



SY 2009-2010 Syllabus

Scholars Name _____ Current School _____

Class 2 3

Education Coach: _____ Leadership Coach: _____

College Coach: _____

Scholars2Leaders (S2L) Academy

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Scholars2Leaders (S2L) Academy
Mission and Goal

➤ **MISSION**

To develop young leaders who embody the knowledge and skills necessary to positively impact society emphasizing leadership, mentorship, scholarship, and entrepreneurship

➤ **HOW DO WE ACHIEVE OUR MISSION?**

By developing scholars with the ability to think critically about the social issues of the world around them, solve complex problems that do not have obvious answers, and become a positive influence among others.

Scholars2Leaders (S2L) Academy Faculty Information

Faculty Name	Faculty Title	Contact Numbers	GMail
Manomay Malathip	Vice President Program Management	816-932-1235 (office) 816-695-2553 (cell)	mmalathip@kscholars.org
Johnny Felder	Director, Leadership	816-932-1142 (office) 816-588-9424 (cell)	jfelder@kscholars.org
Chrystal Truss	Administrative Assistant	816-932-1266 (office)	ctruss@kscholars.org
Tanesha Nooner	College Coach – MO	816-932-1401 (office) 816-695-0980 (cell)	tnooner@kscholars.org
Denise Hastings	Education Coach – KS	816-932-1038 (office) 816-645-8559 (cell)	dhastings@kscholars.org
Natalie Lewis	Education Coach – MO	816-932-1441 (office) 816-898-6752 (cell)	nlewis@kscholars.org
Laura Sanchez	Leadership Coach – MO	816-932-1271 (office) 816-797-9759 (cell)	lsanchez@kscholars.org
Nicole Jacobs	Leadership Coach – KS	816-932-1043 (office) 816-797-8421 (cell)	njacobs@kscholars.org
Claudia Vazquez-Puebla	Director, Mentorship	816-932-1026 (office) 816-695-2791 (cell)	cpuebla@kscholars.org
AMBASSADORS CONTACT INFORMATION			
Nick Hardesty	Ambassadors Team	816-932-1088 (office) 816-885-6431 (cell)	nhardesty@kscholars.org
Lucius Perry	Ambassadors Team	816-932-1071 (office) 816-695-2774 (cell)	lperry@kscholars.org

KAUFFMAN SCHOLARS WEBSITES

General Public: www.kauffmanscholars.org

Scholars ONLY: www.kscholars.org

Gmail: mail.kscholars.org (check gmail daily for most updated information)

KAUFFMAN SCHOLARS ADDRESS

Kauffman Scholars, Inc.
4801 Rockhill Road
Kansas City, MO 64110
816-932-1266

Scholars2Leaders (S2L) Academy Faculty Responsibilities

Leadership Coach	Education Coach	College Coach	S2L Team Leader (Faculty)
<p>This is the person you contact if you need to discuss any social and/or personal issues as you progress as a young adult.</p> <p>The types of conversation should be along the lines of (examples):</p> <ul style="list-style-type: none"> • I have a friend who I thought was cool but I found out that she is spreading rumors about me...how do I handle that? • My dad is not around and I don't know how to feel about that? • My boy/girlfriend wants to take our relationship to the next level and I don't know if I'm ready, what should I do? • I want to learn how to be a better speaker, where can I get some help? 	<p>This is the person you contact if you need to discuss anything related to your academics and school.</p> <p>The types of conversation should be along the lines of (examples):</p> <ul style="list-style-type: none"> • My Science teacher is treating me unfairly in class, what can I do? • I have an A in class but now I have a C because I didn't do well on my test, what can I do? • I don't know what classes to take next semester to better prepare me, can you help? • I need some help with Math but I don't know where to start, can you help? 	<p>This is the person you contact if you have questions about how to get into the college or any college/university related questions.</p> <p>The types of conversation should be along the lines of (examples):</p> <ul style="list-style-type: none"> • I don't know what I want to do as a career, what kind of major should I select? • I haven't taken my ACT test yet, what do I need to do? • What is FAFSA? • I'm not sure what college/university I want to go to (big, small, far close, private, public) because there are so many, where do I start? 	<p>This is the person you contact if you have questions about anything related to Scholars2Leaders Academy. It is possible to have one of the Coaches listed on the left as your Team Leader.</p> <p>The types of conversation should be along the lines of (examples):</p> <ul style="list-style-type: none"> • I'm going to be late to S2L, what do I need to do? • I missed S2L so I don't know what I missed and what homework I am to complete, can you help? • What happens when I am absent from S2L? • I don't know how to complete my S2L assignment, where can I get some help?

