

## *Leadership Academy Overview*

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### A unique leadership learning experience

The Lancaster Leadership Academy is an exciting Academy at Lancaster High School designed to provide students with coursework and other educational experiences that will enhance their leadership skills. These experiences will enable them to become highly successful in college, in their chosen career and in future community involvement.

The focus of the Leadership Academy will be to develop individual student leaders in the areas of responsible citizenship, communication, goal setting, group processes, as well as business, organizational and managerial skills. Students in this Academy will be required to take an active role both in the high school and the greater Lancaster community.

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### Lancaster Leadership Academy (LLA) History

The Leadership Academy was first dreamed up by a small group of teachers at Lancaster High School in 2007. These teachers and Academy Directors used the Leadership in Action class curriculum and the National Association of Student Councils (NASC) Certified (Distinguished) Leaders Program as a basis for the overall direction of the Academy developed the overall curriculum. To date and to our knowledge, the Lancaster Leadership Academy is the only High School based Academy program in the country with a 3 year curriculum focused on student leadership development. We are constantly growing and developing.

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### Lancaster Leadership Academy Mission

The purpose of the Lancaster High School Leadership Academy is to provide a structured learning environment that will allow (help develop) student leaders to (who will) make a positive impact on our school's climate and our community as well as to enhance those skills necessary for them (our students) to become active, productive citizens.

Leadership Academy students must complete a five-credit sequence over the course of their sophomore, junior and senior years with a cohort group of students in their grade. Candidates for this Academy should be positive, highly self-motivated individuals who are willing to take risks and who are willing to put in the time necessary to make a positive difference for others.

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### Complimentary Courses

To complete the Leadership Academy credit sequence, Academy students must choose an additional 1 credit from a selection of complementary coursework in other departments. Acceptable courses are listed within the course descriptions section (below) but students may request optional courses on a case by case basis. These courses have been chosen because they augment the work done in the core Academy courses. One additional credit is utilized as to not overwhelm the student's choice of elective courses throughout their high school experience.

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## “Why be part of leadership?”

As a member of the Leadership Academy you will:

- ❑ Develop skills for success in college, career and life:
  - Communication
  - Time management
  - Problem solving
  - Teamwork
  - Commitment
  - Organization
  - Self-discipline
  - Responsibility
  - Risk-taking
  - Stress management
  - Goal setting
  - Conflict resolution
  - Meeting management
  - Professional writing skills
  - Presentation skills
  - Public speaking
  - Community service
  
- ❑ Experience an Internship Program where you will interact with adult leaders in the community that will lead to valuable on-site leadership experiences and future networking opportunities.
  
- ❑ For the Community you will:
  - Provide the Lancaster community with positive, responsible, productive citizens to accept leadership roles in various capacities
  - Develop active youth participation in community programs through the service-learning component
  - Promote interaction with community partners who hold leadership positions in government, business and civic organizations, as well as educational institutions, through the Internship component
  - Enhance pride and respect between high school students and community

## Leadership Academy Course Descriptions

### LA: Effective Communication for Leadership

1325 Grade 10

1 credit

This one-credit course will challenge students to develop speaking, listening and writing skills in order to become successful leaders. Students will expand upon their prior character education experiences by examining and adopting the qualities and characteristics of successful leaders. Students will develop and exhibit time management, organizational and managerial skills, personal growth, strategies for professional interaction with others, as well as goal-setting techniques.

Classroom experiences will include but not be limited to journal writing, speeches, role-plays and written tasks such as interviews, telephone communication, explaining instructions, and interpersonal exchanges. Students will make periodic contributions to their Leadership Portfolios.

Students must complete assignments outside of class time as a component of their quarterly grade.

- ❑ 1<sup>st</sup> & 2<sup>nd</sup> quarters
  - Attend two meetings of LHS clubs/organizations & take notes, and
  - Complete 5 school service hours each quarter
- ❑ 3<sup>rd</sup> & 4<sup>th</sup> quarters
  - Attend two meetings of LHS clubs/organizations & take notes, and
  - Complete 5 school & 5 community service hours each quarter

This introductory course of the Leadership Academy will provide an opportunity for the students to develop both intrapersonal and interpersonal speaking, listening and writing skills necessary to develop a solid leadership foundation. Students will engage in experimental learning exercises such as small group projects as well as a more traditional strand through written reflections and audio-visual presentations. Active school involvement and service learning hours are required.

