

# Riverwood International Charter High School

## Senior Peer Leadership/ Facilitation

### Manual 2021-2022

Peer Leadership/Facilitation is a course in which seniors serve as peer leaders, offering assistance to those within their own social group or school community. The goal of this course is to afford eligible seniors the opportunity to:

- ✓ Gain experience working within a structured professional setting
- ✓ Take part in experiences in which they learn the importance of giving back to their school, peers, and community
- ✓ Support teachers and students by serving as an aide/mentor/tutor

#### Requirements:

Peer Leadership is a course offered to seniors who meet the following criteria:

- ✓ At least an 80% average
- ✓ A 90% attendance rate
- ✓ On track to graduate
- ✓ No discipline referrals throughout the course of the school year

Interested students will go through:

- ✓ **Application process:** all students must submit online application, teacher online recommendations (two per student), a counselor verification of eligibility, and parent/guardian consent form (once approved to be a peer leader)
- ✓ **Peer Leadership Workshops:**
  - Understanding the Peer Leadership Course
    - Office Aid 101
    - Teacher Assistance 101
    - ID/CBI Teacher Aide 101
  - RICS Peer Leadership Mentoring Program
    - Mentor/Mentee Program Overview
    - Confidentiality and Conflict Resolution
    - Peer Lesson

Eligible seniors who wish to become Peer Leaders should exhibit the characteristics of a school leader (honesty, integrity, empathy, and responsibility) who is able to demonstrate the necessary attributes associated with a positive role model.

**You must complete the online peer leadership application no later than March 12<sup>th</sup>, 2021. After this deadline, applications will not be accepted.  
NO EXCEPTIONS!**

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#### Peer Leaders/ Facilitators Daily Duties and Responsibilities

Interested students will be assigned to one of the options below during the school day:

##### Counseling Center/ Front Office Aide:

Students will be responsible for:

- Directing Student Services guests
- Making copies, distributing mail
- Creating enrollment folders/ Withdrawal packets, making sure that counseling forms and documents are readily available
- Escorting parents, guests, and students to locations throughout the building
- Maintaining a clean, neat, and organized waiting area/ conference room
- Working on tasks assigned by counselors, administration, and office personnel

Students will not handle any confidential files/ documents/ information. When assigned a task outside of the office, students will wear a badge identifying them as aides.

##### Teacher Aide:

Peer leaders also serve as teacher's aides. Students who are chosen to serve as teacher's aides will offer extra support to the student body under the guidance of an assigned teacher.

Teacher Aide's will be responsible for:

- Assisting the teacher as needed
- Tutoring students under the guidance of the instructor
- Mentoring students who are in need of extra support
- Present two peer lessons to assigned class and/or identified group of students

##### CBI Teacher Aide/ Mentor:

Peer facilitators who can be juniors or seniors, choosing to serve as a Special Education CBI teacher's aide will work with students with special needs that include both physical and mental disabilities. Students with the Community Based Instruction program focus on learning life skills, vocational skills, personal care, and functional academics that allow them to reach independence. Peer facilitators serving as teacher's aides in a CBI class will be responsible for:

- Assisting the teacher as needed.
- Work with students with special needs.
- Assist special needs students with reaching life skills, vocational, personal care, and educational goals.

##### Peer Lessons:

Peer leaders will be required to complete two written assignments/presentations each semester. Each peer leader will create and carry out peer lessons to identified groups of 9<sup>th</sup> and 10<sup>th</sup> grade students. Peer leaders will select two activities the peer leader activity sheet. Free choice topics, lessons, and shared material must be approved by the assigned staff member. Examples of peer lessons:

**Create a PowerPoint** that depicts your matriculation as a Riverwood student. Begin at your Freshman year and end with your plans after graduation. Be sure to include emotions of excitement, humor, apprehension, and memorable moments. You may include pictures and/or music.

The PowerPoint may be narrated.

**Create a Public Service Announcement (PSA)** about social distancing. Remember that you will be addressing the nation, so you want to cite credible sources, include resources/links for your audience to access, and provide an interesting tagline/hashtag that is memorable. **You may record your PSA, create a one-page flyer, or create a billboard.**

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#### Grading

Students will receive a weekly grade that will be determined by the following:

#### Weekly grade:

- Customer Service/ Professional Conduct
- Willingness to assist where needed
- Ability to complete assigned tasks
- Attendance/ involvement

#### Peer Leadership Workshops

Students must attend and participate in all required workshops. Workshops will be held before/ after school, and/or during the assigned Peer Leadership period.

#### Peer Lesson:

Peer leaders are required to create and deliver peer lessons to targeted groups of students. Peer lessons will serve as the Peer Leadership course final, at the end of each semester.

#### Grading Scale:

Weekly Grade	70%
Peer Mentor Training Workshop Participation (Counselor Lead/Directed)	10%
Peer Lessons (Quarterly Peer Leader Assignments)	20%

#### Extra Credit Opportunity:

At the assigned teacher's discretion, students will have the opportunity to earn extra credit in weekly grade by serving as a peer mentor to a student in need in their assigned peer leadership class. The mentee will be assigned by the teacher. The student mentor will meet with the student weekly during their assigned peer leadership class and check in with student using weekly check-in. The check-in will add five points to the student's weekly grade.

#### Peer Mentor:

Peer leaders will be trained in the area of confidentiality in order to support their peers. Whether a student is struggling with academics, social-emotional issues, peer conflicts, or family concerns, our peer leader will help by assisting with identifying issues, mediating conflict, providing a supportive "ear".