It is important you have access to a computer with internet to check your Gmail on a daily basis for the most up-to-date information! You can go to the following locations!

<p>Donnelly College 608 North 18th Street Kansas City, KS 66102 Contact: Mrs. Daniels before you go (816) 714-9559</p>	<p>Westport High School 315 East 39th Street Kansas City, MO 64111 Contact: Mr. Herrington before you go (816) 877-6602</p>	<p>Your Local Library To find out locations go to Kansas: http://www.kckpl.lib.ks.us/LOCATE.HTM Missouri: http://www.kclibrary.org/branches</p>	<p>If you can't go to any of the places listed on the left hand side GO TO YOUR FRIENDS HOUSE or use your SCHOOL computer lab.</p>
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S2L Classes - C3	Attend	Absent	Study Hall	Assignment
Thursday, September 10, 2009				
Thursday, October 01, 2009				
Thursday, November 05, 2009				
Saturday, November 14, 2009				
Thursday, December 03, 2009				
Thursday, January 14, 2010				
Thursday, February 04, 2010				
Saturday, February 27, 2010				
Thursday, March 04, 2010				
Thursday, April 01, 2010				
Thursday, May 06, 2010				
Saturday, May 22, 2010				

Mentor w/ Big Brother/Sister	Attend	Absent
September		
October		
November		
December		
January		
February		
March		
April		
May		

College Residential Institute	Attend	Absent

Face2Face	Attend	Absent	
Sept/Oct/Nov/Dec			
Jan/Feb/Mar/Apr			
May/Jun/Jul/Aug			

Scholar-Centric Network	Attend	Absent	
1st Semester Meeting			
2nd Semester Meeting			

Workshop Sessions	Attend	Absent	
Leadership			
Education			
College			

Grades	"F"	"D"	Action Plan
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			
Behavior	OSS	ISS	Action Plan
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			

ACT	Score	Not Taken

**Inclement Weather Hotline:
816-932-1244**

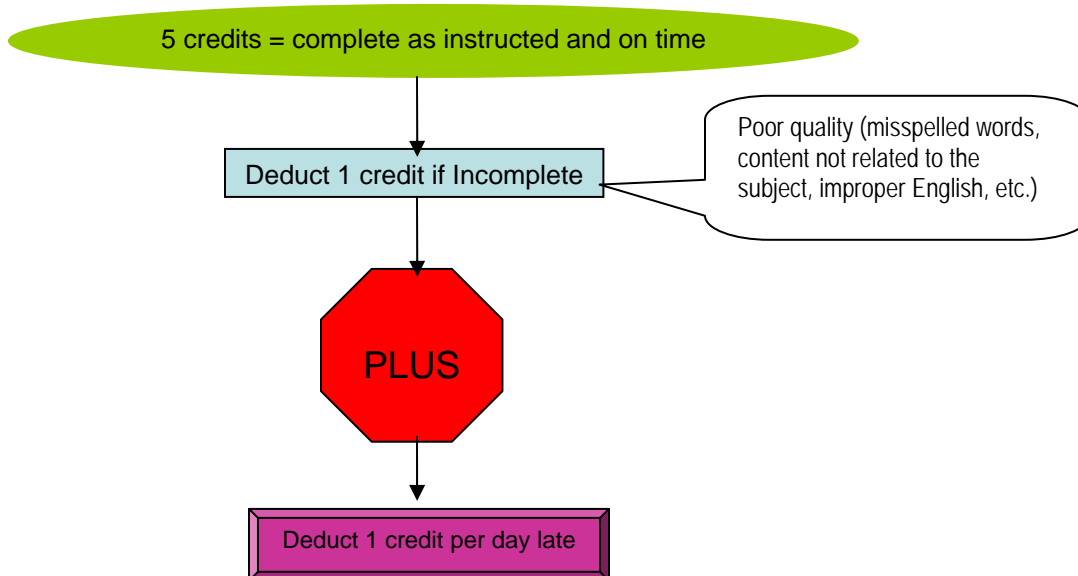
In case of severe weather you can check the following locations to see if S2L Academy or other KSI activities have been cancelled.

