**SAN RAMON VALLEY HIGH SCHOOL**

**Leadership Program and Student Council Application Packet**

**2015-2016 School Year**

***Leadership: Student Government***



A major goal of the leadership class is to develop the skills necessary for student officers and appointed Leadership students to fulfill the duties of their office and to become effective leaders in the future. The course will give students an opportunity to work with their peers, school staff, and community members in order to promote a positive school experience and develop a school community of which we can be proud.

Dear Candidate:

Congratulations on your decision to apply for a position in the San Ramon Valley Leadership class. We look forward to reviewing your application. Enclosed in this packet you will find:

1. Candidate and Parent Letter (must be signed by student/parent) page 2-3
2. Important Packet Information page 4
3. Timeline page 5
4. Leadership Application (general class position) page 6
5. General Election Procedures page 7
6. Specific Committee Questionnaire (with job descriptions) page 8-11
7. Leadership Questionnaire for All Applicants page 12
8. Leadership Questionnaire for New Applicants page 12
9. Leadership Questionnaire for Current Leadership Students page 12
10. Leadership Code of Conduct (must be signed by student/parent) page 13
11. Packet Rubric page 14

Please make sure you read and understand everything that is included. If you have any questions, feel free to contact Mrs. Willford (room: A2), Erin Silliman, or Caroline Lageson.

Sincerely,

 Erin Silliman Caroline Lageson Janet Willford

ASB Vice President ASB Vice President Leadership Advisor

**essilliman@gmail.com****carolinelageson@gmail.com** **jwillford@srvusd.net**

**Dear Prospective Leadership Candidate and Parents,**

Thank you for your interest in applying to the SRV Leadership Program. This program plays a significant role at San Ramon and we are excited that you want to contribute to our community.

When applying for a position in Leadership, there are three different choices. First, you may run for an officer position. There are a total of 18 elected positions in the Leadership program. Those positions include: ASB President, ASB VP, and Officer Positions: President, VP, Secretary and Treasurer for each class. Second, you may run for office, and if you do not win, you may choose to be considered for an appointed position in the class. Lastly, you may choose not to run for office and apply only for an appointed position in the leadership program. Below is a detailed explanation of the process used for candidates applying for an appointed position in the class, whether or not they run for office. Below is a written summary detailing the application procedure. Please review in detail and sign the following letter and included timeline.

**Step One: Packet Requirements**

There is a mandatory informational meeting for ALL applicants on **February 24th or 25th** at lunch in A2. Packets must be completed and turned in by **March 3rd by 3:30 pm** for all applicants, regardless of whether or not you are running for a class office. **Upon turning in your application, make sure to log it on the Packet Log In sheet in A2 and alphabetize your packet in accordance to the ones turned in before yours.** Reminder you’re your packet should be able to fit a binder, meaning no “3D”. Students must have a minimum GPA of 2.0 and turn their packet in on time to be eligible for the Leadership program. **REMEMBER: There is a portion of the application as well on Google Docs. Here is the link (also on the email):**

<https://docs.google.com/forms/d/1sQu7ERlm4Fign9h5G-BjCFH-3j6UNrfRzWdDY_-ODb4/viewform?c=0&w=1>

Also, **remember to ask your two teachers to fill out a teacher recommendation online**. Mrs.Willford will send the link to the entire staff.

**Step Two: Packet Evaluations**

All packets are evaluated based on the attached rubric. Although overall appearance is taken into consideration, we primarily look for detailed answers. ***Interviews are NOT guaranteed****.*Interviews are granted based solely on the quality of the packet, the effort that is apparent, and the quality of responses to the questions. Though a minimum GPA of 2.0 is required, decisions are not made based on academic achievement. However if students are struggling to maintain a 2.0 GPA or have attendance issues, this will be a major factor in our decision. Also, if teacher recommendations are average or contain negative comments, this will also present a major problem for applications. Candidates are chosen based on their display of leadership qualities at SRV and in the community, as well as their potential to be a benefit to the leadership program with their **skills**. ***Current Leadership students are not necessarily at an advantage –*** if a student has not done an exceptional job, they may not be offered an interview, regardless of the fact that they are currently in the class. The Leadership program at SRV is very competitive and due to limited space, only the most promising students who offer necessary skills and talents can be given a spot in the class. In 2013 we had over 200 applicants for about 100 positions.

