

Potter Leadership Handbook

Welcome, you are the best of Potter Junior High! You have completed an application, survived a records check, enlisted the support of your teachers, and shown that you know how to be successful here at Potter. You have all shown that you can be leaders. In this class you will have to be good followers, too. Most of you have strong, assertive personalities and you are used to getting your way. In this class you will have to convince other students of the value of your ideas, listen for the value in the ideas of others, and compromise to get the job done.

The Leadership Class' goal is to make Potter a more enjoyable place to be. This means conducting a wide variety of activities that involve most, if not all, of the students at Potter. But it means more than that. Whether you like it or not, you are role models for the rest of the students. What you say and do is magnified in importance because of your visibility in the Leadership Class. That means that, to a large extent, Potter will be whatever you display to the rest of the student body. You can be empathetic, curious, cooperative, outgoing, accepting, and supportive. Potter will be friendly, safe, and comfortable—a place people want to be or you can be arrogant, stand-offish, selfish, bigoted, unkind and judgmental, in which case this may well be the longest year of your lives and certainly the least enjoyable. It's up to you—reach out to all students. Refuse to accept bullying or bigotry. Help those in need. Say hi to everyone and seek out the defenseless kids and help them shine!

You hear people talk a great deal about “thinking outside the box.” This class actually gives you an opportunity to see your ideas get put into actions. If you don't see something you want to do, give your classmates and me a better idea.

Grading

Students who have been selected for Leadership Class have been hand-picked as the best of the best at Potter. There is no reason that everyone in the class can't have an “A”. That said, each student will have to earn his or her own grade.

Letter grades will be based upon the following: willingness to work with the group to accomplish goals, ability to lead when your turn comes, work ethic, tenacity, enthusiasm, ability to give and follow instructions, follow-through and to some extent, how your projects turn out.

Citizenship grades will be based upon your willingness to cooperate with the class, your attitude, your willingness to follow the class rules, your willingness to wait your turn to speak, and how much you disrupt the class through talking or behavior. If you receive an “N” in citizenship at either a progress report or a trimester grade, you can expect that the next Citizenship grade you receive will be a “U” unless you change something for the better. A “U” in Citizenship makes a student ineligible for the Leadership Class.

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Citizenship, grades and eligibility

This is a section that should not have to be included in this handbook. Leadership students are expected to take a positive leadership role in class and around campus; however, it is important that consequences be clear for negative behavior.

Progress Reports If a student earns one “N” on a progress report or report card, that student will be placed on probation within the Leadership Class. Activities that do not permit direct teacher supervision will be curtailed. Four successive weeks of positive reports from the teacher who issued the “N” will be required to return the student to full participating status. Two “N”s or one “U” in citizenship on a progress report will result in removal from the class for the remainder of the quarter. If the student wishes to return to the Leadership Class, he/she will have to submit weekly progress reports from every teacher displaying good citizenship while suspended from the Leadership Class. These progress reports will be reviewed by Ms. Bliss to determine if return to the class is appropriate.

Trimester Reports If a Leadership student receives two “N”s or one “U” on a trimester report card, that student can expect to be removed from Leadership class until the next progress report. Return to the class will be based on weekly reports from all teachers that Citizenship is no longer a problem in any classes. These reports will be reviewed by Ms. Bliss, and the Principal to determine if return to the class is warranted.

If a Leadership student drops below a 2.0 GPA or earns one “F” or 2 “D”s, he/she will be placed on academic probation and removed from the class until teacher reports indicate that grades have improved. Failure to meet academic eligibility requirements by the next progress report will result in permanent removal from Leadership. If a student receives a “D” or “F” on either a progress report or a report card, he/she will not be allowed to be pulled from academic classes to participate in Leadership activities until evidence is provided by the teacher of the class in question that grades have been improved to at least a “C”.

Suspension Any Leadership student who is suspended (either in-school suspension or out-of-school) for any reason will be removed from the Leadership Class.

Probation or removal from the class may be appealed to the principal if extenuating circumstances exist. Appeal must be accompanied by a plan for improvement written by the student and approved by the parent(s).

