

Student Leadership Handbook



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Carrum Downs Secondary College

Student Leadership Handbook

Contents

Introduction	2
Student Leadership Positions	3
Student Leadership Diagram	3
Roles and Responsibilities of Student Leaders	4,5,6,7,8,9
Extra Roles and responsibilities	10
Additional programs: Student Leadership Development Team	11
Additional programs: Peer Transition Program	12
Additional Programs: Good Human Training	12,13
Additional programs: Student Action Teams	14
Meetings: Educational Meetings	15
Meetings: General Meetings	16
Meetings: Reflections	16
Underperforming student leaders	17
Leadership Camp	17

All information in this handbook is subject to change

Introduction

A message from the Program Coordinator

CDSC's innovative student leadership program is about developing future leaders in the college and wider community and ensuring that our students have a voice in all aspects of their school experience. The model was designed after extensive research, including academic readings, case studies, visits to various school settings and consideration of our local context.

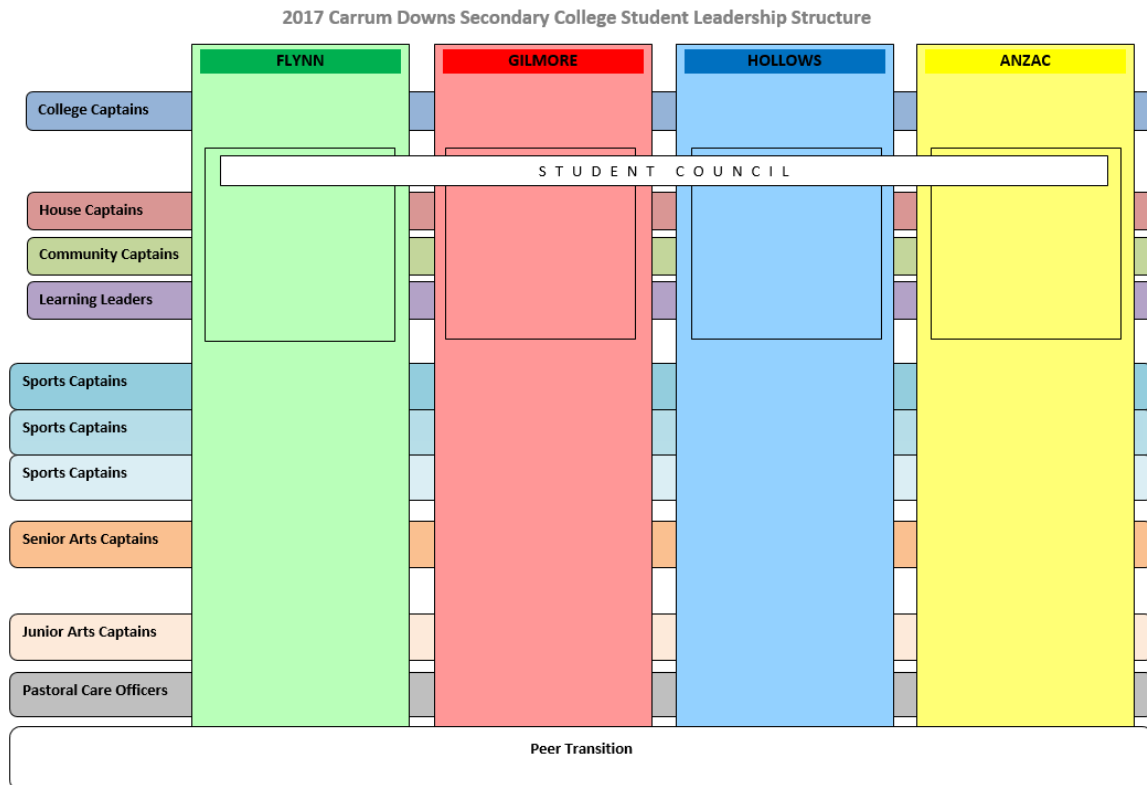
A key element of the approach to student leadership at CDSC is the role of the mentor. Student leader mentors are leaders in our college, people who are willing to share their journey with young people and benefit from a reciprocal learning relationship. Mentors and student leaders are encouraged to share stories of leadership journeys and experiences

Lisa Holt
Assistant Principal

Student Leadership Positions



Student Leadership Diagram



The Student Leadership group work with a range of people and in a variety of teams. This diagram represents the connection between the vertical (House teams) and the horizontal (area) teams.