#### Sample objectives of this course:

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| <ul style="list-style-type: none"> <li>○ Initiation of Distinguished Leaders Program</li> <li>○ Internship Preparation</li> <li>○ "Colors" Personality Test</li> <li>○ Leadership Book Review and Presentation</li> <li>○ Song Lyrics Project</li> <li>○ Reflection Journals</li> <li>○ Teen Power and Beyond Book Project</li> <li>○ Murder Mystery</li> <li>○ Good Person Presentations at District Elementary Schools</li> <li>○ Freshman Seminar Presentations</li> <li>○ FOSTER – Exceptional Conversation Skills</li> <li>○ Community &amp; School Service Hours and Reflection</li> </ul> | <ul style="list-style-type: none"> <li>○ Book Project – Historical Leaders</li> <li>○ Book Project – Children's</li> <li>○ Icebreakers</li> <li>○ Bank Robbery</li> <li>○ Class Direction</li> <li>○ Know it All</li> <li>○ Individual Quilt Pieces</li> <li>○ Mind Tools Individual Project</li> <li>○ Mind Tools Group Project</li> <li>○ Who I Think the Leaders are in My School</li> <li>○ Who I Think the Leaders are in My Class</li> <li>○ 50 Things</li> <li>○ Success for Teens Workbook</li> <li>○ Time Management Strategies</li> </ul> | <ul style="list-style-type: none"> <li>○ Grade Criteria</li> <li>○ Lost on the Moon</li> <li>○ Teen Power Book Work</li> <li>○ Paper Plate Awards</li> <li>○ Big Rocks</li> <li>○ Guest Speakers</li> <li>○ Banners Project</li> <li>○ Character in the Movies</li> <li>○ Robert's Rules of Order</li> <li>○ Who Do I See to Get What Done</li> <li>○ Build a Leader</li> </ul> |
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## LA: Processes of Leadership

*30 Grade 11*

*1 credit*

In this one-credit course, students will develop and expand effective group process techniques and business and marketing skills. The class will explore topics such as motivating others, goal setting, group process, problem solving, conflict resolution, marketing strategies, meeting structures, etc. Classroom experiences will include but not be limited to journal writing, oral presentations, role-plays and written tasks related to the topics above.

Students complete assignments outside of class time as a component of their quarterly grade. Each quarter, students must:

- ❑ Attend two meetings of LHS clubs/organizations & take notes
- ❑ Complete 10 school and 10 community service hours

This course will introduce students to the project-planning model with steps such as goal setting, proposals, objective charts, and evaluations. Student work is a mixture of traditional writing including a major book review, group project planning and implementation, as well as involvement in the planning of the annual Leadership Academy Junior Class Trip. Active school involvement and service learning hours are required.

By the completion of the course the students will have completed all parts of the NASC Distinguished Leaders Program and will have submitted it for review to the NASC National Office in Washington D.C.

### *NASC Distinguished Leader Program*

Students in the Leadership Academy complete the NASC Distinguished Leaders Program throughout their sophomore and Junior years through their Academy Classes. The topics are broken up as outlined below and augment the curriculum for each class. At the conclusion of their junior year the students meet with the Academy Directors and present their application. The applications are reviewed and the shipped to NASC in Reston, VA for submission. Over the past 5 years over 75 students in the leadership Academy have earned the designation as a NASC Distinguished Leader. The work for this project is completed within the class, as homework assignments, and through the student's volunteer hours, Academy meeting procedures, and projects that they work on within small groups throughout the sophomore and Junior years.

We structure the program so that the students will receive the designation in time to place it on their college and scholarship applications. Sample objectives of this course:

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| ○ Completion of Distinguished Leaders Program              | ○ Community and School Service Hours and Reflection | ○ Lancaster Gives Back                |
| ○ Internship Preparation                                   | ○ Song Project                                      | ○ Public Speaking                     |
| ○ Introduction of the Project Planning Model               | ○ Class Direction/Grade Criteria                    | ○ Mentoring Program                   |
| ○ Leadership Book Review and Presentation                  | ○ Who I Think the Leaders are in My School          | ○ Bullying Program                    |
| ○ Plan and Facilitate Leadership Academy General Meetings  | ○ Who I Think the Leaders are in My Class           | ○ Evaluations                         |
| ○ Reflection Journals                                      | ○ Who Do I See to Get What Done                     | ○ Thank You Notes                     |
| ○ YES Leadership Program Preparation                       | ○ Life Works 101                                    | ○ Character in the Movies             |
| ○ FOSTER – Exceptional Conversation Skills                 | ○ 10 Commandments of Leadership                     | ○ Guest Speakers                      |
| ○ Goal Setting   | ○ 10 Commandments of Poster Making                  | ○ Resume Preparation                  |
| ○ Objective Charts   | ○ YES Leadership Preparation Project                | ○ School and Community Hours          |
| ○ Proposal Writing   | ○ Robert's Rules of Order                           | ○ Disney Trip Preparation Project     |
| ○ Good Person Presentations at District Elementary Schools | ○ LHS Administration Forms Packet                   | ○ Digital Communication Etiquette     |
|  | ○ Phone Calls                                       | ○ Proper Dress Rules/Social Etiquette |

## Leadership in Action

*1416 Grade 12*

*1 credit*

This one-credit course is project-based, with students utilizing a project-planning model to make a positive difference in the school and community. Students will exhibit responsibility, perseverance, respect and integrity while working as teams to set goals, design timelines, write proposals, create publicity, evaluate outcomes and write final reports.