Class Organization

Since Leadership is about doing things, everyone gets a chance to both lead and follow during the year. The first activity, the Welcome Back Dance, will be organized by your ASB officers. Once I get to know you, I will begin assigning the remainder of the jobs for the year.

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In most cases, every major activity has two co-chairpeople. Rarely, I will permit a triumvirate. When you are assigned Chairperson duties, I will expect you to be 3 responsible for the entire activity. The chairperson will get most of the credit when things go right, but if something isn't working I will talk with the chairperson in private to get it fixed. The chairperson will have to speak with his/her workers. If I choose you, I have faith that you can get the job done. You have that responsibility and I will back you up.

Some jobs are short-lived. Some will probably go all year. If you get into something you hate, see me and we'll try to make it work. If we can't, there is usually someone else in the class who would like the opportunity. In no particular order, here are the positions of responsibility that we have had in the past and a few that are new for this year.

Sound Technicians

- Operate sound equipment
- Set up for Music Fridays/spirit activities
 - Release at 11:30 to set up (Make sure that release passes are written the day before)
 - Make sure that you have an adult supervisor nearby during lunch
 - Take down at 12:25
 - Return to class by 12:45
 - Setup and monitor sound for assemblies
 - Break down and store music/sound equipment
 - Make sure that all sound equipment is accounted for and working properly
 - Ensure good batteries on hand at all times
 - Recommend purchases to perform duties

Photographers(1 trimester)

- Maintain security of cameras
 - Establish access to cameras
 - Maintain a check out sheet
- Ensure that there are always fully charged/new batteries
- Take pictures of every event that includes ASB or Leadership students
- Download pictures to ASB computer
 - Title each picture
 - Edit/delete as needed
 - Organize pictures in folders by event/month
- Delete pictures from camera once they have been downloaded to computer

Friday Music (1 trimester)

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- Seek input from student body for songs
- Get all lyrics approved by Ms. Bliss no later than one week before they will be played
- Ensure that selections are varied and represent as many groups on campus as possible
- Assemble playlist/songs on computer
 - Download songs legally

Spirit Days(1 trimester)

- Schedule two spirit Fridays each month
- Assign groups to put on activities
 - All leadership students must be part of at least one group each trimester
 - Each group should include four or five students
 - Students will be graded on
 - Organization skills
 - Preparation
 - Level of participation
 - Success of event
- Assist groups as needed (resources, passes, ideas, etc)
- The presenting group must do a practice run-through no later than the Friday before the event is scheduled (this ensures that all the supplies and equipment are in place and it gives us a chance to fine-tune the activity).

Staff Recognition (1 trimester)

- Once each trimester we should do something for the staff to thank them for supporting us
- All ideas will be considered but must have Ms Bliss's approval
- Chairpeople will select, organize, plan and carry out activity

Fundraiser

- 95% of our budget comes from the fundraiser.
- Chairpeople will work with Ms Bliss and volunteers to ensure that everything runs smoothly
- Advertise drive
- Help decide school-wide competition for orders
- Schedule leadership volunteers for
 - Regular turn-in days
 - Prize/award hand out
- Help students who have errors on orders correct them
- Make sure that all awards are presented

Lighthouse Committee

- Create leadership lessons for Wednesday leadership classes

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- Greet visitors to the school and lead a school tour
- Create, update, and display school wide WIGs
- Attend meetings with staff lighthouse committee
- Create motivational posters for students and classrooms

Inventories/ordering (1 trimester)

- Responsible for keeping all ASB equipment organized and available
- In cooperation with Treasurer and Ms Bliss, submits all purchase orders for ASB supplies and equipment

T-shirts

- Choose manufacturer Prepare possible design choices Present several design choices to class
- Order T-shirts/ sweatshirts
- Collect money for sweatshirts

Athletic Activities (year long)

- Act as liaison with Mr. Hernandez (the Athletic Director)
 - Increase spectator turn-out at home games
 - Help plan pep rallies
- Work with PE department to organize several intramural tournaments in various sports throughout year
 - Soccer
 - Basketball
 - Baseball
 - Ping Pong

