



SAGE CREEK HIGH SCHOOL

Associated Student Body

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ASB Mission Statement:

ASB will leave our Paw Print on campus by leading, including and inspiring a LOUD and PROUD Bobcat Nation in order to create an environment where everyone feels that they have a place, purpose, and value.

Introduction:

Welcome to Sage Creek ASB! It is a pleasure to have you in my class. I am looking forward to helping you develop your leadership and collaboration skills in order to successfully plan and run school activities. Sage Creek High School ASB will operate as a Servant Leadership program. This means that students that are in ASB will take pride in serving their Student Body in order to provide the **B.E.S.T.** experience possible for **Every Bobcat. Everyday.** This syllabus serves to outline the guidelines and expectations for your participation in Sage Creek's ASB class.

Course Description:

The ASB class meets every day during 3rd or 4th period. In addition to our daily class ASB students are required to attend various events and activities on and off campus throughout the school year. This course is designed to train students, through theory and practice, in the various aspects of leadership. Sage Creek ASB students will have the privilege of having a positive influence within their school, community and themselves. Students are required to be enrolled in the class for a minimum of two trimesters, with the third trimester being mandatory.* If an ASB member is not enrolled in the ASB course during any given trimester it is that student's responsibility to check in **bi-weekly** with the ASB Director and the Executive Officer overseeing their Commission so that they can continue to assist and be a team player. If the student does not maintain bi-weekly communication they may be removed from ASB. ASB is a year long commitment regardless of how many trimesters you are enrolled in.

As a member of the Sage Creek High School ASB students will:

- Develop problem solving skills
- Develop organizational skills
- Develop effectiveness in small and large groups
- Develop written and oral communication skills
- Learn and apply time management skills
- Learn and apply proper meeting procedures
- Learn and apply the service model of leadership
- Regularly reflect on their performance and progress in ASB
- Develop and exhibit integrity in their leadership roles on campus and in the community
- Promote a positive school culture
- Support all academics, athletics, arts, clubs and activities in the Bobcat Nation
- Enhance the community through Outreach Service Projects

* Exceptions may be made in situations with extreme scheduling issues and will be made at the discretion of the ASB Director with the assistance of counseling and/or administrators.

Grading Policy:

The purpose of this grading policy is to ensure an equitable procedure for assigning letter grades, to encourage student participation in class and committee work; and to provide the students of Sage Creek High School with an effective student government. The following will be used in the determination of grades given in ASB:

- Shift Work (25%)
 - Student Store & Lunch Activity Shifts
 - Every student is required to work 1-3 student store shifts and 1-2 lunch activity shifts per trimester
- Leadership Curriculum (20%)
 - Quotes & Class Openers
 - Students will be required to reflect on quotes and discuss their reflection in small groups and the whole class. These will be graded bi-weekly.
 - Students will be required to complete various research projects in class ranging in topics like introductions, interviews, vendors, and other various topics. They will be required to create Slide Decks, present to the class and submit these for grades.
 - Leadership Projects
 - Students will be assigned various projects related to leadership, community service, and leadership books. Projects will range in type and topic.
- Commission Work (25%)
 - Planning
 - We will have dedicated work days with explicit directions coming from our Executive Officers and/or ASB Director. Executive Officers and ASB Director will oversee the delegation of duties as assigned as well as the evaluation of progress.
 - Evaluations
 - Students will be evaluated on their progress made in commission work, through self-evaluation and executive evaluations. The expectation is that self evaluations are truthful and a reflection of your progress in the class. All evaluations will be included in the student's grade and are implemented as a means to promote accountability and growth.
- Mandatory Events/Activities (30%)
 - Each commission will have specific mandatory events to attend (E.g.: Group A may be tasked with planning a Tailgate event. This would mean that the Tailgate event is mandatory for those members and not the entire ASB class) Should a conflict arise the student is responsible for notifying the ASB Director in person and via e-mail at least two weeks in advance so that accommodations could be made. If notification is not made within the correct time frame the student will not be excused.
 - Student Body Activities & Spirit Days
 - Every student will be required to attend a specified number of Athletic Events, VAPA, Drama or Dance Productions (as an audience member or in Volunteer roles) as a means of supporting all Bobcat events. The number of required events will vary each trimester and will be determined based on the number of events per trimester/athletic season. All members of ASB will be required to participate in Spirit Days. Please see the ASB Director if you have trouble acquiring Spirit Day attire.

Discipline Policy:

As the ASB Director, I reserve the right to dismiss a student from ASB if they are not upholding the ASB duties, as well as exhibiting inappropriate behavior that is

unbecoming of an ASB Member. The following Demerit/Strike System will be utilized in discipline issues that impair the success of the ASB program as a whole.

Strike System

The strike system serves as an educational tool to promote responsible behavior and leadership skills following various offenses. It involves a graduated approach where students accumulate "strikes" or warnings for minor infractions like being disengaged, overly distracting behaviors, and not being on task. Three strikes will equate to 1 demerit. When strikes are distributed, a meeting with the exec and ASB Director will be scheduled to discuss how to improve. Once three strikes are reached, parent notification will be made to notify of the demerit accumulation.

Strikes are given for the following:

- Not being on task in ASB Leadership Class repeatedly (more than 3 times per trimester): For example, doing homework during non academic time, procrastinating on ASB tasks, ignoring Exec/Lead's instructions, disruptive during instruction
- Disengagement in ASB Leadership activities: For example, not participating in Business Meetings, debriefs, team builds, spirit days etc.
- Constant/overbearing distractions during class time
- Missing shifts (Student store, events/activities, set up, etc.) without prior communication or shift cover
- Poor sub reports (that can be backed up by an exec or classmate)
- Campus behavior and discipline issues that impact the program's reputation
- Repeatedly late or unexcused absence from class and/or ASB events; including wandering, excessive bathroom breaks, classroom visits, etc.

