

FRESHMAN TRANSITION PROGRAM RESTRUCTURING ACT

PREPARED
BY
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APPROVED BY

The PROGRAM
CHIEF EXECUTIVE

PROGRAM
CHIEF ADMINISTRATOR
&
CHIEF LEADERS

OFFICE F-14c
APRIL 2020

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***Publishable following ratification and signature**

| FRESHMAN TRANSITION PROGRAM RESTRUCTURING ACT |

MEETING DATE : *April 6th, 2020*

FOR : *Freshman Transition
Program Process Group*

SUBJECT : FRESHMAN TRANSITION PROGRAM RESTRUCTURING ACT

I. ESTABLISHMENT & PURPOSE

1. Following the conclusion of Freshman Transition Program operations from September 3rd, 2019 to January 28th, 2020, peer leaders recommended the restructuring of the Freshman Transition Program to more effectively utilize the role of Section Leaders for training and organization. This recommendation has been expanded to address unexpected inefficiencies as a result of personnel expansion following recruitment in 2019 and the resignation of former program executives.

2. The Freshman Transition Program Restructuring Act is a proposed initiative to reorganize personnel and departments to more effectively carry out the program's commissioned purpose.

II. PROGRAM DIGITAL MODERNIZATION

1. The application Remind is a program utilized by the Freshman Transition Program to notify peer leaders of training dates, lessons, and general updates. However, further utilization of the application has been called into question as a result of the general disregard of notifications transmitted by channel administrators. Furthermore, the antiquated user interface of the application limits accessibility and organization for both channel administrators and general users.

2. The aforementioned issues prompt the replacement of the application Remind with the application Band. The application Band, more commonly referred to as Bandapp, is a similar notification program to Remind, tested by the Drama and Music programs between the years 2018 and 2020 as a supplement. Band has received widespread praise from both communities and more for being an efficient, concise, and responsive application. Further details pertaining to the application Band shall be attached in Annex A.

III. PROGRAM POSITION ALTERATIONS

1. Under the established purpose of the Freshman Transition Program Restructuring Act, the program shall hereby be divided into junior, senior, and executive program positions. Further details pertaining to peer leader organization shall be attached in Annex C.

2. The following are either preexisting or newly established program positions that have undergone changes to their responsibilities and or functions:

SECTION LEADERS

A. It was brought to the attention of the Freshman Transition Program Process Group that Section Leaders have hitherto lacked any or all duties traditionally entrusted to their position. It is hereby established that Section Leaders shall be responsible for the training of all peer leaders assigned to their Lesson Group. Furthermore, Section Leaders shall be responsible for organizing the peer leaders assigned to their Lesson Group during the lesson period in

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accordance with instructions given by the Head Section Leader or Program Chief Executive. Feedback from former Section Leaders elucidated that assigning two Section Leaders to a single Lesson Group was unnecessarily redundant and ineffective. Therefore, each Lesson Group shall only be assigned one Section Leader to be selected by the Freshman Transition Program Process Group.

HEAD PERIOD LEADERS

B. The Head Period Leader is a designation entitled to peer leaders responsible for supervising all Lesson Groups during a Freshman Transition Lesson. Said supervision includes the organization of all peer leaders assigned to that lesson period. The Head Period Leader shall foremostly be entitled to an available Chief Leader. However, if a Chief Leader is not assigned to a lesson period, a Section Leader may be elected to the position of Head Period Leader.

CHIEF LEADERS

C. The position of Chief Leader was established by Program Chief Executive Elaine Dessus in 2019 to serve as assistant administrators and executives for the Freshman Transition Program. All candidates for the position of Chief Leader must have one year of program experience and shall be elected by unanimous vote by the members of the Freshman Transition Program Process Group should replacements be required. There shall be at all times exist four Chief Leaders who shall be subordinate to the Program Chief Administrator and Program Chief Executive. Each Chief Leader shall be responsible for the training of Section Leaders under their assigned Transition Group. Transition Groups shall traditionally consist of three Lesson Groups.

D. Similarly indicated in Section III Paragraph 2A, the presence of two Chief Leaders in a single lesson period would be unnecessarily redundant and ineffective. Therefore, it is recommended that multiple Chief Leaders not be assigned to the same lesson period.

PROGRAM CHIEF ADMINISTRATOR

E. The Program Chief Administrator is designated as the foremost student director and executive of the Freshman Transition Program. The Program Chief Administrator shall serve as the executive officer subordinate to the Program Chief Executive and shall be responsible for overseeing all Chief Leaders and meetings of the Freshman Transition Program Process Group. The Program Chief Administrator shall, therefore, have the authority to assign duties and relay instructions to Chief Leaders and subordinate personnel from the Program Chief Executive.

