High School Partner Site Agreement

OVERVIEW

Peer Health Exchange (PHE) gives teenagers the knowledge and skills they need to make healthy decisions. To effectively implement the program, both PHE and its Partner High Schools will need to contribute the necessary effort and resources to ensure a successful partnership. This agreement describes the mutual obligations that both parties commit to carry out.

PARTNERSHIP REQUIREMENTS

The following section outlines the requirements for both PHE and Partner High Schools.

PHE agrees to provide the following, at no cost, to ensure the program's success:

- **A designated PHE Staff member who:**
  - Ensures that the complete PHE Curriculum (13 workshops) is taught by the end of the school year.
  - Is receptive to feedback from high school staff and works to resolve concerns.
  - Provides data on the impact of our program.
  - Makes every effort to avoid rescheduling workshops.
  - Contacts the school as soon as possible when a workshop must be rescheduled.
  - Communicates regularly with high school staff regarding upcoming workshops and scheduling.
  - Makes every effort to respond promptly to all communication from high school staff.
  - Communicates feedback from PHE volunteers or PHE Staff to high school staff when necessary.
- **PHE volunteers who:**
  - Arrive on time to workshops.
  - Interact with students and Host Teachers in a positive and respectful manner.
  - Bring all necessary materials to each workshop and take all materials with them.
  - Demonstrate mastery of the workshop content and care for every student's health and wellbeing.
  - Dress according to the high school dress code and/or wears a PHE t-shirt.
  - Utilize the effective teaching strategies they learned in their PHE training.

Partner High Schools agree to provide the following to ensure the program's success:

- **A principal who:**
  - Makes PHE an integral part of the 9th grade curriculum and schedule, and protects the time dedicated to PHE in order to ensure that the complete PHE Curriculum (13 workshops) is taught by the end of the school year.
  - Encourages members of the high school staff to actively support the program.
  - Is receptive to feedback from PHE Staff and works to resolve their concerns.

- Observes the program and provides positive and constructive feedback to PHE Staff (as appropriate) to improve our impact on teens.
- Assists PHE with securing funding for programs when requested by PHE Staff. Requests may be considered on a case by case basis and could include writing letters of support, coordinating site visits with prospective funders, or allowing PHE to take photos or videos to promote its program, once proper consent has been obtained with support from the school.
- Agrees to send relevant mailings to parents/families, including an introductory letter (provided by PHE) about the PHE program sent on school letterhead to parents of PHE students.

- **A Site Coordinator who:**
  - Expresses support for PHE to high school staff, students, and the parents of the students.
  - Serves as the primary liaison between the school's Host Teachers and PHE Staff.
  - Ensures that the complete PHE Curriculum (13 workshops in proper sequence) is taught by the end of the school year.
  - Observes the program and provides positive and constructive feedback to PHE Staff (as appropriate) to improve our impact on teens.
  - Is receptive to feedback from PHE Staff and works to resolve their concerns.
  - Provides prompt response to all communication from PHE Staff as well as communication about PHE within the school.
  - Helps to manage the calendar of PHE workshops by:
    - Reviewing and approving the workshop calendar.
    - Providing advance notice of any workshops that need to be rescheduled.
    - Working with PHE Staff to schedule make-up workshops as necessary.
- **Host Teachers who:**
  - Express support for PHE to their students and to the parents of their students.
  - Discuss PHE with their students before the first PHE workshop, including explaining the purpose of the program and reviewing appropriate behavior during the workshops.
  - Are present in the classroom during all workshops.
  - Ensure students attend and are attentive during PHE workshops.
  - Assist with classroom management when requested by the PHE volunteers.
  - Observe the program and provide positive and constructive feedback to PHE Staff (as appropriate) to improve our impact on teens.
  - Reinforce the material taught by PHE and encourage students to continue discussing PHE health topics outside of PHE workshops. (*Note: the PHE Curriculum itself is proprietary and can only be taught by PHE volunteers. Host Teachers must get explicit consent from PHE to teach any portion of the PHE Curriculum.)
  - Provides prompt responses to all communication from PHE Staff as well as communication about PHE within the school.

- Helps to manage the calendar of PHE workshops by:
  - Reviewing and approving the workshop calendar.
  - Providing advance notice of any workshops that need to be rescheduled.
  - Working with PHE Staff to schedule make-up workshops as necessary.
- Supports PHE's efforts to communicate the program's impact to donors by asking students to fill out a pre-printed postcard about their experience with PHE.

ADDITIONAL REQUIRED INFORMATION AND MEETINGS
The following meetings and information are also required to effectively implement the program.

Meetings:
- A Partnership Confirmation Meeting between PHE Staff, the principal, and the Site Coordinator.
- A Host Teacher Orientation between PHE Staff, the Site Coordinator, and the teachers participating in the program. If any teacher cannot attend the Host Teacher Orientation, the Site Coordinator will meet with her/him to review the Host Teacher Guide before the start of the program.
- A Spring Term Check-In Meeting between PHE Staff and the Site Coordinator.

Schedule:
- A minimum of 14 class sessions (13 sessions for PHE workshops and one make-up session) on a consistent day and at a consistent time throughout the academic year.
- If any PHE workshops need to be cancelled, additional make-up sessions may be scheduled as needed to ensure that all of the PHE workshops have been taught.
- The PHE curriculum requires a minimum of 45 minutes of class time per workshop.

High School Site Information (provided to PHE Staff before the program begins):
- The high school's bell schedule and class schedule.
- The high school's academic calendar.
- Total school enrollment and 9th grade enrollment numbers.
- Percentage of students eligible for free or reduced-fee lunch.
- Total number of PHE classes and number of students in each class.
- Start and end times for classes.
- Room numbers and Host Teacher names for each class.
- A description of the high school's health personnel, resources, and policies.
- The name of a high school staff emergency contact if a student's wellbeing is endangered
- The principal's, Site Coordinator's, and Host Teachers' contact information.
- Dates of Host Teacher Orientation, fall and spring PHE workshops, possible make-up workshops, and school sending Introductory Letter to Parents.

High School Name: _____

I understand and agree to the requirements in the PHE High School Partner Site Agreement.

Partner High School Principal:

_____ _____
Signature Date

_____ _____
Printed Name Title

Partner High School Site Coordinator:

_____ _____
Signature Date

_____ _____
Printed Name Title

PHE Staff:

_____ _____
Signature Date

_____ _____
Printed Name Title

(High School Copy)

High School Name: _____

I understand and agree to the requirements in the PHE High School Partner Site Agreement.

Partner High School Principal:

_____ _____
Signature Date

_____ _____
Printed Name Title

Partner High School Site Coordinator:

_____ _____
Signature Date

_____ _____
Printed Name Title

PHE Staff:

_____ _____
Signature Date

_____ _____
Printed Name Title

(Peer Health Exchange Copy)