- Inclement weather hotline at 816-932-1244
- Your Gmail account (mail.kscholars.org)
- www.kscholars.org
- Television news station (Channel 4, 5, 9)
- Radio Stations (KPRS 103.3 and Magic 107.3)

HOMEWORK ASSIGNMENTS

Scholars must turn in all homework assignments on time and complete.

- Assignments are due no later than midnight CST **NO EXCEPTIONS** (see specific dates in your class schedule, Lesson Plan, OR visit www.kscholars.org.)
- Assignments must be typed (12 font, New Times Roman) and saved in MSWord 97 – Windows 2000 format. Type your name, assignment title and due date on your assignment. If there is more than one page, type your name on EVERY page and number the pages (i.e., Page 1, Page 2, etc.)
- For Class 3 you must E-mail completed assignments to C3.assignments@kscholars.org
- For Class 2 you must E-mail completed assignments to C2.assignments@kscholars.org
- Assignments are ONLY ACCEPTED through EMAIL. You will also need to **bring a copy** of your assignment to class.
- **When submitting your assignment by email, type in the Subject Line of Your Email, your name, assignment title, and date the assignment is due. (Example: John Doe Scholarship 1 October 1, 2009)**
- To receive copies and/or updates on the assignments log in to www.kscholars.org and click on the Scholars2Leaders page



For questions about your assignment you may contact Mrs. Truss at 816-932-1266 or ctruss@kscholars.org

[Helpful Hint: Plan ahead – don't wait until the last minute to complete assignments. Identify alternatives – sometimes computers crash or don't work properly.]

Donnelly College 608 North 18 th Street Kansas City, KS 66102 Contact: Mrs. Daniels before you go (816) 714-9559	Westport High School 315 East 39 th Street Kansas City, MO 64111 Contact: Mr. Herrington before you go (816) 877- 6602	Your Local Library To find out locations go to Kansas: http://www.kckpl.lib.ks.us/LOCATE.HTM Missouri: http://www.kclibrary.org/branches	If you can't go to any of the places listed on the left hand side GO TO YOUR FRIENDS HOUSE or use your SCHOOL computer lab.
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Tardy and Zero Credit Attendance to S2L Classes

- Scholars are considered Tardy if he/she arrives within 15 minutes after class starts -- but required to check-in and remain at the meeting. The Scholar will receive zero credit for the meeting and must come to study hall (make-up) for 1 Hour (6pm – 7pm) to receive credit.
- Scholars who arrive 16 minutes after class starts will not be allowed to attend the S2L meeting. The Scholar will receive zero credit for the meeting and must come to study hall (make-up) to receive credit.

Dress Code

Scholars are **required** to be in professional dress at all S2L classes (exclude make-up). Scholars who arrive to an S2L classes not in dress code will not be allowed to attend the meeting, therefore, will need to attend make-up to receive credit.

Men	
Appropriate to Wear	Inappropriate to Wear
Dress Shirt with buttons Shirts with collar Dress Pants/Slacks Dress shoes Tie Suit Jacket Tuck in shirts Belt	T-shirts Sweat shirts Sleeveless shirts Shirts without collar Jeans or any denim material Shorts Tennis Shoes Non-dress shoes Gym Shoes Timberland Boots Sports apparel No sagging Hoodies
Women	
Appropriate to Wear	Inappropriate to Wear
Dress – at least knee length Skirts – at least knee length Blouse Dress pants/Slacks Business suit Minimize jewelry	T-shirts Sweat shirts Sleeveless shirts Jeans or any denim material Shorts – even dressed material shorts Flip-flop Sandals Gym Shoes Timberland boots Sports apparel Open back top Spaghetti straps No bra straps showing Hoodies

Scholars2Leaders (S2L) Academy Rules and Expectations

- BE ON TIME
- HAVE YOUR BINDER AT EVERY MEETING
- ALWAYS BRING A PEN/PENCIL TO EVERY MEETING
- ALWAYS COMPLETE ASSIGNMENTS ON TIME
- ALWAYS KEEP IN CONTACT WITH KSI
- MAKE-UP ALL MISSED TIME AND ASSIGNMENTS
- DRESS FOR SUCCESS
- RESPECT EACH OTHER
- SIT UP STRAIGHT
- TAKE NOTES
- UPDATE KSI WITH CURRENT CONTACT INFORMATION
- ASK QUESTIONS
- LISTEN AND LEARN
- MUST BE ACCOUNTABLE FOR OWN SUCCESS

KAUFFMAN SCHOLARS AFFIRMATION

WHO ARE YOU?

