

Personal Leadership Class Application

Leadership Goals

- Enhance/Develop Leadership Skills
- Mentor DeSoto Central Elementary School, DeSoto Central Middle School students, and Pleasant Hill Elementary School students
- Equip Leadership students with skills in human interaction, problem solving, and decision-making.

Mentor Requirements

- NOT having ANY disciplinary referrals that result in ANY disciplinary action
- Maintaining a GPA of 3.0 or above.
- Possessing strong leadership skills and being active in DCHS activities.
- Possessing strong communication skills and being motivated to work with children.
- Possessing strong writing/organizational skills and completing all required assignments.
- Working with children.
- Being positive role models that represent the school well. Negative behavior/complaints from mentors' teachers/mentors' school is prohibited.
- Not participating in any illegal activities, including but not limited to: tobacco, alcohol, drug use theft, vandalism, etc. Participation in any of these activities will result in disciplinary action.
- Using respectful language at all times. Do not use profane language or engage in inappropriate behavior. This includes all Internet sites/Apps and other social media where pictures can be posted. All Internet posts/pictures must be appropriate for representing leadership in a positive manner. Consequences may result in immediate dismissal from the mentor program.
- Showing respect to all other mentors, mentees, mentor school teachers, and mentor school administrators at all times. DeSoto County Schools has a Zero Tolerance policy for bullying. Bullying will NOT be tolerated. Consequences could result in immediate dismissal from the mentor program.
- following all policies and procedures in the DCHS Handbook

Class Requirements

- Providing personal transportation to and from the mentor schools.
- Mentoring primary and elementary students using the "Big Brother/Big Sister" approach.
- Reflecting about experiences during the mentor program and about leadership qualities.
- Preparing activities to share with mentor students.
- Serving the student body through participation in numerous school related activities.

Leadership Procedures/Expectations

1. Mentors will report to Mrs. Wooley's class, 3rd Block unless advised otherwise.
2. Students MUST text Mrs. Wooley upon arrival to the each school. Failure to text Mrs. Wooley before entering the school will result in an absence.
3. Students must report to their designated school on the designated date at the designated time. Failure to report, text, and sign in will be considered skipping and result in disciplinary action.
4. **Students WILL NOT have their phones out ANYTIME while visiting schools.** Texting Mrs. Wooley must be done from students' vehicles before entering the building.
5. Students will sign their name on the sign-in sheet at each school. Students WILL NOT sign other students' names at any time. Counselors will send sign-in sheets periodically.
6. Students MUST keep a daily log that includes the date, arrival time, departure time, school attended, and mentored children's names in a folder. A description of the activity completed with the child will also be recorded. Students will be required to write a reflection of each week. (not a summary, but thoughts on the week's events) Each student will keep this information in a folder and turn it in on Fridays. Each student will pick up his/her folder on Monday before reporting to the mentor school. This log will contribute to leadership students' grades.
7. Students MUST contact Mrs. Wooley prior to being absent. This is mandatory. Children from these schools are dependent on Leadership students for support.
8. Students MUST be prepared for each mentor day. Students will provide activities for his/her mentor students. Counselors/teachers from mentor schools will usually have activities for mentors to complete with mentees.
9. Students will be observed periodically onsite at the mentor schools. These observations will contribute to students' grades. Students are expected to follow all rules and guidelines for the Leadership class.
10. Students are expected to follow all policies and procedures as outlined in the DeSoto Central High School handbook.
11. Students will eat out periodically throughout the semester. This activity helps develop relationships and is part of the leadership class.
12. Students must use mentor time for mentor time. If for some reason a teacher asks a student to stay after 2nd block to complete an assignment, the student will tell him/her that he/she will return to school after the required mentor time. Students CANNOT be late to mentoring. If someone asks a student to stay, the student's answer will be "No."
13. Students must maintain a positive attitude and maintain a good relationship with other mentors. Mentors will be attending schools together; therefore good rapport with other mentors is mandatory. Mentors are chosen to mentor, not to display any behavior that is disruptive to the orderly process of education.
14. Students must maintain excellent representation of a leader. Respectful use of social media is required. Mentors must display behavior of a leader. Failure to comply with this rule will result in disciplinary action

and/or removal from the mentor program. All Internet posts/pictures must be appropriate for representing the program in a positive manner. Mentors must display behavior that is representation of a leader.

Consequences

Daily grades will reflect adherence to these policies. Deductions in grades will be made accordingly. Failure to meet in any of these expectations/requirements may result in disciplinary action and/or removal from the mentor program.

Please feel free to email me anytime at the following email address: tara.wooley@dcsms.org

APPLICATIONS ARE DUE NO LATER THAN FRIDAY, APRIL 13, 2018, TO MRS. WOOLEY, B20.

