchase by end of 1st Quarter from bookkeeper
* Planner to be used in class, a hard copy, not just a cell phone
* Thank You Notes
* Pen/Pencil and Paper each day
* ASB T-shirt, available for summer purchase
* Leadership Book of your choice for each semester, suggestions will be given and many are available in our library.

**GRADES**

ASB can be a challenging class to grade and will change from year to year and even quarter to quarter. Most students have the commitment and dedication to be in ASB and an A or B is a realistic grade for most students. Each student

Communication - 30%

Daily Work, Binder Upkeep, and Work Time, Class Lessons- 30%

Events and Activities, Evaluations 30%

Big Assignments (teaching a lesson, book reports, others TBD) 10%

**BEHAVIORS AND EXPECTATIONS OF A LEADER**

As student leaders, you are expected to live up to a high moral standard. You represent not only yourself and your family, but your peers, your school, and your fellow leaders. Accordingly, any misbehavior or misconduct may result in your removal from the class. This is not limited to behaviors during school hours, but will extend to any situations which could be potentially harmful to the image we want to portray as student leaders of our school. These situations will be dealt with on a case by case basis, and removal from the class will be the joint decision of the advisor and administration. Remember that you are always being watched by students, teachers, administrators and the community. Represent yourself and our school well. At all times, I encourage you to remember who you are and what you represent.

I have always had awesome students, thus have had very few discipline issues in my classes for over a decade. Disruptive and disrespectful behavior in our outside of class is not tolerated and will result in the following disciplinary actions:

1. Verbal Warning

2. Teacher-student conference

3. Parental notification

4. Office referral with consequence

5. Severe behavior issues like drinking, drugs, social media misuse, bullying, harassment, etc. will be immediately dealt with by an administrator and the Activities Coordinator and may result in dismissal of officer.

**OFF CAMPUS POLICY**

The curriculum and events for Leadership for Officers class often involves community volunteer work, visiting other schools, and occasionally running class-related errands. This will take place outside of school hours and occasionally during the assigned class period (planned in advance) and will try not interfere with any other class. See attached permission sheet for off campus events.

**SUPPORT SYSTEMS**

The ASB Executive Board has created check-in groups for each student. We encourage students to reach out to their executive officer or one that they feel comfortable with if they have questions or concerns in ASB. We work hard to be supportive and create a family like team and just like families, we do have our disagreements or struggles - in the end, we want you to have fun and to feel supported, please ask for help and do your best to truly listen to each other and support each other.

**ASB GARAGE AND AFTER HOURS WORK**

The ASB garage is a home away from home for many ASB officers. We want to keep in clean and organized and your help is required to do this. The ASB garage is not your locker or your bedroom. It is strongly encouraged not to leave/place anything of value in this space (cell phones, cameras, etc.) and if needed, please ask Ms. Tharp in advance and have it locked in her office. When you are staying late with your peers, ask for supervision and make sure you know the Lock Up procedures. A janitor can always help you get a door locked and they leave by 6 or 7pm. No students should be working in the ASB garage or commons area alone or unsupervised. Keep Ms. Tharp informed on plans to work after hours. Failure to appropriately work in the ASB Garage will result in individual and/or class not allowed to be working after hours in the garage - so pitch in, follow the rules, and keep it clean!

**WEEKLY E-MAIL LOGS**

In an effort to improve communication, weekly logs are due each Friday via email to Ms. Tharp. These weekly logs are to help in documenting work in and out of ASB, as well as upcoming projects and create an active dialogue with your teacher. Failure to do these weekly logs will fall under the communication expectation and as previously stated, failure to communicate on a consistent basis can and will result in a grade no higher than a B+.

We have read the syllabus and understand the curriculum, grading and expectations of the course.

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 **Student Signature and Date Parent/Guardian Signature and  Date**

**Parent/Guardian Name(s):**

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**Parent/Guardian Email(s):**

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**ASB HELP: At times ASB class needs help with a variety of events, please check any that apply. Don’t worry, checking a box does not commit you to helping, it just gives us an idea of where to start!**

* **Stock the ASB Snack Closet**
* **Organize Parents with Snacks/Celebrations**
* **Celebration Meals after big events**
* **Host a pasta/pizza feed for ASB Bonding**
* **Cook for pasta/pizza feed for ASB Bonding (not not host)**
* **Homecoming Dinner (Oct. 14)**
* **Chaperone a Dance (don’t worry, we will put you on tickets or exit supervision, not the dance floor!)**
* **Costco Supply Runs**
* **Field Trip Help (We don’t have anything planned yet, but there are some ideas!)**
* **During the day help with events**
* **Blood Drive Supervision**
* **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Be a guest Speaker in class or know of someone who would be interesting to have speak (please write a note below of who and why you/they would be great for ASB class)**