

Treasurer Form

Name: _____

Address: _____

Phone: _____ Email address: _____

Twitter handle: _____ Facebook address: _____

Student # _____

I realize that by running for this position, I am agreeing to enroll in Student Council class and that I am expected to fulfill the duties of my position as described in the Student Council classroom rules and guidelines. As an executive of student council, I will strive in all ways to be an **exemplary** role model for Monarch High School. I realize that being a Student Council Executive carries a tremendous amount of responsibility and commitment. These responsibilities extend beyond those set forth by athletics and the student handbook. Members of Student Council will demonstrate leadership, character and high academic standards. Part of this expectation is that all members of Student council will act as leaders in the school by taking **state assessments** as scheduled. Furthermore, I know that violations of the Classroom Guidelines, BVSD, or CHSAA code of conduct will result in my removal from the class. Inappropriate or appropriate behavior is under the discretion of the Student Council advisor

Candidate's signature

I realize that my son/daughter is running for this position and I am aware of the responsibilities that will be required of him/her. Furthermore, I know that violations of the BVSD code of conduct will result in their removal from the class and position without discussion.

Parent/Guardian's signature

(Please print name then sign) _____

(Please print name then sign) _____

(Please print name then sign) _____

TEACHERS' SIGNATURES FROM 3 TEACHERS AND 3 REC. FORMS **FROM SAME TEACHERS**
ONE ACTUAL LETTER OF RECOMMENDATION FROM A PERSON FROM MONARCH ADMINISTRATION
Emailed to tony.tolbert@bvsd.org

Turn this page into Mr. Tolbert!

Candidates need to turn in completed forms and a **typed copy of the speech** that will be given to Administration.. Speeches will be submitted on Schoology. The speech should explain why you are the right candidate for the position you are seeking (your experience, credential, goals, vision, etc.). If your video speech does not follow written speech, you will be ineligible for running. We must have the actual file of your video not a video link. The forms and your speech must be given/e-mailed Mr. Tolbert **by Friday April 21st**. No late applications will be accepted. Plan on participating in the spring pep assembly that day April 28th 2017

Executive Candidates are required to submit three Recommendation forms and teacher signatures on the application page. Executives will all have to get an actual letter of recommendation from one person from the Monarch administration and email this letter to: tony.tolbert@bvsd.org Candidates also must have a minimum GPA of 2.5, and cannot be losing credit due to unexcused absences. An infinite campus report is to be included with all application materials. The infinite campus report must include cumulative GPA and attendance summary.

Campaigning rules:

All campaigning materials are not allowed to be hung or distributed before Sunday April 23rd All materials must be approved by Mr. Tolbert and an administrator prior to being hung or distributed. Plan to get materials approved early. All materials must be approved at the convenience of Mr. Tolbert and the administration. It is not guaranteed that they will be available so plan in advance. **If materials are used that are not approved, you will forfeit your right to run for office.** Requirements for poster: No slam campaigning; only promote yourself, keep it positive and appropriate! Show your pride in Mo-Hi and yourself! “Monarch is the most amazing place to lead and learn!”

Timeline:

<ul style="list-style-type: none"> • March to April applications is available to pick up and turn in. You should be getting your letters of recommendation from the two teachers you choose.
<ul style="list-style-type: none"> • April 21st all applications for executive are due to Mr. Tolbert by 3pm. You should have planned a speech and what you want your video announcement will look like. You should have emailed your speech and staff letter to Mr. Tolbert: tony.tolbert@bvsd.org
<ul style="list-style-type: none"> • April 23rd Campaign materials should all be approved- Video file must be submitted- actual file not a link!
<ul style="list-style-type: none"> • April 24th – 28th is Campaigning week.
<ul style="list-style-type: none"> • April 24th -28th Voting
<ul style="list-style-type: none"> • April 24th -28th – Meet and greets
<ul style="list-style-type: none"> • April 28th Prom/Election/ Spring sport pep assembly

Keep this page!

MONARCH HIGH SCHOOL

COYOTES



STUDENT COUNCIL

BVSD

**MONARCH HIGH SCHOOL
STUDENT COUNCIL CLASSROOM
RULES AND GUIDELINES**

Monarch High School Student Council Classroom Rules and Guidelines

Date Adopted: [Record the date the Classroom Rules and Guidelines was adopted here.]

This document shall be known as the official Classroom rules and guidelines of the Student Council of Monarch High School.

PREAMBLE-

“We, the members Monarch High school student council established to encourage and promote student leadership throughout the campus, do ordain and establish these guidelines and subscribe to the regulations and policies Monarch High school and of BVSD in general.”