Leadership in Action students work in teams and complete one major project per quarter. Examples of past projects include:

- Lancaster-Depew Week and Spirit Week activities such as the Bonfire, Motorcade, Spirit Assemblies, Powder Puff Game, Homecoming Dance, Spirit Bowl, Mr. Lancaster, Building Decorations, etc.
- Social activities such as the Courtyard Dance, Freshman Mixer, Spring Courtyard Dance, Prom, Homecoming, etc.
- Holiday projects such as Jingle Links, Cookie Marathon, Coloring Contest, Holiday Food Drive, Santa Grams, Christmas Tree Contest, Building Decorations, etc.
- Senior Class projects such as Red Cross Blood Drives, Senior Mural, Senior Dinner Dance, Senior Apparel Sale, Senior Day, Senior Recognition Program, etc.
- Community service projects such as Group Home Socials, Food Drives, US Troop Support Program, Project Clean Your Locker, Lancaster Youth Bureau Holiday Distribution, etc.
- School service projects such as Freshman Orientation, 8<sup>th</sup> Grade Information Night, Recycling, and Appreciation Luncheons for various LCSD employee groups, Class Mural Revitalization, SOAR, etc.

Students complete assignments outside of class time as a component of their quarterly grade. Each quarter, students must:

- Complete 15 school service hours
- Complete 10 community service hours

### *Goals of the Course*

- To further develop and enhance your leadership skills
- To learn and grow through experience
- To foster the development of life-long community servants
- To help you discover your passion
- To make a positive impact on your school and community
- To successfully develop projects in a small group setting
- To understand and utilize a Project Planning Model
- To help you practice creative problem-solving methods
- To give you the opportunity to work with different individuals in a small group
- To cultivate your communication and listening skills
- To carry on traditional LHS events/programs
- To develop and institute new programs which meet the needs of LHS students, our school, and or community.

Over the years the Leadership in Action class has become a very active and high-profile class, but it should be noted that it also places students in **high-stress** situations that demand much time and effort as well as constant commitment. This course will be rewarding to those who enjoy a mental, emotional and physical challenge. It may be too stressful for those students who would like to enjoy a relaxing senior year.

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### Academy: Internship

*9050 Grade 11 (Spring), Grade 11/12 (Summer) or Grade 12 (Fall)*

*½ credit*

⊗ Prerequisite: Enrollment in AVPA, LLA or HCA.

⊗ Required: Own transportation to/from mentor's job site

▶ Note 1: Not all internship locations are located in Lancaster, NY

▶ Note 2: Students must understand the time commitment and therefore schedules must be considered prior to registering

The CEIP program is designed to give students hands-on experience in the career field of their choice. It also includes classroom learning on important workplace topics, such as resume preparation and effective interviewing techniques, teamwork, projecting a professional image, and job motivation and benefits. Students are placed with a local company in their desired field to complete the required internship hours.

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### Foundations Teachers' Assistant

*\*\*\*\* Grades 11,12 (full year – every day, same class period)*

*½ credit*

The Foundations for Success Program has been designed to help underclassmen adjust to life in the High School and equip each student with skills and knowledge to be successful throughout their high school career and beyond.

Each Foundations classroom (25-28 students) has a teacher who serves as the guide as the students grow together through different lessons, exercises, and experiences. A major factor in the effectiveness of this "different" type of class is a Student Mentor or Teacher's Assistant (TA). Each classroom (you will be assigned to the same class period, every day, for the entire school year) will have one or two upperclassmen TA(s) who will assist the teacher in planning and implementing many of the classroom exercises and lessons.

#### *The Role of a Foundations Teachers' Assistant*

The intention is to have Upperclassmen mentors to serve as Role Models for the underclassmen students participating in the class and as "Teaching Assistants" for the classroom Teacher. Your responsibilities will include: attending your Foundations Class, assisting the teacher in designing and the implementing classroom activities and lessons, and various tasks all with the goal of helping the students in your class grow and become more comfortable at LHS. At the conclusion of the school year you will earn 1/2 credit for serving in this capacity.

## *Leadership Academy Complimentary Choices*

To complete the Leadership Academy credit sequence, Academy students must choose an additional 1 credit from a selection of complementary coursework in other departments. Acceptable courses are listed below but students may request optional courses on a case by case basis.

★ Refer to the Course Description Guide for additional course information

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### Applied Digital Skills

Formerly MOS Word, Excel, PowerPoint, Access

*7523 Grades 9, 10, 11, 12*

*½ credit*

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### Communication Systems

▶ Note: This course may not be offered every year, check description guide.

*9132 Grades 9,10,11,12*

*1 credit*

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### Digital Communications

Formerly Keyboarding and Computer Integration

*9012 Grades 9, 10, 11, 12*

*½ credit*

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### Journalism I

*1316 Grades 10, 11, 12*

*½ credit*

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### Journalism II

*1336 Grades 10, 11, 12*

*½ credit*

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### Public Speaking

*1414 Grades 10, 11, 12*

*½ credit*

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### Computer Graphics

*9127 Grades 9,10, 11, 12*

*½ credit*

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### Computer Graphics II

▶ Note: This course may not be offered every year, check description guide

⊗ Recommended: Computer Graphics I

*9128 Grades 9,10, 11, 12*

*½ credit*

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### AP Psychology

⊗ Recommended: Regents or AP American History and/or teacher recommendation

*2029 Grades 11, 12*

*1 credit*

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### Community Service Credit

⊗ ½ credit upon completion of an additional 90 hours of documented community service.