List any school service in which you have participated while attending DCHS:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ADDITIONAL REQUIREMENTS:

1. **One sponsor** from a school organization must complete an evaluation form and return it **to the applicant** in a sealed envelope **supplied by the applicant**.
2. **One counselor from DCHS** must complete an evaluation form and return it **to the applicant** in a sealed envelope **supplied by the applicant**.
Three (3) teachers from this current year - **1 English/1 Math/1 of your choice** (must be from 2017 - 2018 school year)
3. **(1 must be an English or Math teacher from the current year)** must complete teacher evaluation forms and **return them to applicant** in a sealed envelope **supplied by the applicant**.
4. **One (1) person (non-family member)** from outside school must complete an evaluation form and **return it to applicant** in a sealed envelope **supplied by the applicant**.
5. **One (1) TYPED essay titled "I am a Leader."** This essay should reflect reasons why you are a great candidate for this class. **It must be TYPED IN MLA FORMAT!**
6. **Complete attached questionnaire.**

Applicants are responsible for supplying an *envelope* for teachers/sponsors. Please complete the form, seal the envelope, and sign your name across the seal. Applicants are responsible for collecting them no later than Friday, April 13, at 3:00 P.M.

DeSoto Central High School
Leadership
RECOMMENDATION FORM

TO BE COMPLETED BY STUDENT

Full Name _____

Grade in which this student is running: _____

Evaluator's Name _____ Teachers must be and English, Math, and subject of your choice.

TO BE COMPLETED BY EVALUATOR

Each candidate for Leadership must furnish recommendation forms to be eligible to run for office. If there is a reason you feel this student should not represent DCHS, please include your comments on the back. Please fill out this form candidly because your input does make a difference! No candidate will be allowed to see your recommendations.

	BELOW AVERAGE 1 point	AVERAGE 2 points	ABOVE AVERAGE 3 points	EXCELLENT 4 points	OUTSTANDING 5 points
Attitude and Behavior <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
(Is this person cooperative and attentive? Do they follow guidelines?)					
Attendance/Punctuality <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
(Do they attend regularly? Are they on time?)					
Dependability <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
(Does this person have self-discipline? Can you count on this person to get the job done?)					
Maturity <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
(Does this person accept responsibility for their actions? Can this person take constructive criticism? Has this person exhibited integrity?)					
Initiative <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
(Does this person start projects or assignments on their own?)					
Character <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
(Has this person shown respect for you and others? Is this person willing to listen to others?)					
Communication <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
(Does this person work well with peers and adults?)					

Evaluator's Signature

Date

total points

Strengths/Weaknesses _____

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Leadership
RECOMMENDATION FORM

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Full Name _____

Grade in which this student is running: _____

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DeSoto Central High School Leadership RECOMMENDATION FORM

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Full Name _____

Grade in which this student is running: _____

Evaluator's Name _____ Teachers must be and English, Math, and subject of your choice.

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Attendance/Punctuality <input type="checkbox"/> (Do they attend regularly? Are they on time?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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_____ Evaluator's Signature _____ Date _____ total points

Strengths/Weaknesses _____

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Personal Leadership Class Application Cover Letter and Checklist

Name: _____

Date Turned in: _____

Cell Number : _____

I am able to be enrolled in this class during 3rd block for (circle one) 1st Semester
2nd Semester
either

I can provide my own transportation to and from the mentor schools. YES NO
(DCES, DCMS, & PHES).

Do you have Work Release for the semester you requested? YES NO

List the course(s) that you will request to drop from your schedule, if selected for this class:

Checklist (in this order):

Turn in your application in THIS order.

1. Cover letter/checklist (this sheet)
2. Application filled out completely
3. Completed Questionnaire
4. The following evaluation forms in individually sealed envelopes:
 - *One sponsor from school organizations
 - *One counselor
 - *Three teachers from this current year (**1 English/1 Math/1 of your choice** (must be from 2017 - 2018 school year)
 - *One person (no family members) from outside schoolTOTAL – 6
5. One (1) essay titled “I am a Leader.” This essay should reflect reasons why you are a great candidate for this class. (MLA format)

Students who do not return applications with all six (6) evaluations in individually sealed envelopes WILL NOT be considered for the Leadership class.

Space is limited, so complete the application to the best of your ability. ALL APPLICATIONS ARE DUE NO LATER THAN 3:00 P.M. FRIDAY, APRIL 13, 2018 TO MRS. WOOLEY, B20.

YOU MUST FOLLOW ALL DIRECTIONS OR YOUR APPLICATION TO BE CONSIDERED FOR THIS CLASS.

APPLICATION FOR DESOTO CENTRAL HIGH SCHOOL
PERSONAL LEADERSHIP CLASS QUESTIONNAIRE

Name _____

Answer the following questions in complete sentences. PLEASE BE HONEST. SPACE IS VERY LIMITED.

1. Why do you want to become a mentor? _____

2. Do you have any previous experience volunteering or working with youth? (age K-5) If so, please specify. _____

3. Describe your experience working with students (age K-5). _____

4. What qualities, skills, or other attributes do you feel you have that would benefit a youth? Please explain. _____

5. How would you describe yourself as a person? _____

6. How would your friends, family, and co-workers describe you? _____

7. Are you willing to do a book study that will aid in getting to know about yourself as a person and about what skills you possess or need to be a great leader? _____

8. Leadership class involves devoting 45 minutes to a little over an hour of mentoring daily without the use of cell phones. Will this be a problem? _____

9. Can you commit to participate in the mentor program with little or no absences and go to the designated school on the designated date at the designated time? _____

10. Can you commit to keeping a daily log/journal about your experiences as a mentor and/or presenting activities to students if chosen for the leadership class _____