ARTICLE I – STATEMENT OF COMPLIANCE WITH BVSD and Monarch High School Administrative Leadership

The Monarch high school student council classroom rules and guidelines shall comply with all BVSD and Monarch High school policies, regulations, local, state, and federal laws. This organization’s rules and guidelines shall not contradict at anytime set policies or procedures that may be in place by site administrators or of BVSD administrators. In the instances that this document does contradict, said administration (s) site administrators can disregard this document or parts of it as needed.

II.) **Purpose:** The organization of elected Student Council representatives has the responsibility to organize school events for the student body with honor. Inside and outside of the class room, representatives will fulfill their requirements through responsibility, leadership, respect for the student body and all authority figures, cooperation, self-discipline, teamwork, and school spirit. Student Council will support Monarch High School and the community.

III.) Membership of Student Council:

A. The Student Council will consist of the following members:

1. The Head Boy of the student body
2. The Head Girl of the student body
3. The Treasurer of the student body
4. The Secretary of the student body
5. The Student Activities and Club liaison. (SELECTED BY MRS. BRADY AND MR. TOLBERT)
6. At least seven elected or selected representatives from each grade level.

B. Duties of the Student Council Officers:

1. The Student Council Head Boy and Girl shall:
 - a. Plan the agenda for the class meeting.
 - b. Preside at pep assemblies or designate a master of ceremonies.
 - c. Attend and participate in **all** Student Council functions.
 - d. Mediate class discussions and participate actively.
 - e. Meet with the administration on a regular basis.
 - f. Be a role model not only in Student Council but also throughout the school.
 - g. Promote a positive school image and spirit.
 - h. Follow the Student Council Code of Conduct.

- i. Be in charge of grading, along with the Student Council advisor, of all of the Student Council members.
2. The Student Council Treasurer shall:
 - a. Keep an accurate financial record for Student Council.
 - b. Be involved in all fundraising activities.
 - c. Update the Student Council regularly on the status of the financial account.
 - d. Coordinate financial transactions with the school treasurer.
 - e. Attend and participate in **all** Student Council functions.
 - f. Be a role model not only in Student Council but also throughout the school.
 - g. Promote positive school image and spirit.
 - h. Follow the Student Council Code of Conduct.
 - i. Be in charge of grading, along with the Student Council advisor, of all of the Student Council members.
3. The Student Council Secretary shall:
 - a. Record minutes from each Student Council meeting
 - b. Keep a record of all proposals passed.
 - c. Help organize agenda and make all Student Council members aware of agenda.
 - d. Be extremely organized and write legibly.
 - e. Attend and participate in **all** Student Council functions.
 - f. Be a role model not only in Student Council but also throughout the school.
 - g. Promote positive school image and spirit.
 - h. Follow the Student Council Code of Conduct.
 - i. Be in charge of grading, along with the Student Council advisor, of all of the Student Council members.
4. The Student Council Activities and Club Liaison:-THIS POSITION IS SELECTED BY MRS. BRADY AND MR. TOLBERT
 - a. Plan the agenda for the club and activities meeting.
 - b. Attend and participate in **all** Student Council functions.
 - c. Mediate club and activities discussions and participate actively.
 - d. Meet with the student council advisor on a regular basis.
 - e. Be a role model not only in Student Council but also throughout the school.
 - f. Promote a positive school image and spirit.
 - g. Follow the Student Council Code of Conduct.
 - h. Be in charge of grading, along with the Student Council advisor, of all of the Student Council members.
5. Failure of the officers to comply with these classroom duties will result in demerits and possible impeachment. Failure to follow the BVSD student code of conduct will result in removal from the student council class. The withdrawal grade will follow the same guidelines as for other MHS classes.