...KAUFFMAN SCHOLARS

WHERE ARE YOU GOING?

...TO COLLEGE

WHY ARE YOU HERE?

...TO GET READY

FAILURE?

... NOT AN OPTION

S2L Class Make-Up Procedure – STUDY HALL

SOPHOMORE YEAR ONLY

Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
2 hrs	2 hrs	2 hrs	2 hrs	2 hrs	2 hrs	2 hrs	2 hrs	2 hrs	18 hrs
		+ 4 hrs			+ 4 hrs			+ 4 hrs	+12 hrs
<i>Total hours for the school year 2009-2010</i>									30 Hours

JUNIOR YEAR ONLY

Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
2 hrs	-----	2 hrs	-----	2 hrs	-----	2 hrs	-----	2 hrs	-----	10
			+4 hrs						+4 hrs	+8
<i>Total hours for the school year 2009-2010</i>										18 Hours

- Scholars who miss a regularly scheduled S2L meeting must make-up during the study hall session within the same month to receive **full credit**.
- Scholars who miss a regularly scheduled S2L meeting and make-up the session within the quarter will receive **half credit**.
- Scholars who miss a regularly scheduled S2L meeting and make-up the session after the quarter is complete will receive **zero credit**.
- Scholars who are tardy within 15 minutes to regularly scheduled S2L meeting must make-up for 1 hour (6pm – 7pm) within the same month to receive full credit.
- Scholars who are tardy 15 minutes after a regularly scheduled S2L meeting must make-up the entire session within the same month to receive full credit.

Due to the limited time commitment to the S2L program it is imperative that all Scholars attend the required session. If you miss a regularly scheduled session the following steps will take place.

- Step 1: You will need to contact **Mrs. Truss 816-932-1266** or **ctruss@kscholars.org** to schedule your make-up session
- Step 3: You will receive a reminder postcard in the mail and gmail notification of your absence (it will tell you what you need to do to make up the time)
- Step 4: If you do not make-up within the quarter, there will be a scheduled conference with KSI staff, scholar, and parent/guardian
- Step 5: If you or your parent/guardian do not attend the scheduled conference you will be on the docket for dismissal from the Kauffman Scholars program

Behavior Management Plan

Step	Description	Action	Person(s) Responsible
1	Verbal Warning	Redirection	KSI Faculty
2	Verbal Warning	Redirection and location modification	KSI Faculty
3	Written Warning	Write Up – Use Behavior Incident Report <ul style="list-style-type: none"> • Copy of BIR for Scholar, Manomay, File, DWP • Notify Parent (Faculty) 	KSI Faculty
4	Written Warning	Write Up – Use Behavior Incident Report <ul style="list-style-type: none"> • Send Scholar to Manomay along with BIR • Notify Parent (<i>Manomay</i>) • Probation Status • Action Plan (<i>Leadership Coach</i>) 	KSI Faculty
5	Fighting	Immediate Write Up <ul style="list-style-type: none"> • Suspension • Notify Parent – Immediate Parent Pick up • Complete BIR and have copy for Scholar, Manomay, File, DWP • Probation Status • Action Plan (<i>Leadership Coach</i>) 	Senior Leadership Team (SLT) will review and investigate incident prior to Scholar returning to S2L

**Consequences for each category of offenses are disciplinary options and need not be imposed in any certain order. In addition, there is no requirement that all disciplinary options listed be exhausted before a student can be disciplined at a second or third violation level.*

BEHAVIOR INCIDENT REPORT

Participant Information:

Name of Scholar Involved In Incident: _____

Name of Scholar Involved In Incident: _____

Class [check all that apply]: 1 2 3 4 _____

The Incident:

