

The Leadership Class Handbook Leadership Lessons CADA 2016

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My Story: I developed a Leadership class handbook in response to a lack of a singular source of curriculum and procedures that I could hand to my students and use on a day-to-day basis. To begin the creation process, I would make note of curriculum, handouts, activities, and assignments I used to teach the class, and eventually compiled them into a handbook for my students. My goal for you is that you leave here today with an idea about how you can develop and customize a class handbook for your program.

A brief look at what is in my class handbook:

1. **Credits**—acknowledgement of the people, websites, books, and resources used in the handbook.
2. **Teacher letter to students, class syllabus and class contract**—set the tone for the teacher's expectations of the students and the student's expectations of themselves.
3. **Outside Hours Requirement**—my students are required to work 7 hours outside of the Leadership class period working Leadership-sponsored events every quarter (lunchtime activities, movie nights, poster making, etc.).
4. **Real Life Leadership Lessons**—my students are required, once a quarter, to choose an activity from a list of options and teach a lesson of personal leadership skills and understanding to the class.
5. **Logistical schematics**—diagrams of how to set up the gym for different events and how to set up the sales/collection station.
6. **Dance and movie night responsibilities, jobs, policies, and post-event evaluations**—a description for all of the jobs students are required to perform during a dance or movie night, shift policies, gym schematics, and post-event evaluations.
7. **Communication**—guidelines for students on how to run a meeting, parliamentary procedure, Robert's Rules of Order, meeting set-up schematics, how to write student bulletin announcements, how to enter a classroom as a representative of Leadership, how to use the public address system, how to lead the Leadership class through an activity (useful for commissioners that need to

coordinate the efforts of the entire Leadership class), and how to make a phone call.

8. **Publicity**—poster-making guidelines, advertising tips, brainstorming pages, poster templates, and how to properly hang up a poster.
9. **Activity Planning**—how to plan an activity, tips on organizing and planning. Structured activity-planning sheets.
10. **Spirit Week**—descriptions of duties and jobs students must fulfill when working Spirit Week, dress-up day graded requirement, lunchtime activity area schematic, script for MCs, and timeline for a lunchtime activity.
11. **Youth Engaged in Leadership and Learning**—selected activities for Leadership skill development.
12. **Leadership Commissioner Descriptions**—detailed descriptions of the expectations, guidelines, and expectations for each of the Leadership commissionerships available. Students write an essay to be considered for a specific commissionership.
13. **Calendar of Events**—full month calendar pages for the school year, with events planned out by the Leadership teacher. Be as specific as you can, include the dates the pre-work needs to be done before the actual event begins.
14. **Quarterly Reviews**—students reflect on their participation, learning, and progress at the end of each quarter.
15. **Things to Remember**—a page to write down group members' names, teacher buddies names and classroom numbers, spirit week counting classrooms, etc.
16. **Notes/Brainstorming/Questions/Reminders**—the last page in the handbook for students' processing needs.

How can you start *today*?

- Start a file folder of handouts you pick up here at CADA that you would like to see implemented in your class (start small—you can't do it all at once).
- Put a copy of every handout you have made, found, and given out to your Leadership students since the first day of school this year when you return to your classroom, and add every handout you give out to the class from now until the last day of school.
 - These items are the foundation for your first handbook. You will end up with a mix of curriculum, activity guidelines, evaluations, reflections, and skills-based resources that you need for your specific program and site.
- My Leadership class handbook is 142 pages long as of today, but my first handbook had 50 pages in it. *A Leadership Class handbook is a living document that will constantly evolve, grow, and adapt to meet the needs of your program.*
- Review your handbook every time you use it. I place sticky notes in my personal handbook to make notes of edits, things to change, add, or cut for the next school year's edition.

You can access sections of my Leadership Class Handbook here:
https://drive.google.com/open?id=0B_geWA71dEX1RF9IZII1NTIHX2M