

**To: Barry Tibbetts**

**From:** Vanessa Fournier, Assistant Principal Windham High School/Student Council Advisor

**Date:** 5/1/25

**Memo:** Substance Prevention Grant for Student Council RSVP Student Summit Training

On April 2, 2025 the Windham High School Student Council hosted a student training with the National Association of Student Councils focused on the RSVP (Raising Student Voice and Participation) summit process. We had 58 students attend the training representing a variety of grade levels (9-12), student organizations (18 different student groups represented), and demographics. We also had 5 staff members attend the training day.

The training was led by 2 representatives from the National Association of Student Councils through the NASSP (National Association of Secondary School Principals). They worked to provide opportunities for this diverse group of students to interact and get to know each other as well as work collaboratively throughout the training process. The trainers led students through the 3 steps of the student summit process allowing students the opportunity to experience what this would look like when in application at our school first hand. They also provided some real applicable examples from other high schools who have used and are currently using this process to incorporate student voice into the change process within their schools.

On 5/7/25, we held a modified student summit that was led by students who completed the training. We brought advisory groups together in mixed grade levels to gather feedback and student input on our fall homecoming. Students led these mixed grade level groups from 20-35 students through the protocol shared later in this writeup. This was a great opportunity for students to work on their leadership skills, practice the process, and provide feedback for the future summit processes.

From the training, students now have an understanding of the RSVP Student Summit Process and how to implement this at WHS. The Windham High School Student Council would like to thank the Town of Windham and the Substance Prevention Grant for their financial support of this opportunity. We greatly appreciate your support. This is a program that we hope to use for years to come at WHS with our Student Council to incorporate more student voice, student leadership, and civic action at WHS.

Please see below for information on what students experienced during this process.



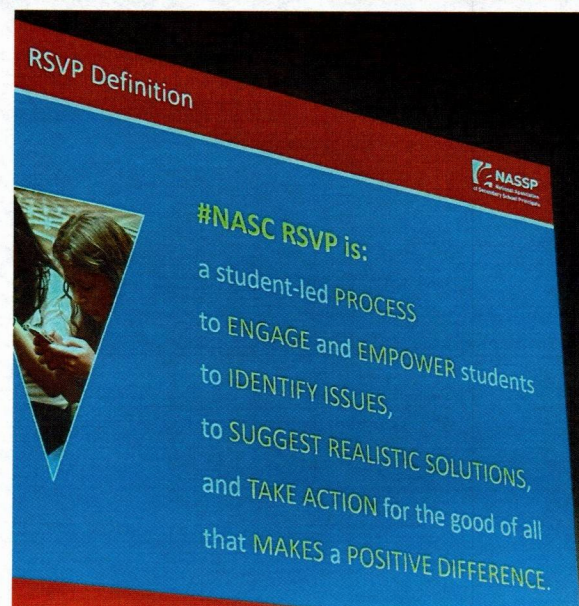
### Student Feedback:

Favorite Parts of the Training	Ideas for Implementing at WHS and being a student leader?
Interaction with groups	more public speaking opportunities
Getting to know new people	Better speaking skills, not being as nervous to talk in front of people.
Getting to say the issues with the school	Communication skills/problem solving skills
group work	That you can hold a good conversation and interact with everyone at the summit
Hearing the teachers perspective on things	I think we could benefit from more practice of actually leading things, maybe starting with small groups of students, like if two kids went from classroom to classroom teaching them about something to get used to being a leader for a bit.
The activities	Working on speaking in front of others.
Working with different people	Having a loud voice and not being afraid to talk
Meeting new people	Be ready to listen and to work together
I liked how interactive it was	An open mind
Talking about actual problems in the school	getting more practice speaking in front of others
Getting to talk to new people	A review of the process on a google doc or printed piece of paper so as I work through it I remember what to do.
Being able to learn about something important in a more unique way than the typical classroom.	Being more comfortable with going out of my way and putting myself out there/ being more confident
Getting to work together as a team	Social and problem-solving skills as well as not being afraid to stand up for others and decisions
The games that we played.	Presentations and guidelines
Meeting new people and connections with the issues and coming up with plans	As a leader, I would need to be prepared to keep people on task and make sure that we're getting the task at hand done.
talking so much with people and finally feeling like change is possible	Having good leadership
Working with people you wouldn't usually meet.	
Understanding the summit process and what it can achieve.	
Actually participating in the summit so I can better facilitate it.	
Talking about issues in our school	
The activities getting to know people and the problem solving	



the amount of team effort we put in	
Learning more about how to communicate, because I've never understood something so well that it was explained like this.	
Speaking in front of everyone	
Getting into groups and discussing the things we like here and the things we don't like	
Gathering with different students I don't usually talk to, and coming up with changes that would benefit our school.	
The team bonding	

### Pictures from the Training:





## Agenda from the Training Day with the NASC:

### Windham High School Student Council RSVP Training (Raising Student Voice and Participation)

**Date:** 4/2/25

**Location:** Auditorium

#### Student Council Norms

- Be respectful of each other's time.
- Manage our technology.
- Check-in process to allow members time to think about their responses/comments.
- Support a culture of possibility.
- Recognize value in the opinions and perspectives of others/assume good intentions.