Date of Incident: _____ Time of Incident: _____

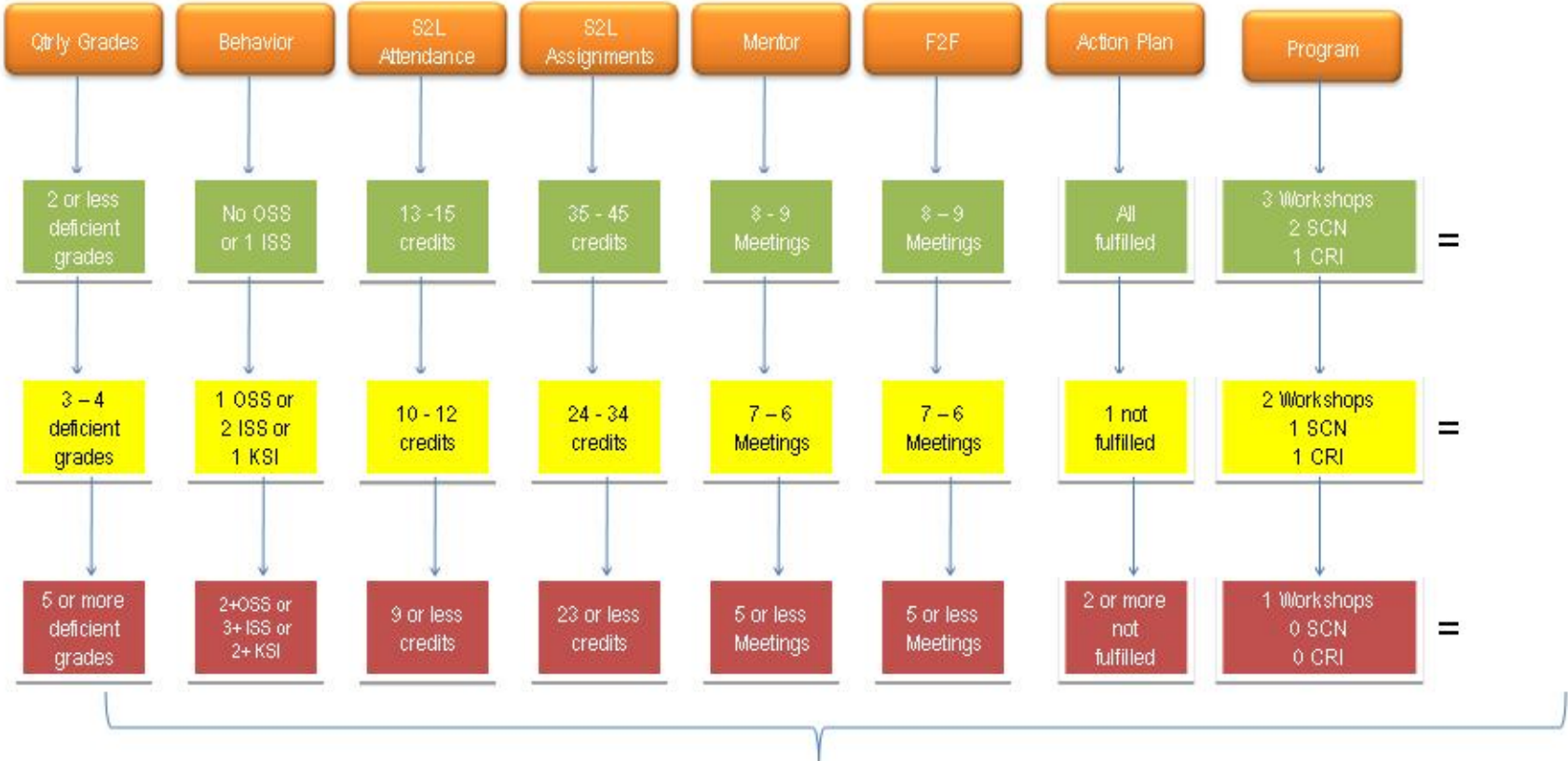
Behavioral Concern [Check all that apply]:

- Refusing to Participate in Classroom Activity Work
- Talking Without Permission /Refusing to Be Quiet in Class
- Inappropriate Language/Inappropriate Gestures
- Disruptive Behavior (laughing, horsing around, out of seat, throwing)
- Sleeping/Head on Desk
- Refusing to Follow Directions
- Out of Assigned Seat/Refusing to Return to Seat
- Physical Aggression toward: __Staff __ Other Scholar

Other _____

Description of the Behavior Concern [be as specific as possible, describe only facts, use back of form, if needed]: _____

SOPHMORE CLASS RUBRIC 2009-2010



Green = at least 6 Greens and 0 Red

Yellow = at least 5 Greens and 0 Red

Red = at least 1 Red

Scholars2Leaders (S2L) Academy

Scholar Report Sample

Instruction

Complete this report with complete honesty and detail. Answer each question using at least 3 – 5 complete sentences. Some questions will require more than a paragraph. Use 12 Font Times New Roman or Arial only. All questions must be answered.

