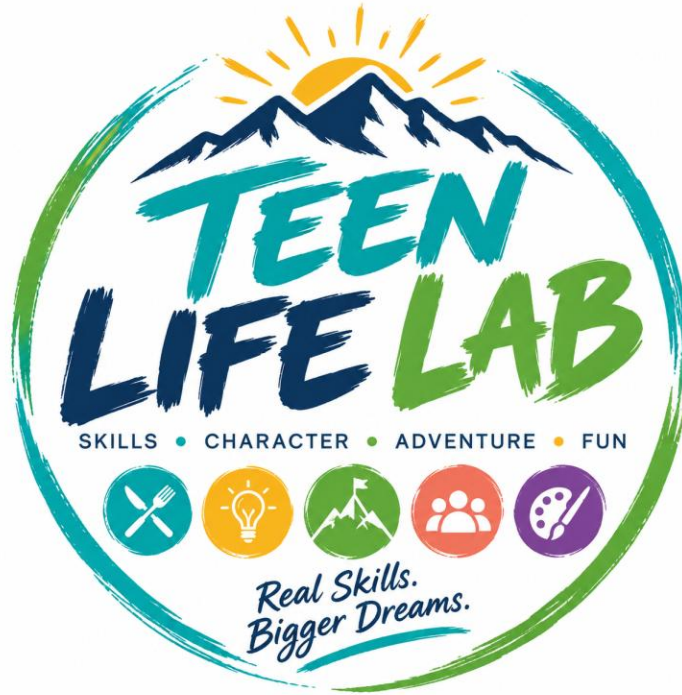




Teen Leadership & Life Skills Program

Student & Parent Handbook

Operated by Alistair Academy

Welcome!

Welcome to the Teen Leadership & Life Skills Program—a place where students are challenged to grow in confidence, character, leadership, and practical life skills while building friendships and making meaningful memories.

The teen years are an important season of preparation. Our goal is not simply to keep students busy, but to give them experiences that help them become capable, responsible, thoughtful, and confident young adults.

Through hands-on activities, leadership challenges, service opportunities, educational experiences, discussions, field trips, and real-world projects, students will have opportunities to discover their strengths, practice leadership, learn practical skills, and develop the character necessary to navigate life with wisdom and purpose.

Program Director,

Julia Akers

1. Program Mission

Our mission is to equip teens with the **skills, character, confidence, and leadership experience** they need to successfully navigate adolescence and prepare for adulthood.

We believe teens learn best when they are given meaningful responsibilities, real opportunities to lead, and the chance to learn by doing.

We focus on four areas:

Leadership

Learning to communicate, make decisions, take initiative, solve problems, work with others, and lead responsibly.

Life Skills

Developing practical skills such as organization, budgeting, cooking, planning, communication, time management, etiquette, and personal responsibility.

Character

Cultivating integrity, perseverance, responsibility, respect, courage, humility, kindness, and self-discipline.

Community

Building friendships and creating memorable experiences through group activities, service projects, challenges, outings, and special events.

2. What Students Can Expect

Students can expect a program that is hands on, and interactive! Students can expect a structured, supportive, and engaging program where they are encouraged to participate, take responsibility, and grow in confidence and independence.

Teachers and program leaders will provide clear instruction, meaningful activities, guidance, encouragement, and age-appropriate leadership opportunities while maintaining consistent expectations for behavior, participation, and respect. Rather than simply listening to lectures, students will frequently **participate, create, plan, practice, lead, problem-solve, and serve.**

3. Program Activities

Activities may include:

Leadership Challenges

- Team-building activities
- Public speaking
- Leadership exercises
- Group decision-making
- Problem-solving challenges
- Planning and organizing events
- Student-led projects
- Leadership roles and responsibilities

Leadership Development is an integral part of the program, covering topics every week like:

- Personal Leadership, Mindset & Responsibility
- Growth mindset, self-discipline, integrity, grit, SMART goals, and habits
- Communication, Teamwork & Conflict Resolution

- Active listening, respectful speaking, resolving conflict, group roles, and teamwork
- Public Speaking & Emotional Intelligence
- Speech planning, overcoming fear, empathy, emotional control, and persuasive speaking
- Real-World Leadership & Service
- Service learning, mentoring, volunteering, leadership ethics, school impact projects
- Career Readiness & Future Leadership
- Resume writing, interviews, cover letters, and career paths

Hands-on Life Skills activities may include:

- Meal preparation and planning
- Budgeting and financial literacy
- Personal organization
- Time management
- Basic household skills
- Communication and phone etiquette
- Table manners and social etiquette
- Planning and goal setting
- Introduction to professional skills
- Basic emergency preparedness

Character Development

Students will explore topics such as the 52 Modern Manners for Teens as well as other topics, including:

- Integrity
- Responsibility
- Perseverance
- Courage

- Respect
- Self-control
- Honesty
- Compassion
- Gratitude
- Serving others
- Handling failure
- Making wise decisions
- Developing a strong work ethic

Educational Experiences

Depending on the semester, students may participate in:

- Museums
 - Historical sites
 - Businesses
 - Government institutions
 - Colleges and universities
 - Cultural experiences
 - Workshops
 - Community service
 - Career exploration
 - Special educational events
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4. Student Expectations

Participation in the program is a privilege and a responsibility.

Students are expected to:

1. Treat instructors, volunteers, guests, and fellow students with respect.
2. Participate actively and positively.
3. Arrive on time and prepared.