Roles and Responsibilities of Student Leaders

School Captain (Year 12 only)

School Captains will be role models for all students, encouraging and promoting active participation in college activities, and modeling the college values all times. School Captains will work directly with the Principal class and student leader mentors.

Duties include but are not limited to:

All College Captains will be required to oversee the student leadership program, to help build College culture and pride and link the College to the community.

- Oversee and meet regularly with the College student leaders acting as a strong student voice.
- Present updates to College Council about student leadership activities.
- On official occasions represent the college and speak for the student body whenever the situation arises, including ANZAC day and Remembrance Day.
- Liaise with the Principal, Assistant Principals and House Leaders in the preparation of special events and presentations.
- Be a member of the selection committee for the next College Captain

Extra duties:

- ◆ Help build student voice at CDSC
- ◆ Liaising with other members of the student council and other student leaders
- ◆ Mentoring other student leader and developing potential leaders
- ◆ Be a model citizen, modelling and reminding others of college expectations
- ◆ Peer Transition Leader

House Captain (Year 12 only)

House Captains will be role models for all students, encouraging and promoting active participation in college activities, and modeling the college values all times. House Captains will work directly with the House Leaders. House Captains will be expected to take initiative and work on tasks individually or as a team. Their roles and responsibilities will be reviewed regularly.

Duties include but are not limited to:

All House Captains will be required to lead a Student Action Team (SAT). SATs may focus on (but are not limited to):

- Building a House culture and pride
- Linking the House to the community through online bulletins and public presentations
- Facilitate House competitions to build College connectedness.

Extra duties:

- ◆ Help build student voice at CDSC
- ◆ Liaising with other members of the student council and other student leaders
- ◆ Mentoring other student leaders and develop potential leaders
- ◆ Be a model citizen, modelling and reminding others of college expectations

Community Captain (Year 11 or 10)

Community Leaders will be role models for all students, encouraging and promoting active participation in college activities, and modeling the college values all times. They will promote a safe, supportive and engaging school community.

Community Leaders will work directly with the Wellbeing, Careers and Pathways and Leading Teachers. Community Leaders will be expected to take initiative and work on tasks individually or as a team. Their roles and responsibilities will be reviewed regularly.

Duties include but are not limited to:

All Community Leaders will be required to lead a Student Action Team (SAT). SATs may focus on (but are not limited to):

- Peer Transition Program
- Careers Education
- Student Safety and Wellbeing
- Publicity and Promotion, including digital media
- College Events

Extra duties:

- ◆ Help build student voice at CDSC
- ◆ Be a model citizen, modelling and reminding others of college expectations
- ◆ Peer Transition Leader

Learning Leader (Year 11 or 10)

Learning Leaders will be role models for all students, encouraging and promoting active participation in college activities, and modeling the college values all times. The Learning Leaders will be actively involved in contributing to the teaching and learning at the college and encouraged to gather feedback from their peers.

Learning Leaders will work directly with the Teaching and Learning Leading Teachers. Learning Leaders will be expected to take initiative and work on tasks individually or as a team. Their roles and responsibilities will be reviewed regularly.

Duties include but are not limited to:

All Learning Leaders will be expected to attend and assist at the following college events

- Course information evenings
- Student conferences
- College tours

All Learning Leaders will be required to lead a Student Action Team (SAT). SATs may focus on but are not limited to the following:

- Staff panel interviews
- Celebrating learning
- Peer tutoring
- Providing teacher feedback
- Extra-curricular learning programs

Extra duties:

- ◆ Help build student voice at CDSC
- ◆ Be a model citizen, modelling and reminding others of college expectations
- ◆ Peer Transition Leader

Sport Captain (All year levels)

Sport captains will be a role model for all aspects of the college sports program. Students will display fantastic organisational skills and will be punctual to all events and meetings. Captains are expected to train/play to the best of their ability and be polite and respectable both on and off the sporting field. Captains will encourage and promote fair play and good sportsmanship at all times. Students will be enthusiastically involved in sporting activities and encourage sport within the college community.