**Step Three: Interviews**

Students who receive an interview will be given a “homework” assignment. A rubric similar to the one used for packets will be used to evaluate the homework assignment and responses at the interview. Some committee interviews, such as multimedia, are skill-based, and the decision is clear cut. This is not the case for committees with more abstract jobs such as student support and community special teams. For this reason, we may offer second interviews to some candidates. ***Second interviews are very rare and should not be expected.*** Receiving a second interview does not mean you are more or less likely to be accepted into the program. It simply means that, based on the skills you exhibited at the first interview, we would like to see how you would perform in another committee. We cannot discuss your interview or packet until final decisions have been announced.

**Step Four: Decisions**

Due to the large number of applicants, the Leadership program is forced to reject over fifty percent of the candidates who apply. We wish we could take more, but we already have two classes, each with 50 students. Of the 100 students, 22 are elected. ***We cannot make space for more students.*** Most schools only have one class with fewer than 50 students. This program is lucky to have so many people dedicated to their school who wish to be in Leadership. Many people have asked why we don’t accept everyone. Other than the space, we simply don’t have enough jobs for everyone who wants to participate, and managing 50 students in one class is already a challenge. In addition, we also must split those who are accepted between the different committees. ***Candidates should not expect to be placed in their top choice committee.*** We try as best we can to place students where they want to be, but we also try to pair students with committees we think they would do well in based on what we saw in their interview. ***Age is a factor in picking candidates*.** We understand that for many students, this is their last chance to be a part of the Leadership program. For that reason, students currently in their junior year are given priority. Also, students who have applied multiple years in a row and have shown a dedication to their desire to be in leadership are given priority. ***Freshman and sophomores who are not accepted should not be discouraged from applying next year.*** Many of our current Leadership students were not accepted in the past. As a younger applicant, it is harder to get in and younger students are only admitted if they show exceptional promise and Leadership potential. Once decisions have come out, we understand that you may have questions about the decision and we are prepared for them, but please keep in mind that ***all decisions are final.***

It is important to note that students’ peers are often able to contribute different perspectives to the application process. To get the most complete evaluation we can, both the outgoing and incoming ASB teams are involved in class decision making. We hope this helps answer any questions you might have about the application and decision process.

Sincerely,

Janet Willford and the ASB Team

I have read and understand the candidate/parent letter as well as the election timeline.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Student Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Parent Signature Date

**Important Packet Information**

Below is some random information and directions that is very important for a successful packet. Please make sure to read and understand all of it.

* The completed packet is due in the Leadership Room (A2) no later than **March** **3rd** at 3:30**. Please keep a copy of your packet on hand in case there are issues later.**
* **Upon turning in your application, make sure to log it on the Packet Log In sheet in A2 and alphabetize your packet in accordance to the ones turned in before yours.**
* **ALL APPLICATIONS MUST BE 3-HOLE PUNCHED, 8 ½ X 11, AND ABLE TO FIT INTO A BINDER!**
* It is very important that you review the timeline, as it lists all important dates.
* Please choose the top three positions you want to hold in the class and the office you are running for (if applicable), and **answer the supplemental questions that are under the job descriptions for the job(s) that you desire**.
* Your final packet is an extremely important part of the leadership process and the packet will be **highly scrutinized**. **AN INTERVIEW IS NOT GUARANTEED**.
* When filling out class selections for next year, do not fill in Leadership. Mark it as an alternative. If you are accepted, your counselor will change your schedule.
* This year will be competitive for admission into Leadership, so be sure to put time and effort into your packet.
* REMEMBER: This is only HALF of the application, please be sure to fill out the Google Form here: (also available on email)

<https://docs.google.com/forms/d/1sQu7ERlm4Fign9h5G-BjCFH-3j6UNrfRzWdDY_-ODb4/viewform?usp=send_form>

**Timeline**

**February 24/25** Mandatory informational meeting (pick one) at lunch in A2. No attendance = No election or appointment to Leadership (Must attend 1 of 2 meetings)

**March 3** Leadership packets/Online Portion due! (Packet in Mrs. Willford’s box by 3:30 P.M.)

**March 3** Faculty Recommendations are due online!

(Remind your teachers that they must submit online.)

**March 5** List will be emailed and posted outside of A2 to verify that your packet was received. Be sure to CHECK THE LIST.