Demerit System

Accumulation of demerits will result in a Student Leader being placed on probation and potential removal from the ASB Program.

Demerits are given for the following:

- Talking negatively about ASB program and/or members in & outside of class
- Taking advantage of ASB privileges: For example, roaming campus, sitting in various classes, using/taking ASB Supplies without permission, missing classes for various events (blood drive, Hoopcoming set up, rally set up, conferences, etc.) without permission, etc.
- Missing important events/activities without prior communication
- Not following student Leadership Contract and/or student handbook rules
- Disrespect to Staff
- Inappropriate behavior (excessive PDA/classroom behavior, social media, etc)
- School suspension
- Accumulation of three strikes

Demerit Consequences:

2 Demerits — Parent Meeting to discuss student leader behavior and review expectations

3 Demerits — Student Leader will be placed on Probation for a minimum of 1 trimester.

5 Demerits — Student Leader will be removed from the ASB Program. Depending on the severity of infractions that have lead to strikes and demerits, student may not be allowed to apply for the following school year.

Any strikes or demerits given will result in a conversation with the ASB advisor after the act to discuss what they did and how they can improve upon it.

Violation of the Education Code, section 48900, such as, but not limited to smoking, using drugs, alcohol, and/or intoxicants of any kind will result in immediate removal from the ASB Program.

*** Other demerits may be assigned at the ASB Advisor's discretion. ***

*** Verbal warning may be given prior to the issue of demerits. ***

ASB Code of Conduct:

I, the undersigned, do solemnly swear that I will abide by the following Code of Conduct set forth by the Sage Creek High School ASB. The following standards of eligibility, conduct, and responsibilities shall apply to all members during their one year term of office or participation.

I. Academic Achievement

- A. I will maintain a minimum GPA of a 2.5 Grade Point Average.
- B. If I receive less than a 2.5 GPA, I understand that I will be placed on probation, unless I have already been placed on probation. Only one period of probation is allowed during my term. If my GPA does not increase, I understand that I will be immediately removed from office.

II. Behavior Standards

- A. As a member of ASB, I realize that my conduct must be beyond reproach at all times, both on and off campus and including but not limited to all social media outlets. ASB is set to higher standards, because I represent the entire school, AT ALL TIMES!
 - B. I will abide by the SCHS School Handbook.
 - a. 1st offense: Warning and meeting with ASB Director and Administrator/s
 - b. 2nd offense: Dropped from ASB
 - i. These include but are not limited to: possessing, consuming or being under the influence of alcohol, narcotics, drugs and or other controlled substances, appropriate use of social media and on/off campus behaviors.
- ★ Please note that this Behavior Standard and these offenses are SEPARATE from the Demerit System but can be combined at the discretion of the Advisor.
- C. I will uphold the ASB Constitution and demerit system. .
 - D. I will cooperate with and demonstrate respect towards the Activities Director, Finance Tech, ASB Executive Council and all ASB members.
 - E. I will abide by the school dress code at all times.
 - F. I will carry out the responsibilities of my office as stated in the Bylaws of the SCHS Constitution.
 - G. I will be on time to class and all ASB events.
 - H. I will display good sportsmanship at all times and serve as an ambassador for SCHS at other schools.
 - I. I will maintain at least a satisfactory citizenship record.
 - J. I understand that if I am suspended from Sage Creek High School, I may be suspended or permanently removed from my ASB office, as determined by the Activities Director and/or the Administration.

- K. Failure to comply with any of these rules may result in immediate removal from office as determined by the SCHS Activities Director and the Administration.

III. Responsibilities of Representatives

- A. I understand that if I am elected or appointed to an ASB office I must be enrolled in either period of the Leadership class for all three trimesters.
- B. I understand that if I am selected to an ASB position I must be enrolled in at least 2 trimesters.
- C. I understand that I must attend and/or assist in all ASB functions.
- D. I understand that any decision or activities that we plan are to be in the best interest of the Sage Creek High School's Student Body.
- E. I understand that I may be assigned tasks at ASB functions and that it is my responsibility to attend, to work at, and prepare for all ASB events including those that occur outside of regular school hours.
- F. I understand that I am expected to wear College/Career Attire every Tuesday, SCHS attire every Friday and participate in all SCHS Spirit Days.
- G. I understand that I will be assigned tasks by the Activities Director, Finance Tech and/or the ASB Executive Council and I am responsible to execute those tasks.
- H. I understand that I am expected to attend summer meetings, trainings, registration days, etc. Failure to attend without prior communication may result in removal from class/office.

IV. Agreements

- A. I agree to follow all terms regarding the election/selection process. If elected or chosen, I shall be subject to the rules, regulations and procedures entitled to the privileges of my position.
- B. I understand that in the event of not following through with the duties and responsibilities associated with my position as an ASB officer, or Representative, I will be re-evaluated by the ASB Director and/or the Executive Board and if necessary, removed from my position in office according to the SCHS ASB Constitution.
- C. I understand that ASB demands a large amount of time outside of class and can make a commitment to meet those hours (roughly 40+ hours a trimester)
- D. I understand that this is a graded class and my adherence to the guidelines within this agreement will be part of my grade.
- E. I understand that changes may be made to this agreement and to the class syllabus at the discretion of the ASB Director and the class for the good of the group and student body.
- F. I understand that three strikes may result in a demerit and that 5 demerits will result in my removal from ASB.
- G. I understand and agree to comply with all rules, regulations, and guidelines set forth in the ASB Code of Conduct and Strike/Demerit System.
- H. I understand that all members are on a probationary status for their first trimester in the ASB program regardless of demerits/strikes.