Sport captains will work directly with the sport coordinator. Captains will be expected to take initiative and work on tasks individually or as a team. Captains' roles and responsibilities will be reviewed in Term 4 and captains will be presented with a report from the sport coordinators. Captains will take a leadership role within the college and will assist the sport program on tasks as outlined below.

CDSC Carnivals

Duties include but are not limited to:

BEFORE THE DAY

- Promote the carnival around the school (posters, meetings, visit pastoral care groups)
- Visit pastoral care with student's house allocation to ensure every student knows their house colour and promote competing for your house.

ON THE DAY

- Motivating students to compete
- Dressing in house colours
- Participate in events
- Allocating a small group of students to specific jobs.
- Promote a positive house culture
- Assist in the presentation at the end of the day
- Assist in pack up

AFTER THE DAY

- Present awards at assembly
- Accept the shield on behalf of the winning house

Interschool sport

Duties include but are not limited to:

BEFORE THE DAY

- Train one team each term
- Run sign ups
- Organise equipment
- Ensure you have a full team (with forms back) a week before the event
- Be familiar with the rules and the event layout

ON THE DAY

- Collect all equipment
- Issue uniforms to the team
- Support the team in a positive manner
- Help support the day as needed including: coaching, umpiring, setting up, or scoring.

AFTER THE DAY

- Assist in hanging of uniforms and other pack up duties.

Individual and team sports progression (District, division, region, state)

- Assist in various student jobs on the day
- Support competitors

Interhouse sport

Duties include but are not limited to:

- Promote the competition in as many ways as possible
- Volunteer to help with duties such as scoring, refereeing, coaching etc.
- Work with HSL's to finalise team lists.
- Be present at all Interhouse sport briefings
- Be an active presence around the college and engage with other students competing in the same house.

Extra duties:

- ◆ Organise, plan and run in school competitions at lunch or afterschool
- ◆ Organise store room and purchase equipment and uniform for sport and PE
- ◆ Facilitate house meetings
- ◆ Coordinate meetings with all sport leaders and school captains
- ◆ Assist junior sport leaders with tasks and develop their leadership skills by facilitating games sessions, camps and excursions
- ◆ Liaise with schools and community in the local area to develop sport sessions
- ◆ Develop a strategy to help build the sport culture at CDSC
- ◆ Support the sport student management system.
- ◆ Peer Transition Leader

Creative Arts Captain (All year levels)

Creative Arts captains will be role models for all students, but particularly those involved in the college performing arts and music programs. Captains will encourage and promote active participation in college activities and model the college values all times. Captains will be enthusiastically involved in creative arts activities and encourage a love of the arts within the community.

Creative Arts captains will work directly with the Arts Learning Area Leader. Captains will be expected to take initiative and work on tasks individually or as a team. Captains' roles and responsibilities will be reviewed regularly.

Music Concerts

Duties include but are not limited to:

- Helping publicise the concerts
- Creating programs for concerts
- Supporting teacher instructions
- Assisting in leading rehearsals
- Hosting concerts

PAC Activities

Duties include but are not limited to:

- Helping publicise the Performing Arts Club to recruit members
- Brainstorming ideas for performances requests in the college

- Supporting teacher instructions
- Leading rehearsals
- Running theatre sports/games

College Production

Duties include but are not limited to:

- Participating or helping with the college productions
- Assisting in running rehearsals
- Assisting on the performance nights

College Art Shows

Duties include but are not limited to:

- Help with the set up and pack up of art shows
- Organising competitions and announce winners

Film Festivals

Duties include but are not limited to:

- Assistance with collecting submissions
- Help with the set up and pack up of shows
- Organising competitions and announce winners

Extra Duties:

- ◆ Organise, plan and run in school competitions at lunch or afterschool
- ◆ Actively participate in House meetings
- ◆ Work with House Captain and Sports Captain to develop House culture, including the creation of a House song and mascot.
- ◆ Assist other creative arts leaders with tasks and develop their leadership skills by working and learning together.
- ◆ Develop a strategy to help build the creative arts culture at CDSC
- ◆ Peer Transition Leader

Peer Transition Program

Peer Transition Leaders will be role models for all students, encouraging and promoting active participation in college activities, and modeling the college values all times. They will promote a safe, supportive and engaging school community.