**March 9-12** ASB appointed interviews will take place.

**March 9-12** ELECTION WEEK! Signs can be posted and campaign materials can be distributed beginning Monday at 6:00AM. Online voting will start Wednesday, March 19th as well and will close at the end of lunch on the 21st . ASB and election winners will be posted on the door of A2 at 3:10.

**March 16-20** List will be emailed and posted outside of A2 to announce the scheduled interview times for appointed positions. **AN INTERVIEW IS NOT GUARANTEED.**

**Mar. 23 –Apr. 24** Appointed position interviews at lunch.(TBA)

**April 30** Leadership Class decisions e-mailed through school loop.

(date subject to change)

Leadership Application

Name: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Grade: \_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please attach a current photo of yourself to the box on this application!**

**What are you applying for?**

* **I am only running for a class office and *do not* wish to be eligible for an appointed position in the case of a loss**.
	+ Read pages 1-5, 7, and 13
	+ Complete page 6 (bio)
	+ Complete pages 12 (leadership questionnaire for all applicants and new applicants, and code of conduct)
	+ Have the teacher recommendations filled out online form. Each teacher will be sent the form; you need to ask them to fill it out for you.
* **I am running for a class office and in the event of a loss I *would* like to apply for an appointed position** **in the leadership class**
	+ Read entire packet
	+ Complete page 6 (bio)
	+ Complete a specific committee questionnaire (directions on pages 8-11)
	+ Complete pages 12 (leadership questionnaire)
	+ Have the teacher recommendations filled out online form. Each teacher will be sent the form; you need to ask them to fill it out for you.
* **I am NOT running for an elected position and want to be considered for an appointed/interview position.**
	+ Read pages 1-5, 12-13
	+ Complete a specific committee questionnaire (directions on pages 8-11)
	+ Complete leadership questionnaire (page 12)
	+ Have the teacher recommendations filled out online form. Each teacher will be sent the form; you need to ask them to fill it out for you.

**Running for Office:**

If you are running for an elected position, check that position and fill out the campaign bio below. The position descriptions are included in the packet:

* ASB President (must be a junior this year to apply)
* ASB Vice President (must be a junior this year to apply)
* Class Officer for Sophomore (’18), Junior (’17), and Senior (’16) classes in the following positions:
* President
* Vice President
* Secretary
* Treasurer

For those who are running for an elected position, voting will be done online, just like homecoming. It is very important that we can post your bio online for the students to choose who would be the best candidate for the position. Bio should be at least a few sentences, but no longer than a half page. Please write legibly or type your bio on a separate piece of paper and attach to the back of this packet.

**General Election Procedures**

**ELECTED Associated Student Body Officers (ASB):**

**ASB President (elected) -** The president is the voice of the campus and runs class daily. He/she meets regularly with the leadership teacher and administration, as well as the parent community. In addition he/she helps with the selection of appointed positions in the classroom, must be familiar with Parliamentary Procedure, and must be able to represent the student body in school and community meetings and activities.

**ASB Vice President (elected)** - The VP helps run the class when the president is absent. He/she is in charge of all elections, directs homecoming, helps with the selection of appointed positions, oversees committees, and must be familiar with Parliamentary Procedure.

**Elected Class Officers-** (President, Vice President, Secretary and Treasurer)

Class officers are active members of the leadership class representing the entire Student Body. All four officers work as a team, meeting weekly with parent and administrative advisors to plan and organize for their class. Overall responsibilities include:

*Peres community service projects*  *Building of homecoming floats*

*Organization of dances*  *Class trips or special events*

*2-3 selling periods*  *Participation in class competitions*

*Work registration*  *Maintain communication with class moms*

***Publicity***

* *You may begin putting up posters or campaigning no earlier than 6:00 A.M. on* ***Monday, March 9****. This includes the use of any internet campaigning like Twitter etc.!*
* *You are responsible for supplying your own campaign materials. (MAX $75 budget, keep receipts)*
* *Signs/Posters* ***may be hung on OLD BUILDINGS and ONLY the BRICK part of new facilities.*** *Do not hang materials on the* ***pillars of new buildings****. Do not tape signs onto windows.*
* *Use your judgment in where signs are posted and what they say. Do not climb on roofs or buildings. In the case of a serious breach in good judgment concerning location or content of posters or campaign materials, a candidate may be disqualified from the race.*
* *Candidates will be limited to having no more than* ***30*** *signs up at any one time.*
* *Parents may not hang up posters for you while you are in class.*
* *Use* ***blue painters tape only*** *to hang your signs. Do not use packing tape, duct tape, staples or staple guns.*
* ***Remove your campaign materials by noon on Thursday the 12th****. The election results will not be announced until all campaign materials are taken down.*

