



Thomas Jefferson High School

Federal Way Public Schools

Course Syllabus 2016-2017



Class: Leadership & Mentoring

Period: 3, 4, 7, & 8

Teacher Name/Room Number: Mr. Veitenhans (Pronounced feet-n-hands) in the ASB Room

Communication: Phone- 253-945-5627
Email- cveitenh@fwps.org (preferred as I do not answer the phone during class)

Course Summary/Goals: Leadership & Mentoring is broken down into three main areas:

- **Mentoring** focuses on learning skills and techniques to effectively help freshmen transition to the high school environment. Students will be taught how and demonstrate their ability to facilitate, lead effective debriefs, and create lessons that meet the needs of the freshmen class.
- **Character** asks students to reflect on their own personal values as it relates to their ability to be an effective leader. We emphasize a servant leadership philosophy in which leadership is built on influence rather than taken with control.
- **Project Planning** teaches students the skills to successfully plan and implement projects. Students will use the design cycle to investigate, plan, create, and evaluate issues and solutions at TJHS.

Instructional Materials/Textbooks Used:

- Your student needs either a pen or pencil and to maintain a provided binder during class time.
- Computers are available for student use. They must have their parent or guardian sign a technology permission form. Please do this as soon as possible. All student use on the computers is monitored.

Classroom Expectations:

Students at Thomas Jefferson High School will take pride in their efforts and will put these guidelines into action each day.

- *Be responsible
- *Cooperate with others
- *Make an honest effort
- *Respect the rights and property of others

Homework Procedures/Expectations:

- Take initiative to practice concepts covered in class
- Discuss with parents/guardians/someone questions they have or what they have learned
- Projects assigned throughout the semester will have class time given, but remainder of unfinished work is expected to be completed as homework.

Grading Procedures:

The Federal Way Grading System:

- Each course has a set of learning standards (*priority standards*). These can be accessed on the FWPS website (<http://www.fwps.net/teaching/sbe/staff/priority-standards/6-12/>)
- Individual assignments are linked to one or more priority standards, and the score for that assignment will be averaged with all other assignment scores in that priority standard, resulting in an overall score for that standard.
- The class grade is the result of the average of all priority standard scores.
- Please check your child's grade frequently using the district app or ParentVue.
- You may need to contact the counseling office to get the password for your student (twarrior@fwps.org)

Thomas Jefferson High School Grading System:

In the grade book, students will be graded on a 1-4. 1 = Below Standard, 2=Approaching Standard, 3 = Meeting Standard and 4 = Exceeding Standard. As there is no "0" score available, a "1" will also be given to students who do not turn in an assignment. Class grade barriers are as follows: A = 4.0-3.5, B = 3.5-3.0, C= 3.0-2.3, F= below 2.3

Teachers will make an effort to note in the grade book if an assignment is missing to help parents and students keep track of what is missing.

Due dates and meeting due dates are an important part of student learning. The teacher will provide students with due dates well in advance of work to be submitted.

There are situations beyond a student's control that prevent them from meeting the deadlines provided. Please communicate before class or a given due date about what these issues are so that we can work together to find a solution.

Reassessment Policy:

- TJHS students will have multiple opportunities to achieve mastery of a Priority Standard. This includes re-taking portions of tests (Policy 2420P), recognizing that students learn at different rates and times.
- Students are guaranteed at least two attempts for each priority standard. For projects, standards will be assessed multiple times so retakes are not offered. For tests, students are able to take retakes in order to demonstrate mastery.

Formula for Success:

1. Arrive on time and prepared for class
2. Utilize the goals of the IB Learner Profile - Approach your classes with a growth mindset. The learning is the most important element. Take pride in your own work, acknowledge when you have fallen short of your capabilities, and learn from your errors.
3. Students take responsibility for their learning by:
 - Bring Planner to class daily
 - Complete daily work on time
 - Communicate with teacher and parents about class information and needs
 - Check grades regularly on StudentVue (Grades will be updated at least every 3 weeks)

Attendance and Tardies:

Showing up for school has a huge impact on a student's academic success. We realize some absences are unavoidable due to health problems or other circumstances. When students miss too much school— regardless of the reason – it can cause them to fall behind academically.

Attendance is key to student success. Your child is less likely to succeed if he/she is chronically absent or late (excused or unexcused). Chronic absence is defined as more than 8 absences a year. Please ensure that your child attends school every day and arrives on time. Students are expected to be in class when the bell rings. After an absence, students must follow up with the teacher about missed work. The daily standards, expectations and Do-Now review are shared at the beginning of the period. Students arriving late to class may miss out on the tools they need to be successful in class.

How to get help:

The door is always open before and after school for students to receive help and lunch time sessions can be arranged if requested. An activity bus is available to take students home at 4:00 on afternoons should they decide to stay late

Academic Integrity:

At TJ, academic integrity is a guiding principle in all classes. Students must be diligent in protecting their academic reputation and avoiding all forms of plagiarism, academic misconduct, collusion, and cheating.

Discipline:

District policies apply. Each student is accountable for his/her own actions. To be successful, each student must treat others in a respectful manner. When a student does not uphold the rules, there will be a fair and clear process to resolve the situation. The student, teacher, administrator and parent will work together to resolve situations and assign consequences as needed.