4. Follow safety instructions.
5. Take responsibility for their belongings and assignments.
6. Demonstrate appropriate behavior during field trips and activities.
7. Use technology appropriately.
8. Encourage rather than belittle other students.
9. Accept correction respectfully.
10. Make a genuine effort to learn and contribute.

Students do not need to be natural leaders when they begin the program.

Leadership is a skill that can be practiced and developed.

5. Parent Partnership

Parents play an important role in helping students get the most from the program.

Parents are encouraged to:

- Encourage regular attendance.
- Help students arrive prepared and on time.
- Discuss skills learned during the program.
- Encourage students to take responsibility for their own materials.
- Allow students opportunities to practice newly learned skills at home.
- Communicate concerns or questions with program staff.
- Encourage students to participate rather than expecting perfection.

Our goal is to create a partnership between **students, parents, and program leaders.**

6. Attendance

Consistent attendance is important because many activities build upon previous experiences.

Parents should notify the program as soon as possible if a student will be absent.

Because some activities may involve reservations, transportation, supplies, or outside organizations, special events and field trips may have separate attendance and cancellation policies.

7. Behavior & Conduct

We want our program to be a place where every student feels respected, safe, and included.

Students are expected to demonstrate:

Respect – Treat people, property, and the learning environment appropriately.

Responsibility – Take ownership of actions, assignments, belongings, and commitments.

Integrity – Be honest and trustworthy even when no one is watching.

Self-Control – Make thoughtful choices rather than acting impulsively.

Kindness – Speak and act toward others with consideration.

Courage – Be willing to participate, try something difficult, ask questions, and learn from mistakes.

8. Technology & Cell Phones

Technology may be incorporated into selected activities when appropriate.

Students may be asked to put phones and other personal devices away during instruction, discussions, activities, or field trips.

Phones should not be used to:

- Bully or embarrass another student
- Record others without appropriate permission
- Distract from activities
- Access inappropriate content
- Disrupt instruction

Program leaders reserve the right to establish additional technology expectations for specific activities.

9. Field Trips & Special Events

Field trips are an important part of the program because they allow students to **take learning beyond the classroom and experience the real world firsthand but field trips are always optional attendance.**

Field Trips may be held on Saturdays and costs are separate to the program. Group rates for field trips will be provided and permission slips must be filled out for each event.

Transportation by bus as a group to some locations may be provided, but some field trips may require parent or guardian to transport the student to and from the field trip.

Students may visit places connected to:

- History
- Art
- Government
- Business
- Science
- Culture
- Education
- Careers
- Community service

Parents will receive information regarding special requirements, schedules, transportation, costs, permissions, and appropriate attire before applicable events.

Students are expected to represent the program respectfully while participating in off-site activities. **Again, field trips are optional but greatly support your student's learning.**

10. Leadership Opportunities

One of the distinguishing features of this program is that students will not simply learn about leadership—they will have opportunities to **practice it**.

Depending on age, maturity, and experience, students may be given responsibilities such as:

- Welcoming new students
- Assisting younger participants
- Leading a team
- Helping organize an activity
- Presenting to the group
- Planning a project
- Coordinating a service activity
- Serving as a student representative
- Mentoring peers

Leadership opportunities are intended to help students develop confidence while learning that **leadership is about responsibility and service, not simply being in charge. These assignments are meant to be interactive and enjoyable.**

11. Life Skills at Home

We encourage families to reinforce the skills students are learning by giving them appropriate responsibilities at home. Parents might encourage students to:

- Prepare a family meal
- Create a grocery list
- Manage a small budget
- Organize their schedule
- Plan a family activity

- Help with household responsibilities
- Practice professional communication
- Set personal goals
- Complete a project independently
- Volunteer in the community

The more opportunities students have to practice these skills, the more naturally they become part of everyday life.

12. Communication

Parents will receive important information regarding:

- Program schedules
- Special activities
- Field trips
- Supply requirements
- Changes to programming
- Important deadlines
- Emergency information

Parents are encouraged to communicate questions or concerns promptly rather than allowing problems to build.

We value respectful, direct, and constructive communication.

13. Safety

Student safety is a priority.

Students are expected to follow all safety instructions provided by instructors, staff, volunteers, and activity leaders.

Additional safety procedures may apply to specific activities, field trips, transportation, outdoor activities, or other hands-on experiences.

Parents will be informed of any special requirements associated with activities when applicable.

14. Dress & Personal Presentation

Students should arrive dressed appropriately for the day's activities.

Certain activities or field trips may require:

- Comfortable clothing
- Closed-toe shoes
- Athletic clothing
- Professional attire
- Weather-appropriate clothing
- Specific safety equipment

Parents will be notified in advance when special clothing is required.

Students are also encouraged to practice appropriate personal presentation and grooming as part of learning professional and social skills.

15. Growth Mindset

This program is designed around the belief that students **do not have to know how to do something before they try it.**

Mistakes are part of learning. Students will be encouraged to:

- Try new things
- Ask questions
- Accept constructive feedback
- Learn from mistakes
- Persevere through challenges
- Celebrate progress
- Encourage others

We care more about **growth, effort, character, and responsibility** than perfection.

16. Parent Acknowledgment

By enrolling my student in the Teen Leadership & Life Skills Program, I acknowledge that I have read and understand the expectations outlined in this handbook.

I understand that participation in the program requires students to demonstrate respectful behavior, responsibility, cooperation, and a willingness to participate.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Emergency Contact: _____

Phone: _____

Our Goal

We want students to leave this program with more than a collection of memories.

We want them to leave with **skills they can use, confidence they can carry, character they can rely on, and experiences that prepare them for the next stage of life.**

Learn. Lead. Serve. Grow.