Time	Agenda Items	Determinations/Notes
7:25	Attendance	Check in with your advisory teacher for attendance
7:35	Welcome & Introductions	<p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• Please complete the Attendance Form</li> </ul> <p><b>Introductions</b></p> <ul style="list-style-type: none"> <li>• Ann Postlewaite, Director, Student Program Operations, National Association of Student Councils</li> <li>• Taryn Erminio, Senior Program Manager, National Association of Student Councils</li> <li>• Tianna Burton, Julia Parmakian, Vanessa Fournier-StuCO advisors</li> <li>• Lindsay Hanson-BARR Coordinator</li> <li>• Lorraine Glowczak-Community Connections Coordinator</li> </ul> <p><b>Goals for the day</b></p> <p><b>What will we accomplish?</b></p> <p><b>Meet Your Neighbors [Activity]</b></p> <p><a href="#"><u>Various Icebreakers throughout the day</u></a></p>
	RSVP	<p><b>Student Voice and RSVP: Why, what, and who?</b></p> <ul style="list-style-type: none"> <li>• Student Voice – Stats</li> <li>• Defining Student Voice [Activity]</li> <li>• #RSVP is...</li> <li>• How RSVP works</li> <li>• Key RSVP roles</li> </ul> <p><b>Planning for Your Summits</b></p> <ul style="list-style-type: none"> <li>• Time Requirements</li> </ul>

		<ul style="list-style-type: none"> <li>● Ground Rules [Activity]</li> <li>● Summit Supplies and Forms</li> <li>● The Process Flow</li> <li>● Hands of Time</li> <li>● Training Facilitators</li> </ul>
8-9:45	Part I	<b>Summit 1 – Activity</b> <ul style="list-style-type: none"> <li>● Introducing the Summit</li> <li>● Sharing voices</li> <li>● Voting</li> <li>● Post-Summit actions and tasks</li> </ul>
9:45-11:15	Part II	<b>Summit 2 – Activity</b> <ul style="list-style-type: none"> <li>● Introducing the Summit</li> <li>● Sharing voices</li> <li>● Voting</li> <li>● Post-Summit actions and tasks</li> </ul>
11:15-11:45	Lunch	<b>WHS Cafe (Normal School Lunch)</b>
11:45-1:45	Part III	<b>Creating a Civic Action Plan</b> <ul style="list-style-type: none"> <li>● What is a CAP?</li> <li>● Building a CAP Outline</li> </ul> <b>Summit 3 (Overview and Highlights only)</b> <b>Designing Your RSVP</b> <ul style="list-style-type: none"> <li>● Identifying students for roles</li> <li>● Creating and assigning task lists</li> <li>● Establishing the Leadership Team</li> <li>● Facilitator recruitment and training</li> <li>● Setting key dates</li> <li>● Introducing RSVP to the faculty</li> <li>● Launch strategies</li> <li>● Communications – audiences?</li> </ul>
1:45	Wrap Up Closing	<b>Bringing It All Together</b>
1:56	Dismissal	



**Agenda for the First Student Practice Summit at WHS on 5/7/25:**

**5/7/25 RSVP Student Council Summit 1 Homecoming**

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**Materials Needed:**

- Chart Paper and Markers
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**Summit 1: Voice: What's on your mind?**

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- **Purpose:**

- To get students talking about the issues that matter to them (i.e. homecoming week)
  - To gather student voice and ideas about homecoming that can be shared with the planning committee and advisors when planning homecoming
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- **Icebreaker:**

- We have paired up advisory groups with different grade level advisories so students might not know one another.
  - **Rock/Scissor/Paper trains** – hold onto the shoulder of the winning team and move thru group till you have an ultimate winner
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- **Explain Main goals and purpose of RSVP**

**Objective**

One objective of RSVP is to create the mindset and recognition that the student council is the school's primary vehicle for student voice and meaningful involvement. It is through student council-led initiatives that students are able to identify needs and address concerns in effective and productive ways, founded in educational values, and supported by the principal and faculty members.

**RSVP's Key Features**

- Three student-led summits to identify and address the issues that matter most to them
- Visionary Civic Action Plans that make recommendations for change in schools and communities
- A student-generated inventory of existing civic opportunities in school
- Strategies for implementing and establishing civic involvement
- Ideas for increasing student voice in school decision making

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- **Share the WHS Summit Ground rules (read them)**
    - Be attentive to the speaker and actively listen
    - One person speaks at a time.
    - Respect each other's ideas. Do not judge or add your own commentary.
    - Direct comments toward conditions, actions, situations, etc.; not people.
    - If you think you have an idea, say it!
    - Encourage the participation of everyone.
    - Have fun!
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- **Ask the Group:**
    - What is going well with homecoming week?
    - What do you like about homecoming week?
    - If you could change one thing about homecoming week, what would it be?
    - What other things would you address about homecoming week?
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- **List:** make a list of all the issues that students identify
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- **Vote:** Which three issues/ideas do you think we should work on for homecoming week?
    - 1.
    - 2.
    - 3.
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- **What's Next:** Top issues will be brought to the RSVP leadership team and then brought to the homecoming advisors and planning committee for the Fall Homecoming 2025
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- **Extra Time:** Icebreaker
  - **Fast Fingers** --- partner up, stand facing your partner with hands behind your back. At the count of three and fast fingers – put out on your two hands, digits between 0 – 10. The first person to yell/say the correct answer wins. I did 2 rounds with the first pair, then split up to play other people. After a bit we had the mathematically challenged sit and had winners play winners to dwindle down the group. Share the secret after about 4 -5 rounds. Saying know what number you are putting out, so you only have to add the other person.