Peer Transition Leaders will work directly with the Wellbeing, and Careers and Pathways Leading Teachers, as well as the student Community Leaders. Peer Transition Leaders will be expected to take initiative and work on tasks individually or as a team. Their roles and responsibilities will be reviewed regularly.

Duties include but are not limited to:

- Spend time with a Year 7 Pastoral Care group throughout the year
- Mentor the Year 7 students
- Run games and activities with the Year 7 students
- Value pro social, positive behaviour and academic excellence

Extra duties:

- ◆ Help build student voice at CDSC
- ◆ Be a model citizen, modelling and reminding others of college expectations

Roles and responsibilities in Leadership Areas

College Captain

- Representing the College at official events
- Leading Assemblies
- Year 12 Jumpers
- Oversee all student leaders
- Report to school council
- Provide student voice to College Principal team and Leading Teachers in decision making processes.

House Captains

- Build and promote house culture and pride
- Arrange and host House meetings
- Student Leadership Development Program
- Oversee House Team

Community Captains

- Peer transition program
- Student safety and wellbeing
- Publicity and promotion

Learning Leaders

- Compass Training
- Parent/ Student/ Teacher/ conferences
- Course information evenings

Sports Captains

- Swimming Sports
- Fun Run
- Athletics Day
- Interschool Sports
- Interhouse Sports

Creative Arts Captains

- Production
- Creative Arts Showcase
- Film Festivals

Peer Transtion

- Mentoring Year 7 Students
- Run games and activities with Year 7 students

Extra Roles and responsibilities

Student Leaders are offered a range of additional roles and responsibilities within the College. These responsibilities are voluntary as they may be outside of school hours or during class time. Students are encouraged to develop strategies to balance school work, personal activities and extra roles as part of their leadership position.



Additional Programs

Student Leadership Development Team

Carrum Downs Secondary School is proud to announce the Student Development Team program. The program is designed and facilitated by the House Captains and supported by Cass Fry (Student Leadership Coordinator). This program is designed to teach Year 7 students the key skills needed to become a good leader. The program is open to all Year 7 students interested in leadership. Students do not need to fill out an application or have any previous leadership experience. Students will learn skills including how to work well in a team, effective use of communication and will be introduced to our CDSC Student Leadership program.

Week 1

Introduction

Introduction to the Carrum Downs Secondary College Leadership program.
Hosted by the House Captains

Week 2

Teamwork

Student will get to know one another and play a range of games focusing on teamwork. The students will learn the importance of cooperation and how to work well as a team.

Week 3

Communication

Student will focus on effective communication. The Student Development Team and House Captains will work together on a range of activities. By the end of this session students will be able to identify the importance of clear communication to reach a common goal.

Week 4

Good and Bad leaders

This session students will learn about what makes a good and bad leader. By the end of the session each student will be able to tell the difference between a good and bad leader and how to be an effective leader.

Week 5

Initiatives and Problem Solving

This session students will participate in a range of activities. Students will work in small groups to solve problems by playing games. These skills can be transferable to real life situations.

Week 6

Presentations

The Student Development Team will present a short 2 minute presentation on their favourite leader. Students can work in pairs but must share the work load and presentation evenly. Students will use their knowledge they have developed throughout the program and research at home to create their presentation.

Week 7

Final meeting

Students who have participated in the program to a high standard will be invited to celebrate the terms work in the final Student Development Team session. Students will be provided with a pizza lunch.