***Campaigning***

* *You may not campaign around any of the computer labs. This includes signs, stickers and verbal campaigning. If administrators monitoring the voting see inappropriate behavior, candidates may be removed from the race.*
* *Campaigning should focus on what you have to offer as a leader and* ***should not be in any way an attack on your running opponents.***
* ***You may not distribute any candy, post-it notes, drinks, noise makers, food, stickers, toys or favors. All violators will be disqualified.***
* *Shirts, buttons, pins and hats are allowed as long as you do not exceed the $75 budget.*
* *Clean up and pay attention to poorly hung up posters that you made.*

***Voting***

* *Go to the website:* [*http://eduballot.votenet.com/srvhs/login.cfm*](http://eduballot.votenet.com/srvhs/login.cfm)
* *Your username is your student ID. (Note if an ID number starts with 0 such as 023344, all leading zeros will be taken off, so the number will be 23344)*
* *Your password is your phone number including parentheses around the area code, your first 3 numbers, a hyphen then the last 4 numbers. EXAMPLE: (925)123-4567*
* *Vote for your four class officers as well as ASB President and ASB Vice President. Make sure to read the bios!*

***Specific Committee Questionnaire***

**Below are the descriptions of the various appointed positions in Leadership. Please list your top three choices on a separate piece of paper and answer the questions included below with the job descriptions of your desired positions**. **If you are running for an ASB appointed position, answer the questions that follow for your desired ASB position, as well as the questions that follow for your top three committee choices if you are not to be appointed.**

Video/Multimedia:

Members of Video/Multimedia are responsible for making all rally and assembly videos. This committee also organizes and creates the videos for and the Renaissance assembly.

1. **What experience do you have with Video Production and what software have you used?**
2. **Are you good at time management? Explain.**
3. **Please submit a video project that you have created via disk or YouTube link.**

Sound:

Sound members are responsible to provide music at lunchtimes, rallies, and other school activities. Must be willing to miss lunch on Fridays and sometimes twice a week. They must organize Battle of the Bands and other concerts. It is their job to maintain sound equipment and touch microphones.

1. **What experience do you have with soundboards and other sound equipment?**
2. **What new ideas do you have for the sound committee?**
3. **Design a sample play list for Dodge ball week.**

Rally:

Rally organizes and runs all rallies, lunch-time activities, Dodge ball, and Greek Games. Rally members must be comfortable speaking in front of very large crowds and show school spirit. Must be a junior or senior next year.

1. **Describe a specific example that showcases your ability to speak to large audiences.**
2. **Plan a rally of your choice to replace the blacklight rally. This should draw a crowd of all grades, genders, and interests. Should include theme, explanation of activities, and description of the intro video.**
3. **How would you handle booing, low attendance, or inappropriate crowd behavior?**
4. **Come up with a theme and design a t-shirt for a rally-related event (Dodge ball, Homecoming, etc.).**

Co-curricular:

Co-curricular is involved with supporting extra-curricular events and managing all of the campus clubs. Members are also responsible for organizing Mr. GQ and for awarding fine art accomplishments.

1. **What experience do you have with on-campus clubs and how could you improve the club system?**
2. **Explain your ideas for the Mr. GQ competition, positive and negative criticism, as well as any theme ideas you have for next year’s GQ competition.**
3. **In what ways would you like to change the way we recognize the fine arts?**

Staff Support:

Staff Support members coordinate various teacher recognition projects like staff pal cards, luncheons, staff of the week, and teacher appreciation week. They recognize staff birthdays and organize numerous campus projects.

1. **Who is your favorite teacher on campus and why?**
2. **How would you recognize staff in new ways? What new birthday and luncheon ideas do you have?**
3. **What ideas do you have for an inexpensive gift that we could give to each staff member along with a clever slogan or logo with it about teacher appreciation?**

Community Special Teams

Community Special Teams spends their time making sure that our school is well involved with the surrounding community. Community Special Teams helps to recognize students at SRV but also takes on community projects such as the Blood Drive and works with the American Cancer Society and other organizations. They also participate involved with IMPACT.

