

ASB Course Syllabus

GENERAL INFORMATION:

Palo Alto High School's ASB is a one-year course. The primary responsibilities of the Officers include communicating with the Student Body and representing the Student Body, as well as the planning and production of all-school activities. In the process, we seek to promote citizenship, scholarship, leadership, and human relations. 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.

LEADERSHIP PHILOSOPHY:

PALY ASB Officers work hard at creating innovative activities and projects, and we want to see the tradition of quality continue. Unfortunately, the “quest for excellence” can also breed a divisive feeling of elitism and exclusivity. We must always work to include, rather than exclude, as many members of our student body as possible in our activities. **Our goal is to offer service—be that service small or great. We define service as sacrifice of time, talent, and personal will for the benefit of others.** Our answer, when asked if we can help, should be “YES”.

Our goal, simply stated, is engagement. We want to offer enough different events that every student will have found something that appeals to him or her personally. To do this, we must work hard to identify and meet the needs of the students we serve. Moreover, I encourage you to take risks and try new ideas for activities and events. At the same time, we need to balance sensitivity to the wishes of our constituents with our responsibility to the school and community. There will probably be times when we have to do what we feel is the right thing despite the social consequences—standing for the hard right versus the easy wrong.

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 and other groups. I should not, cannot, and will not be the one responsible for the project or activity; I am here to facilitate your doing that and to hold you accountable for your role as Officer.

For me to be effective in this role, it is essential that officers and class members keep me informed of projects, plans, and proposals. If you do not do this, two things will happen: (1) you do not get the benefit of whatever insights and support I can offer; (2) I will lose credibility when I face the administration and faculty. In the case of (2), I become less effective as a “student advocate” in dealing with teachers and administration – which will only hurt the ASB leadership.

Personal Behavior as an ASB Officer:

Being on ASB carries with it some special responsibilities. Because much of your work takes you away from the classroom, there is plenty of opportunity to take advantage of the trust of the Student Activities and Administrative staff during the year. Misusing your position as an ASB leadership member not only will have personal consequences, but also undermines the credibility of our Leadership program and makes it more difficult to do our jobs properly.

Your actions determine the manner in which the students and staff perceive ASB. ASB officers serve as an example to others, including behavior at activities, events and in class. You will be viewed as a role model and should remember this even outside of class.

Much of our success depends on effective communication, so make it a point to see to it that the presentation and content of your memos, signs, social media use and announcements are as “professional” as possible. Whatever you say or do should offer the best possible representation of you and the Palo Alto HS student activities program. Although there are some perks, ASB officers should not expect special privileges and exemptions from rules that

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apply to the student body.

COURSE REQUIREMENTS

The following activities will be assessed participation points for the year, which will be applied to your final grade.

Required ASB Activities: ASB students are expected to support student activities on our campus. Support means helping to either setup and/or cleanup for the activity, as determined by the officer in charge of the event. *Each student will be required put in a set number of hours for certain events* (ex. Spirit Week, Dances, Field Day, Etc.), as determined by ASB. Hours can be made up upon request. This will show up in Schoology as Event Hours.

Officer Responsibilities: Each officer has been elected or appointed to execute a specific job for the school and Student Body. Part of your grade is based on your successful completion of these responsibilities. You will evaluate yourself and the Student Activities Director will evaluate your performance of your official duties as outlined in the ASB Constitution. This will show up in Schoology as Leadership Duties/Assignments.

Leadership Class Projects/ Assignments: In addition to Officer responsibilities, specific assignments will be made from time to time and will be due at the time and date as set by the ASB advisor. **Late work of any kind will be accepted, but points will be deducted.** This will show up in Schoology as Leadership Duties/Assignments.

Advisor Evaluation: As your advisor, it is both my duty and my honor to give you feedback that is both honest and constructive. One way I do this is by giving you a grade, based on my observations of your work as per your official duties and its results during the semester. One thing I will look at is the degree to which you have been successful in achieving your goals as stated on the ASB Self Contract. Another thing I will look at is how you behave in regards to your fellow officers—do you support them in doing their jobs? Are you respectful of their opinions? This portion of the grade will be reflected in daily participation scores that I will add to your total grade. This will show up in Schoology as Daily Participation.

CLASS POLICIES:

Attendance: If you are absent, it is up to you to find out what is to be made up and arrange a time and place to do so. Assignments that were assigned before you were absent (this includes event hours) will be due upon your return to class. No late work will be accepted without a valid reason. Because of the importance of regular attendance in ASB, **each unexcused absence will make your advisor score for the day a '0'.**

Tardies: You are expected to be in class on time (which means before the late bell). If you must be late on ASB business, be sure to clear it with Mr. Stone in writing (note or email) beforehand. If a teacher or staff member detains you, ask for a note from them including the date and time. Again, tardies will be deducted from your Daily Participation score.

Missing Academic Classes: Occasionally, you will find it necessary to ask to be excused early from or arrive late to one of your other classes due to an activity. Missing time in another teacher's class is a privilege, not a right. It is essential that you make prior arrangements with your teacher in either case (you will generally know you are participating in something in advance, so tell your teacher beforehand). You are responsible for any work missed in your other classes as a result of ASB class work. You may be able to arrange to do some makeup work during your ASB class period.

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A note about email and Facebook: Email will be used as a main form of communication for general announcements and class business. Students are expected to check their email frequently and respond as needed in a timely manner. Communication will also be done regularly through our ASB 2020-2021 Facebook page and our Schoology Course. Check it daily.

Grading: Although everyone starts the year with an “A”, keep in mind that ASB is a class; just being elected or appointed does not necessarily guarantee you an “A or “B” grade – you must meet the requirements and do the assigned/expected work if you want to earn a particular grade. **Your letter grade at the quarter and semester will be determined by the following (Grade percentage weights are subject to change):**

- **Required ASB Event Hours (45%)**
- **Daily Participation & Conduct evaluation by ASB Advisor (15%)**
- **Leadership Class Duties, Projects and Assignments (40%)**

I am looking forward to working with you and supporting you in your development as a leader and as a student.

Respectfully,

Greer Stone, J.D. - ASB Advisor