Upon completion of the program selected students will be given roles within the leadership program. There are two levels of responsibility:

Year 7 Student Action Team

Top students from the year 7 Student Development Program work on projects throughout the last 3 terms of the year. Their first program will be a transition video supported by the College Captains and the House captains.

Year 7 Mentor program

Top eight students from the Year 7 Student Development Program are paired with a House captain or School Captain for mentoring.

Peer Transition Program

Carrum Downs Secondary School is proud to announce the new and improved Peer Support program called Peer Transition Program. The program is designed and facilitated by the Community Captains and supported by Cass Fry, Andy Ding, Carol Vercoe and Sam Rowe. This program is designed to teach students the key skills needed to become a good leader and support to Year 7 students.

Students will learn skills including Teamwork, Building positive Relationships, Dealing with Challenges and becoming a good mentor. Community Captains will award the badges to the Peer Transition Leaders upon successful completion of all 5 sessions.

Session 1

Introduction and Teamwork

Introduction to the Carrum Downs Secondary College Peer support program and College expectations.

Student will get to know one another and play a range of games focusing on teamwork. The students will learn the importance of cooperation and how to work well as a team.

Session 2

Teamwork and Introduction to Relationships

Student will learn how to facilitate games and will be introduced to a range of games and team challenges. Students will learn the importance of positive relationships and a sense of community.

Session 3

Relationships and Challenges

Student will focus on relationship building, communication and interpersonal skills. Students will learn to deal with challenging scenarios and the boundaries of a peer transition leader.

Session 4

Reflection

This session peer support leaders will be given the opportunity to reflect on their training and start their planning for their role as a 2017 peer transition leader.

Session 5

Breakfast

This session will be in a hosted in a relaxed environment with the whole team to discuss ideas and plans for the 2017 Peer Support Program over a hot breakfast provided in Wellbeing.

Upon completion of the program selected students will be given roles within the leadership program.

Good Human Training

Praise

Tell people what they are good at

Activity: Decorate your name with pencils and textas on the bottom of a piece of paper. Pass the paper to the person next to you, they will write something amazing you have done or something they like about you. Once they are finished they will fold the paper so their writing is covered and pass it onto the next person. At the end, you will have a list of loads of things that make you a good person.

Positivity

Practice positive thinking and mindfulness

Take time during the day to think about everything good and be in the present moment. When faced with challenges try to see the bright side of things and stay positive. Tell yourself

Activity: Use watercolour paint to make a quote picture. Research your favourite quote then write it on the paper in nice writing or stamps. Pick your three favourite colours and dab them onto the glad wrap making patterns. Place the watercolour paper on top of the glad wrap to make the background for the quote card. Once you have finished put the quote somewhere you will see it and look at it as often as you can.

Politeness

Use good manners

Pay attention to people who use good manners, common courtesies, and etiquette. Say Thank You to people you encounter. Mean the thank you don't just say it.

Activity: Write a list of 20 ways to show good manners and common courtesies.

Appreciation

Appreciate the good people around you

Activity: Make someone special a thank you card and give it to him or her when they need it most. Using coloured paper, stamps and stickers create a thank you card. Write a personalised message in the card and give it to a loved one.

Gratefulness

Before bed each night think about something, you are grateful for

Activity: Brush acrylic paint onto your hand and press it into the paper. Try using a combination of colours that reflect your personality. Once the paint is dry, write one thing you are truly grateful on each finger. Reflect upon the good things in your life before you go to bed.

Compassion

Care about others

Ask someone if they are ok? Ask how their day has been and really listen to their response. Don't walk past the student sitting alone or the kid who looks upset. Be brave, introduce yourself and have a conversation with someone who looks sad. This week's task is to invite someone new to the good human training sessions.

Activity: Hammer small nails into a block of wood in a heart shape. Tie one end of the string on a nail, continue to zig zag the string between the nails until the heart takes shape.

Mindfulness

Be aware of your external and internal environment and stay in the present moment

Activity: Listen to the Smiling Mind sessions as a group.