IV. PROGRAM ORGANIZATION & TRAINING

1. The Freshman Transition Program is to perform Freshman Transition Lessons for classes in all seven school periods in order to maximize coverage and efficiency. Each period shall host two to three different teachers and their classes. Each class shall be assigned a single Section Leader and at most nine peer leaders. During Freshman Transition Lessons, all peer leaders shall become subordinate to the Head Period Leader and the Program Chief Executive.

2. There is established five Transition Groups to be headed by Chief Leaders and the Program Chief Administrator for the purpose of training all assigned peer leaders. The Chief Leaders and the Program Chief Administrator shall be responsible for the training of Section Leaders assigned to their

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Transition Group and those Section Leaders shall be responsible for the training of peer leaders assigned to their Lesson Group.

3. There is established a Freshman Transition Program Process Group composed of the Program Chief Executive, Program Chief Administrator, and Chief Leaders. The Program Chief Executive shall preside over the Freshman Transition Program Process Group with secondary authority being granted to the Program Chief Administrator. The Freshman Transition Program Process Group shall be responsible for program administration and executive duties as seen fit by the Program Chief Executive.

4. All aforementioned structural procedures shall be visualized and attached in Annex B.

V. RATIFICATION & SIGNATURE

1. The Program Chief Executive has approved the following procedures to be reviewed by the Freshman Transition Program Process Group on April 6th, 2020.

2. All alterations and procedures implemented by this document shall be ratified by signature of the Program Chief Executive. Amendments to the Freshman Transition Program Restructuring Act are not permitted following ratification and signature.

FOR THE PROGRAM CHIEF EXECUTIVE:

6 April 2020

POUR LE DIRECTEUR GÉNÉRAL DU PROGRAMME:

執行長：

PARA EL PROGRAMA JEFE EJECUTIVO:

Elaine Dessus

Annex A

~ BAND APPLICATION ~

Exhibits A-1 and A-2 are example diagrams of the application Band and reviews of said application

Computer	https://band.us/en
Smart Phones	App Store









	Group Chat	File Sharing	SMS / Email Alerts	Group Voice Chat	Polls	Photo / Video Album	Read Receipts	Calendar	Signups	Multiple Profiles	Member Limit	Price
 BAND	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Unlimited	Free
 Facebook Groups	✓	✓	✓	✓	✓	✓*	✓	✓			Unlimited	Free
 GroupMe	✓	✓	✓		✓	✓	✓	✓		✓	Unlimited	Free
 WhatsApp	✓	✓	✓	✓		✓	✓				256	Free
 Shutterfly Shares	✓	PC Only	✓		PC Only	✓		✓	✓		Unlimited	Free
 TeamSnap	✓	✓						✓	Depends on Plan		Depends on Plan	\$100 – \$130 /Team/Year
 Remind	✓	**	✓		**				**		Unlimited	Free
 Slack	✓	✓	**	✓	**		**	**	**	✓	Unlimited	\$0 – \$150 /User/Year

Exhibit A-1 (Includes Source URL)