1. **What birthday treat (keep in mind the limited budget) would get all students excited?**
2. **What motivates you to do give back to your community and what community service are you involved in outside of SRV?**
3. **What kind of community service projects would you like to see SR get involved with, and how would you advertise them?**
4. **Why should middle school students look up to you as a role model?**

Academic Recognition (Awards):

Academic Recognition members are responsible for all student recognition activities, including quarterly Renaissance awards, staff choice awards, and assemblies.

1. **What recommendations do you have to make assemblies more interesting to more students?**
2. **What do you know about the Renaissance program and what changes would you make to improve it?**
3. **Are there any other ways in which you think SR could reward students?**

Student Support:

Members of student support go to Charlotte Wood and Stone Valley for IMPACT and organize Red Ribbon Week. They welcome new students and talk to the freshman about San Ramon events and plan for Link Crew.

1. **Why do you think that you would be a good role model for middle school students?**
2. **What is your view on drug and alcohol use at SRV? How could we raise awareness at SRV?(i.e. assembly, publicity)**
3. **Design a theme for Link Crew(slogan, tshirt, “message” behind the theme) that you think would make the freshmen feel welcomed home.**

Spirit

Members of Spirit are responsible for organizing dress-up days, awarding Leader of the Week, inventorying and organizing the kiosk, handling public relations with parents and school officials, and organizing rewards for CAHSEE and EAP. They also must update the weekly “What’s up at SRV” bulletin.

1. **What items would be an exciting addition to our kiosk inventory? List and describe at least three.**
2. **Design a theme week for a typically “boring” week at SRV. (like winter dress-up week… but not in winter)**
3. **In what ways would you improve the Homecoming Parade next year for the crowd and participants?**

Publicity/Historian:

Publicity/Historians publicize school events, keep inventory and order class materials, and maintain the birthday board and school calendars. They create the end-of-the-year leadership memory box and keep the leadership room clean and organized.

1. **Are you an artistic person? If so, describe something you have made, created, or prepared that exhibited your artistic talent.**
2. **How would you add pizazz while maintaining organization within the Leadership Room? Be creative.**
3. **Imagine the annual Dessert Choir Show is coming up. Describe a means of publicising this event and attach a sample to this application.(i.e. clever tweet, poster, flyer)**
4. **What are other ways we can publicize SRV events besides big posters?**

Athletics:

Members of Athletics are in charge of decorating and promoting all SRV sporting events and promoting school pride. This committee is also in charge of the annual Homecoming parade and powder puff.

1. **What ideas do you have for the Homecoming festivities (game, parade, shirts, etc)?**
2. **Are there new ways in which you would like to recognize athletes or fans?**
3. **There is a SRV varsity soccer player named Albus Mandela. Create an individual sign for him (rhyme/pun/encouragement involving his name and sport).**
4. **Design a shirt or jersey.(i.e. Beat MV, Sixth Man jersey, 12th Man shirt). Attach your small design to this application.**

**ASB Appointed Positions**

**ASB (Associated Student Body) is a student elected/appointed committee where students represent the entire population of the school. ASB members spend time brainstorming ideas to better the campus and the campus life. ASB is required one lunch meeting every week, several retreats throughout the year, and time during summer to plan events for the leadership class and for the entire school for the upcoming year.**

**\*\*** These positions are appointed positions, not elected. If you are planning on running for the ELECTED ASB President/VP, then please follow the previous election procedures. (page 7)\*\*

**QUESTIONS FOR ALL ASB APPLICANTS:**

1. **Explain how you have been dedicated to showing Leadership at SRV and how you could continue this on ASB.**
2. **Why should you be chosen to become a member of the 2015-2016 ASB team?**
3. **Explain any experience you have going above and beyond to demonstrate leadership to your peers.**

**ASB President**

Like the school-elected ASB president of 4th period, the appointed ASB president will run the 5th period leadership class. The appointed ASB president will lead class every day, student council on Tuesdays, as well as fulfilling the ASB duties.

1. **Do you feel comfortable controlling/maintaining the order of a classroom of 50+ teens?**
2. **Are you comfortable with basic parliamentary procedures?**
3. **Describe a time where you demonstrated professionalism and comfort speaking to adults.**

**ASB Vice President**

The appointed 5th period ASB Vice President helps the President when necessary and also aids in maintaining class order. VP assists in homecoming and spirit activities, organizes Leadership elections packets and interviews, and also must fulfill ASB duties.