Student Action Teams

All students within the Student Leadership Program are encouraged to be a part of a student action team. Student Action Teams (SAT) are a group of students who are involved in extra curricular projects. Students are encouraged to get involved in projects within the school and wider community. Being a member of a student action team provides students with a centred and active educational approach to community based learning and connection for schools. SAT's are an effective way of developing teams that link students to their communities.

Previous CDSC Student Action Teams



Meetings

Educational meetings

All student leaders are involved in educational meetings. These meetings are in addition to their normal school classes. The Student focus on four major topics within leadership. The topics are Good and Bad Leaders, Communication, Teamwork, Problem Solving and Goal Setting.

Good and Bad Leaders



- Personal Traits
- Self reflection
- Emotional intelligence survey
- Examples of Good and Bad Leaders

Communication



- What do good Leaders look like
- How do we use body language to communicate
- Public Speaking

Team Work



- Types of teams
- Roles in a team
- What makes a good team
-

Problem Solving and Goal Setting



- Challenges and experiences
- Strategies to overcome challenges
- Goal setting for the future
- Reflection

Meeting structure

When	Who	Topic	Resources and Structure	Focus
Term 1	Students with their mentors	Good and Bad Leaders	Handouts provided- Emotional intelligence survey Personal Traits diagram SWOT analysis	Personal traits Self-reflection Emotional intelligence survey Examples of good and bad leaders
Term 2	Students with their mentors	Communication	Discussion Teachers personal experiences and resources	What do good leaders look like How do we use body language to communicate Public Speaking
Term 3	Student Council and College Captains- Cass and Ms Holt Sport- Mr Walsh Creative Arts- Miss Golding	Team Work	Games and debriefing	Types of teams Roles in a team What makes a good team
Term 4	All together Lisa to facilitate Mentors to support	Problem Solving and Goal Setting	Games and debriefing Discussion and personal experiences	Challenges and experiences Strategies to overcome challenges Goal setting and the future Reflection

General Meetings

Regular meetings are a vital part of the Student Leadership program. The whole student leadership team have two general meetings on Thursday mornings each term from 8:30am- 9:00am. These meetings are facilitated by Lisa Holt and Cass Fry and cover general information.

Students also meet in their focus areas groups and House teams. Subjects covered in focus areas are subject to their Leadership area and are called when required. House meetings are facilitated by the House Captain and College Captain of each house, these meetings are to help promote House culture and share knowledge within the house. These meetings are all outside of classroom hours and will take place either before school, during breaks or afterschool.

Meeting Structure

- ❖ Whole Group- 2 meetings per term (Cass and Lisa to facilitate)
- ❖ Horizontal Groups- 2 meetings per term (Mentors to facilitate)
- ❖ House teams- 2 meetings per term (House captains and House Leaders to facilitate)

Reflection Meetings

Students have a chance to reflect upon their work as a leader in termly reflection meetings with Ms Holt and Cass Fry. During this time students will have the opportunity to discuss their strengths and weaknesses as leaders and will be given strategies to improve within their leadership role. Students will reflect upon previous projects and what they have learnt from being involved in the program. This information will be filtered to the student's mentors to provide the students with support within their leadership role.

Underperforming student leaders

Student leaders are expected to be role models for all students, encouraging and promote active participation in college activities, and modeling the college values all times. If these expectations are not being met the below process will take place.

First warning

- Meeting with Ms Holt and Cass
- Student to reflect upon actions from the meeting
- House Leadership and mentors notified
- Student will receive a letter of warning

Second warning

- Meet with Ms Holt and Cass
- Write a letter outlining their expectations as a leader
- House Leadership and mentors notified
- Students will receive the final letter of warning
- Students will be asked if they would like to step down from the student leadership program

Third and final warning

- Meet with Ms Holt and Cass
- Students will be asked to step down from the student leadership program

Leadership Camp

Students selected as a part of the student leadership team are invited to an annual leadership camp at the end of Term 4. The camp's focus is to build friendships and connectedness between the student leadership team members and to begin to identify possible project areas. Students will participate in a range of educational and adventure activities and work in a number of different groups with members from the leadership program.