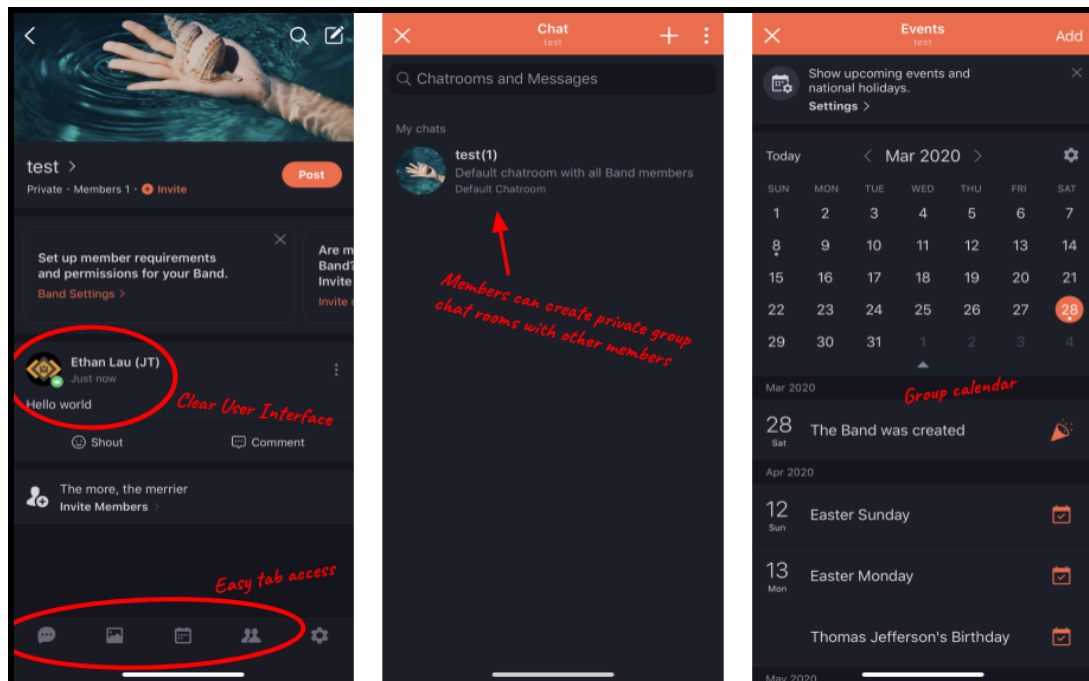


Exhibit A-2

Annex B

~ PROGRAM STRUCTURE VISUAL DIAGRAM ~

Exhibits B-1, B-2, and B-3 are copies of the *Program Structure Visual Diagram* document

- Document located in Freshman Transition Program Structural Files folder

Transition Group 1					
Chief Leader					
Lesson Period 1				Lesson 1	
Head Period Leader				Head Period Leader	
Lesson Group 1 (Teacher Name)		Lesson Group 2 (Teacher Name)		Lesson Group 3 (Teacher Name)	
Section Leader		Section Leader		Section Leader	
Peer Leaders		Peer Leaders		Peer Leaders	

Exhibit B-1

Freshman Transition Program					
Program Chief Executive					
Program Chief Administrator					
Lesson Period 4 / Transition Group 3					
Head Period Leader					
Lesson Group 7 (Teacher Name)		Lesson Group 8 (Teacher Name)		Lesson Group 9 (Teacher Name)	
Section Leader		Section Leader		Section Leader	
Peer Leaders		Peer Leaders		Peer Leaders	

Exhibit B-2

Freshman Transition Program							
Program Chief Executive							
Program Chief Administrator							
Transition Group 1		Transition Group 2		Transition Group 3		Transition Group 4	
Chief Leader		Chief Leader				Chief Leader	

Exhibit B-3

Annex C

~ POSITIONS & STRUCTURE DOCUMENT ~

Exhibit C-1 is a copy of the document *Freshman Transition Program Positions & Structure*

- Document located in Freshman Transition Program Structural Files folder

FRESHMAN TRANSITION PROGRAM POSITIONS & STRUCTURE

- For All Program Personnel -

Junior Program Positions

Peer Leader

PLO

Addressed as "Peer Leader"

Requirements

Attendance to summer training
Completion of program application

Obligations

Assignment to Lesson Group

Senior Program Positions

Section Leader

SLO

Addressed as "Section Leader"

Requirements

TIG of 1 year as Peer Leader

Responsibilities

Attending Transition Group training sessions
Training and organization of assigned Lesson Group

Head Period Leader

HPO

Addressed as "Head Period Leader or Period Leader"

Requirements

TIG of 1 year as Peer Leader
Foremost a Chief Leader or Section Leader

Responsibilities

Designation exclusive to assigned lesson period
Serve as assistant to the Program Chief Executive during a lesson
Supervision of all Lesson Groups during a Freshman Transition Lesson

Executive Program Positions

Chief Leader

CLO

Addressed as "Chief Leader or Chief Lead"

Requirements

TIG of 1 year as Peer Leader

Shown outstanding dedication to the program

Responsibilities

Serving the Head Period Leader to assigned lesson period

Serving as assistant program administrators and executives

Assigning duties and relaying orders to subordinate personnel

Training of all Section Leaders assigned to their Transition Group

Program Chief Administrator

PCA

Addressed as "Program Chief Administrator, Program Administrator, or Chief Administrator"

Requirements

TIG of 1 year as Peer Leader

Shown outstanding dedication to the program

Responsibilities

Relaying instructions and information to Chief Leaders

Serving the Head Period Leader to assigned lesson period

Overseeing the Freshman Transition Program Process Group

Training of all Section Leaders assigned to their Transition Group

Serving the foremost student director and executive of the program

Program Chief Executive

PCE

Addressed as "Program Chief Executive or Program Director"

Responsibilities

Management of overall operation and resources of the program

Superintending the Freshman Transition Program Process Group

Exhibit C-3

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