1. **Are you able to speak comfortably with professionals? (ex, admin, community members, etc)**
2. **Can you juggle multiple tasks without losing your cool? Are you organized? Explain.**

**ASB Secretary**

In addition to the ASB duties, the ASB secretary takes care of all correspondence for leadership as well as minutes and records. He/she records weekly student council meetings and committee reports. He/she also helps out with the homecoming court.

1. **What organizational skills do you possess?**
2. **How good are you at taking notes and typing fast?**
3. **Describe how comfortable you are at helping control the classroom.**

 **ASB Budget Director**

In addition to the ASB duties, the budget director organizes and manages the budget and monetary concerns of the class. He/she will work with the school’s bookkeeper regarding leadership fees, fundraisers, deposits and reimbursements.

1. **Are you an extremely organized person? Explain.**
2. **Do you have any finance or budgeting experience? If so, give examples and explain if/how you handled difficulties.**

**ASB Speaker**

In addition to the ASB duties, the ASB speaker is the voice for all correspondence at SRVHS and the community. He/she writes weekly board reports and is a member of the SRVUSD board, along with PTSA, and runs the House of Reps.

1. **Do you feel comfortable speaking in front of an audience of adults?**
2. **What qualities do you have that represent our school in front of the community?**
3. **Please write a mock paragraph about events going on at San Ramon during any week of your choosing. (ex. Homecoming Week, Dodgeball, Finals, etc)**

**ASB Public Relations**

In addition to the ASB duties, the ASB public relations officer is a member of PTSA, House of Reps, and is in charge of Peres and other community service projects.

1. **Do you feel comfortable speaking in front of an audience of adults?**
2. **How would you expand San Ramon’s participation in the community?**
3. **What do you know about SR’s relationship with Peres?**

**Leadership Questionnaire for ALL Applicants**

Please answer on a separate sheet of paper (remember the 8x11 requirements)

1. How do you bring honor to San Ramon?
2. What ideas do you have that would make San Ramon more of a family or community? How would being a member of the Leadership class assist you in achieving this?
3. Leadership students are expected to be positive role models. What makes you a positive role model for all students at SRV?
4. Describe your all-time favorite memory at San Ramon and explain why it is your favorite.

**Leadership Questionnaire for New Applicants**

Please answer on a separate sheet of paper (remember the 8x11 requirements)

1. Why do you want to be in leadership and what do you know about the class?
2. What leadership roles have you had in the past?
3. What are some expectations you have of the leadership program at SRVHS?
4. What are your greatest strengths and weaknesses?
5. What is an ethical dilemma you have faced, what decision did you make, and why did you make that decision?
6. Is there anything else you would like us to share with us?
7. Only answer this if you have previously applied for the program and were not accepted: In what general and specific ways have you improved in the past year?

**Leadership Questionnaire for Current Leadership Students**

Please answer on a separate sheet of paper (remember the 8x11 requirements)

1. What have you learned about yourself and about being a leader from participating in the Leadership class?
2. What committee were you in this year? What did you personally do in this committee that displayed initiative and went above and beyond what was asked of you?
3. What motivates you to be a leader and how do you use your leadership skills on AND off campus?
4. Do you have any ideas on how to improve efficiency and quality of work in the Leadership classroom during a regular class period?
5. Why do you want to reapply to the Leadership class?
6. Is there anything else you would like to share with us?

2015-2016 Leadership Code of Conduct

Student and a parent must initial each section to acknowledge an understanding of the contract. As a Leadership student I understand that I am expected to abide by the following guidelines.

\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ 1. I understand SRVHS supports the philosophy of zero tolerance

student / parent for the use of alcohol and illegal drug use. In the State of California, it is illegal to drink alcohol under the age of 21. For this reason, the Leadership program believes it is important for leaders to abstain from substance use. Any student found using or selling alcohol or illegal drugs may be removed from the Leadership class/program.

\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ 2. In the State of California and in the city of Danville, it is illegal to provide or allow

student / parent for students under the age of 21 to drink alcohol. For this reason, the Leadership program believes it is important for all families to abstain from providing or allowing the consumption of alcohol by minors. Any student found hosting parties that provide alcohol or illegal drugs may be removed from the Leadership class/program.