This report will be due by February 1, 2009

EDUCATION

- What classes have you identified as being challenging? What have you done to get the necessary help?
- Are you aware of any tutoring service at your school? If so are you utilizing it? If not, why not?
- What is your academic plan for this quarter (December to January/February)? Provide in detail three academic goals for this quarter and how you plan to reach your goals.

COLLEGE

- List the top 3 college choices you have. Provide details for each college about why you believe it will be a good fit for you.
- Provide a breakdown of your weaknesses. Provide in detail how you plan to increase your scores.
- What have you done to prepare for college success outside of the work you have done with your College Coach?

LEADERSHIP

- What are you looking forward to the most this quarter?
- What peer pressure are you facing?
- What obstacles are preventing you from being successful in the Kauffman Scholars program?
- Who is the most positive influence in your life and why?

Leadership IQ

True Leaders are born, not made.	T	F
If I take on a leadership role, I'll improve my popularity	T	F
The very best leaders know the value of keeping a low profile	T	F
If you usually get along well with those in charge, you will probably be a good leader	T	F
The best leaders always know what to do	T	F
An effective leader must try to maintain a forceful personality	T	F
My physical appearance has little to do with my becoming a leader	T	F
I usually stick to my decision even when it is unpopular with my group	T	F
Becoming a quick decision-maker is an important trait of a good leader	T	F

Student Instructions for MyAccess

- You will go to <http://www.myaccess.com>
- You should be at the login screen for MyAccess.
- Once you login, it will say Welcome and ask if this is the correct user. Select yes.
- This will take you to the home page. On the bar below the MyAccess icon, you will see three areas you can go to: Home Assignments My Portfolio
- There you will see multiple assignments. On the left, you will see the name of the assignment.

For Example:

October 2009

- To select the correct prompt for you, you must look at the information to the right of the prompt name. For example:

Class 2

Class 3

- Select the prompt with your class and correct month. (Check your binder, your gmail, the website or your coach if you are unsure about what prompt to use)
- Once you click this prompt, it will take a minute to load and lead you to a page that says: My writing assignment and feedback
- Read the prompt and then begin to type your response in the writing space
- Once you have finished your first draft select 'submit'
- It will ask you if you are sure if you want to submit – click yes.
- It will take a few moments and then it will give you a score from a 1-6. Before you can submit your writing it must be at least at a 4 level.
- If you have a 4 or above and are satisfied with your work copy and paste the score and your essay into your gmail and submit the essay to the assignment email address.
- If you have below a 4 or would like to enhance your essay you should read the suggestions provided by MyAccess. You can either use the MY Tutor program to work through the issues with your essay or you can make corrections and updates and re-submit.
- You can submit your essay as many times as you wish and it will give you an updated score each time. If you are really struggling please visit the tutor provided at your school and receive some live feedback/help. Keep submitting until you receive at least a 4.

Kauffman Scholars, Inc. Scholars2Leaders (S2L)

****Give to KSI Faculty before you leave****

I acknowledge the receipt of the KSI Scholars2Leaders syllabus which includes the following items:

- Mission and Goal
- Faculty Information
- Faculty Responsibilities
- Tracking Sheet
- Inclement Weather Hotline
- Homework (Assignments)
- Tardy, Attendance, Dress Code
- Rules and Expecations
- Study Hall (Make-Up)
- Behavior Management Plan
- Behavior Incident Report template
- Red/Yellow/Green Rubric
- Scholar Report template
- Scholars2Leader (S2L) Calendar C2/C3
- Scholars2Leader (S2L) Lessons

Scholar Name _____
(print)

Date _____

Parent/Guardian _____
(print)

Date _____

Parent/Guardian _____
(print)

Date _____

**TURN IN ALL OF YOUR FORMS TO A KSI FACULTY
MEMBER BEFORE YOU LEAVE TONIGHT!**