Student Leadership Meeting Template

**Description:**

Collectively, we can honor student agency by bringing students into the planning and decision-making process. One way to do this is with optional student leadership teams. Think of it as a planning session with your students rather than your colleagues. The process is entirely democratic. Any student is welcome in the leadership team meetings and every student has an equal voice. In some cases, you might even invite a single student from each meeting to attend departmental or team planning sessions.

These meetings can take place before or after school or during a prep period. However, if you have time for it, you can invite the entire class to participate in this type of meeting once or twice a month.

**Agenda**

Check-In

* Quick individual check-in: Each student says one high, one low, and one random fact about themselves.

Current Feedback

* Open feedback on what is going well in the current projects: You might ask specific questions about policies, practices, or lessons. For example, “What is going well with student collaboration?” or “What was your favorite mini-project?” Or, you can keep it open-ended with a question like, “What has been your favorite part of the course so far?”
* Open feedback on what could be improved: Again, this might be specific, with a question like, “How can we improve the course design?” or “What would you have changed about our last virtual meeting?”

Generating Ideas

* Set the stage: Explain what the upcoming unit(s) will be. You might need to begin by showing them the curriculum map and having students look at the standards, skills, and topics.
* Research ideas: Give students the chance to look online for examples of projects that align to the curriculum.
* Share ideas: In this phase, each group member shares project ideas that they have. To avoid judgment, you might just solicit ideas without getting feedback.

Narrowing Down

* Ask for feedback on an idea: Here, you might share an idea of something you would like to try with your students. It might be a project or a unit plan. Or, it might be a strategy or a new policy.
* Summarize and clarify: In this last phase, you summarize key ideas and allow for any clarifications that might be necessary.
* Decision-making: This is optional, but you might want to make some decisions collectively as a group.

Closure

* Come up with any next steps.
* Ask students to reflect on the process.