\_\_\_\_\_\_\_/\_\_\_\_\_\_ 3. I agree to apply myself to my studies and maintain to the best of my ability

student / parent satisfactory grades with a minimum GPA of 2.0.

\_\_\_\_\_\_\_/\_\_\_\_\_\_ 4. I understand that school attendance is important and therefore I must

student / parent have regular attendance and promptness to all classes. Excessive tardiness and absences will not be tolerated.

\_\_\_\_\_\_\_/\_\_\_\_\_\_ 5. I understand that Leadership activities are before school, at brunch, lunch,

student / parent and after school. As a Leadership student and representative of the student body, I have an obligation to spend time out of the classroom on Leadership activities, it is expected and required.

\_\_\_\_\_\_\_/\_\_\_\_\_\_ 6. I understand Leadership students are expected to be a proper role model on

student / parent campus displaying exemplary behavior. Courteous treatment of fellow students, teachers, administrators, other staff members, and community members is expected and required. Any major violation of school policies may result in review of involvement in the Leadership class.

\_\_\_\_\_\_\_/\_\_\_\_\_\_ 7. I understand any student convicted of theft or any student who participates

student / parent in a physical assault on or off campus may be removed from the Leadership class/program.

**ANY deviation from the Leadership Code of Conduct may result in suspension and possible removal from Leadership class. Please consider it the responsibility of each student and parent to know and understand these expectations and consequences. Please sign, date, and return this paper.**

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print and include in your packet with information filled out**

**Packet Grading Rubric**

**Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_ Score (average of the 4 scores) : \_\_\_\_\_**

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| **Score** | **Committee Questionnaire Responses** | **Leadership Questionnaire Responses** | **Teacher Evaluations** | **Overall Effort and Appearance of Packet** |
| **5** | Extraordinarily detailed answers, shows complete understanding of job requirements, exhibits strong ability to perform required tasks, has excessive related experience, clearly spent a lot of time on writing their answers, responses are displayed neatly and coherently, no errors  | Extraordinarily detailed answers, complete understanding of leadership program , exhibits outstanding leadership qualities and enthusiasm, clearly spent a lot of time on writing their answers, responses are displayed neatly and coherently, no errors | Student rates extremely high in all categories, answers to questions show student is an extraordinary candidate | Packet is on time, neat, organized, typed, and all directions are followed; the candidate has gone above and beyond in attempt to make the packet appealing. |
| **4** | Detailed answers, shows understanding of job requirements, exhibits good ability to perform required tasks, has plenty of related experience, clearly spent time on their answers, responses are displayed neatly and coherently, few errors | Detailed answers, shows understanding of leadership program, exhibits leadership qualities and enthusiasm, clearly spent time on their answers, responses are displayed neatly and coherently, few errors | Student rates high in all categories, answers to questions show student is an great candidate | Packet is on time, neat, organized, typed, and directions are followed; the candidate has put a lot of effort into making the packet appealing. |
| **3** | Semi-detailed answers, some understanding of job requirements, exhibits ability to perform required tasks, some related experience, some effort apparent, easy to read, some errors | Semi-detailed answers, some understanding of leadership program, exhibits some leadership qualities, some effort apparent, easy to read, some errors | Student rates mediocre in all categories, answers to questions show student is an acceptable candidate | Packet is on time, fairly organized, typed or neatly handwritten, directions are followed; the candidate has put some effort into making the packet appealing. |
| **2** | Basic answers, little understanding of job requirements, shows little ability to perform required task, little related experience, little effort apparent, messy with errors | Basic answers, little understanding of leadership program, shows few leadership qualities, little effort apparent, messy with errors | Student rates low in all categories, answers to questions show student is an poor candidate | Packet is on time, unorganized, legible but messy, directions are loosely followed; little effort has been put into making the packet appealing. |
| **1** | Generic answers, not thought out, clearly shows no understanding of job or ability to perform, no experience, messy with no effort and lots of errors | Generic answers, not thought out, clearly shows no understanding of leadership program, shows no leadership qualities or enthusiasm, messy with no effort and | Student rates very low in all categories, answers to questions show student is not a good fit for the program | Packet is late, messy, illegible, unorganized, directions are not followed, and no extra effort has been made to make the packet appealing. |