

Classroom Norms. Do Be Do Be Do'sDo what is right

- You know what is right and wrong, choose to do what is right

**“Laws control the lesser man... Right conduct controls the greater one.” – Mark Twain**

**“It is our choices that show what we truly are, far more than our abilities.” – Albus Dumbledore**

Be Respectful

- Of yourself and of others
  - Suspend certainty - be open to others' ideas.
  - Challenge ideas, not people.
  - Treat others as you would want to be treated.
- Of property, yours and others
  - Keep food and liquids away from computers
  - Put trash and recyclables in appropriate containers
  - Store classroom materials *and calculators* when finished with them

**“Respect for ourselves guides our morals; respect for others guides our manners.” – Laurence Sterne**

Do not give up

- Attempt to complete each part of every assignment, ***if you need help ask for it!***
- Learn from your mistakes and build on your successes.
- Strive for excellence, set your goals high

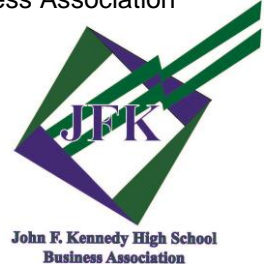
**“The quality of a person's life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor.”**

**– Vince Lombardi**

**“Do or do not... there is no try.” – Master Yoda**

Be Prepared

- Arrive on time
- Bring materials for class (paper, pen, pencil, textbook, notes, worksheets, assignments, etc.)
- Complete homework and class work on time
- File and organize your notes and assignments to use when studying for quizzes and tests
- Study for quizzes and tests
- Participate in class discussion and activities
- Participate in the JFK Business Association



**“If you are prepared, you will be confident, and will do the job.” – Tom Landry**

Do your best

- By doing your best you can be proud of what you accomplish Your best may require hard work, don't let a little hard work keep you from doing your best
- Take notes in class to use later in completing homework, projects, quizzes and tests
- Review returned assignments, quizzes and tests to learn from mistakes and improve
- The effort you put into learning will determine the level of skill and understanding you attain
- Use time effectively
- Track your grades and progress in Student/Parent Portal

**“All we have to decide is what to do with the time that is given to us.” – Gandalf**

**“Doing the best at this moment puts you in the best place for the next moment.” – Oprah Winfrey**

Complete the other side and return this portion by  
August 28, 2015



**Class Description**

A project-based leadership course, develops student understanding and skills in communication skills, emotional intelligence, operations, and professional development. Students acquire an understanding and appreciation of the need for leadership skills. Leadership utilizes an on-going service-learning project for course delivery and reinforcement. No prerequisite.

**Web Page**

- Information about this class can be found at the web site <http://robpolete.wordpress.com>
- Assignments, projects, class notes, and other useful information can be found by clicking on the Leadership link in the Class Menu.

**Use of Personal Electronic Devices, Food and Drink**

- No cell phones, iPods, PSP's, or other personal electronic devices are to be used during instruction.  
**I WILL TAKE ANY THAT I SEE!!!**
- You may listen to music using headphones when working independently on projects. You will be asked to turn down the volume if it is too loud. **PHONE CALLS AND TEXTING ARE NOT ALLOWED ANY TIME DURING CLASS!!!**
- You may not have food or drink near computers.  
**DO NOT EXPECT TO BE ALLOWED TO LEAVE CLASS TO GO TO THE VENIDNG MACHINES!!!**

**How to THRIVE in Leadership.**

- Be on time to class everyday (the first few minutes of instruction are vital to your success).
- Participate and actively engage in the daily lessons. It will be your responsibility to monitor your progress and to make action plans on how you are going to complete projects on time. Check grades in Student/Parent Portal at least once each week.
- Follow all homework/class work directions as assigned
- Take advantage of the tutoring and before/after school hours to receive extra help when you do not understand a concept.  
**I will be available during lunch and 30 minutes before and after school most days except Wednesday after school.**
- Keep your work organized, as this will help you to be more productive and successful.
- Do your own work. **Students found copying work or cheating on tests or assignments will not receive credit.**
- Use a Google Drive or a flash drive to store a copy of your work.
- Know your ids and passwords to get onto the network, Google, e-mail, and Student Portal for classroom participation.
- Graded assignments will be returned in the file cabinet next to the door. Find the drawer for your class and your folder.
- Join the JFK Business Association and participate in the Leadership and Business Skill FBLA/DECA competitive events.

**Attendance Policy:**

- **Excused absences:** It is your responsibility to make up work following an excused absence. You have two days for every day of excused absence to turn in assignments without a reduction in points. Check the class web page for what you missed in class. **Your attendance should be 92% or better – Your boss would expect this at work I expect in in class.**
- **Tardies:** If you are late to class you will be asked to sign the Tardy Tally. Parents will be notified after the 3<sup>rd</sup> and 5<sup>th</sup> unexcused tardy. Students will be referred to counseling office after the 6th unexcused tardy.

**Grading Policy:**

- **Tests/quizzes (40%), homework/class work/projects (50%), and participation (10%)** are all a part of your grade.
- **Late work will be assessed a 20% grade reduction if more than 5 days late.**

Track you grades every week in Student/Parent Portal. They are your grades, take responsibility for them. If you have any questions please e-mail me at [Robert.Polete@dpsk12.org](mailto:Robert.Polete@dpsk12.org) or call me at (720) 423-4484. The grading scale is as follows:

93% - 100%	A	87% - 89%	B+	77% - 79%	C+	60% - 69%	D	0% - 59%	F
90% - 92%	A-	83% - 86%	B	73% - 76%	C				
		80% - 82%	B-	70% - 72%	C-				

**Complete and return this portion by August 28, 2015. Please print clearly. Keep the information above for reference.**

have read and understand the guidelines and policies for Mr. Polete's Leadership class at JFK High School.

Student Name \_\_\_\_\_ Student e-mail \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Contact Phone #'s (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Parent/Guardian e-mail(s) \_\_\_\_\_

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

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Period \_\_\_\_\_