Dances

Chairpeople

- Select theme of dance
- Help choose subcommittee leaders
- Oversee subcommittees
- Determine budget with assistance of Treasurer
- Plan timeline and deadlines
- Meet with Ms. Bliss daily to review progress
- Approve subcommittee plans
- Ensure that release letters/passes are written
- Prepare and pass out permission slips starting at least one week before the dance

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Decorations

- Determine decorations budget with Chair and Treasurer
- Create decorations plan
 - Determine what we have and what needs to be ordered
 - Order decorations 1 month prior to dance (3 weeks minimum)
- Organize decorations task groups
- Inventory decorations as they arrive
- Make copies of instructions/directions for task groups
- Schedule decoration process
- Organize Thursday after school decorating
- Enlist two leadership parents to oversee Friday decorating

Entertainment

- Make contact with DJ one week prior to dance
- Stress importance of varied music
- Organize additional entertainment (raffles, contests, door prizes, elections, coronations)
- Make sure that DJ is aware of special events during dance

Tickets

- Once theme has been determined
- Set ticket price with input from President, Treasurer, Student Congress, etc
- Design tickets
- Print tickets Number tickets
- Set up ticket sales books
- Arrange for cash boxes with Treasurer
- Week before dance
 - Organize ticket sales (T, W, Th, F)
 - Touch base with PTA volunteer coordinator to ensure that two adults will be present during each ticket sale
- Week of dance
 - Make sure that passes are written for sales staff
 - Set up sales tables
 - Oversee sales of tickets
 - Count cash, fill out forms, complete deposit slip with aid of adult volunteer and Treasurer
 - Treasurer takes deposit to office to be put in safe
 - Clean up after sales
 - Thank parent volunteers

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Communications

- Help decide theme
- Develop marketing plan (tasks and calendar)
 - Announcements
 - Fliers
 - Signs/posters
 - Marquee
 - Innovative advertising
- Assign jobs to fulfill plan
- Carry out plan
- Monitor ticket sales and adjust plan accordingly
- Clean up after dance (posters, etc)

Dance decoration/cleanup policy:

- On the day of the dance, the entire leadership class can expect to be excused from classes (subject to individual teacher permission). Students will report to each class, check in with the teacher, and ask permission to leave. There will be an adult volunteer in the auditorium to oversee decorating activities, but the decorations chairs and the dance chairpeople will be responsible for organizing and carrying out activities. If the chaperone sees that an individual is not contributing, that student will be sent back to class and not be permitted to decorate for the rest of the day.
- **All leadership students are expected to clean up after the dance until we are finished. This usually takes about 30 minutes depending on the level of decorations. Those students who participate in the Thursday after-school decorating may be excused from after-dance cleanup.**
- Participation on Thursday after school will be based on the needs of the decorating committee and will consider those students who have conflicts after the dance for these jobs.
- Leadership students are expected to attend all dances; however, as a general rule, students who do not attend school on the day of the dance may not attend the dance.

ASB Officer Duties

ASB Officers have duties as outlined in the ASB Constitution. Constitutional duties must be fulfilled first. Here is a list of what each office is expected to do on a day-to-day basis.

President

- Schedules all Student Congress meetings

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- With cabinet, prepares Student Congress meeting agendas
- Runs all Student Congress meetings
- Oversees all elections
- Addresses students and parents at Promotion
- Runs leadership class when Ms. Bliss is absent
- Helps Ms. Bliss assign all duties/committees

Vice President

- Attends Site Council meetings
- Assists President (see above)
- Chairs election committees

Secretary

- Keeps minutes of every ASB meeting
- Takes attendance at all ASB meetings
- Sends out all correspondence
- Writes thank you notes
- Organizes ASB files

Treasurer

- Presents financial report at Student Congress meetings
- Keeps Quicken up to date
- Organizes and presents all check requests
- Helps oversee ticket sales
- Counts ticket sales money and prepares deposit slips in cooperation with Ms Bliss or parent volunteers

Executive Cabinet

- Organize Welcome-back dance

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Student Name _____ (print please)

My parents and I have reviewed and discussed the policies listed in the Leadership Handbook, the responsibilities of being in the leadership class, and the duties that will be assigned.

Student signature

Parent Signature

Date _____

Date _____