- C. Duties of Student Council Representatives: Student Council Representatives shall:
1. Represent Student Council in a positive way inside and outside of the classroom.
 2. Attend and participate actively in all Student Council events (see grading for details).
 3. Demonstrate school spirit.
 4. Serve as a link between the student body and Student Council, faculty, and administration and represent the views of the student body to the Student Council class.
 5. Be respectful of the decisions of the officers, advisors, faculty, and administration. Be respectful during class and events.
 6. Be a role model not only in Student Council but also outside of the Council.
 7. One representative must represent Student Council at the following meetings and share the Council's views on school related issues:
 - a. Governance Team
 - b. Booster Club
 - c. School Accountability Committee (SAC)
 - d. Parent, Teacher, Student Organization (PTSO)
 - e. Any other committees deemed necessary
 8. Must maintain a GPA of 2.5 (not weighted) or higher to remain in the class.
 9. Be enrolled in Student Council class for the full year (2 semesters).
 10. Be on time to all Student Council functions.
 11. Representatives are allowed one unexcused absence from an event per semester. Other absences must be pre-approved. Valid excuses include athletics, family events, medical emergencies, illness, vacations, and approved school-related activities.
 12. Because the calendar is shared at least a month in advance, work does not count as a valid excuse. Representatives are expected to ask for work off during Student Council events.
 13. Student Council Members will be on committees for Student Council projects and must be on at least one committee at all times. They may be a committee head or a member.
 - a. Everyone is expected to work together as a team and be a contributing member for all projects. Each representative must bring items that they volunteered to bring, contact outside resources that they volunteered to contact, and so on.
 - b. Committee heads must fill out event reports after each event and put them in the Student Council binder.
 14. Must fulfill their class jobs for each semester as determined by the officers.
 15. Must partner up and teach one leadership class at some point throughout the year. Officers will determine the rubric and the schedule for these leadership classes.
 16. Will treat each other with respect. Any differences within the Council will be resolved through a class discussion mediated by the officers.
 17. Failure of the representatives to comply with these classroom duties will result in demerits and possible removal. Failure to follow the BVSD student code of

conduct will result in removal from the student council class. The withdrawal grade will follow the same guidelines as for other MHS classes.

IV.) Eligibility and Qualifications for Candidates and Elections:

A. Eligibility and Qualifications for Candidates:

1. All applicants will receive a copy of the Student Council Classroom Rules and Guidelines with the application for Student Council. These guidelines will apply to all candidates even if said candidates do not have a copy in their possession.
2. Candidates for representatives must have at least a 2.5 GPA (not weighted).
3. Candidates for officer positions must have at least a 3.0 GPA and enough credits to be a senior in the year of service.
4. Candidates must have signed recommendations from 3 teachers. The recommendations will be turned in directly by the teachers and will not be seen by the students.
5. Candidates for Head Boy and Girl must be registered as juniors at the time of elections. They must have a signed recommendation from at least one administrator.
6. As of the current school year, all candidates for Head Boy and Girl must have served at least one full year in a high school Student Council prior to the elections.
7. Candidates for class representatives must be completing sufficient credit hours to stay in their class the year of their term.
8. As of the current school year, all candidates can have no more than one behavioral infraction on his or her Student Record or two infractions in the last two years.
9. All of the above stated qualifications must be maintained throughout the service as a Student Council member. If infractions occur, there must be a meeting with officers and (if needed) administrators to discuss the possibilities of discipline and/or removal of the student from the Council.
10. The completed application will be reviewed by current advisor of student council and he or she will determine if a candidate can run.

B. Elections/Selections:

1. Elections/Selections are held in the second semester of each school year.
2. Elections/Selections are held: The results of the Officer elections must be announced before those of the elections/selections for class representatives. Continued voting may be taking place for the representatives beyond the end date for Executives.
3. The faculty advisor and/or administrators shall ensure the integrity of all elections and revise the speeches, posters, and videos of the Officer candidates prior to the week of elections/selections as necessary.
4. If a candidate for an Officer office is not elected to the office, he or she may run for the position of senior class representative are automatically in the running for representative.
5. Campaign regulations for Officer Candidates:
 - a. Posters and advertisements must only be displayed the week of the elections and be taken down directly after that week.
 - b. All advertisements must contain appropriate slogans and not offend any of the other candidates. These posters must be pre-approved by the faculty advisor and/or administration before display.

- c. All candidates must be given an informational packet containing the campaign regulations before the week of elections.
 6. All-school Officer elections/selections:
 - a. All students, except for graduating seniors, shall be eligible to vote for the following positions: Head Boy; Head Girl; Secretary; and Treasurer.
 - b. Students will vote at the time specified by the advisor.
 - c. Each student is only allowed to vote once and it must be documented that they have voted.
 - d. Votes will be counted/ verified by current advisor.
 - e. In the case of a tie, administrators and the current advisor will review applications and make a decision.
 7. Class Representative elections/selections:
 - a. Members of each class will be electing at least seven representatives for their own class.
 - b. Votes will be counted by the current advisor.
 - c. If there is a tie for the seventh position, both candidates will be accepted into the Council.
 - d. Some representatives may be selected by the advisor in order to maintain equity and for the council to reflect the student population.
 - e. Voting takes place during the time specified by the advisor. If a student is absent during elections, they are not eligible to vote.
 8. Incoming freshman representatives selections: Advisor will handle all Freshman applications and selections.
 - a. Incoming freshman must fill out an application and become aware of all guidelines.
 - b. These candidates must write at least a paragraph explaining why they would like to become a member of the student council.
 - c. With this information and possible inquiry to previous school, the student will can be selected on the council.
 1. Current advisor can use teacher recommendations, personal interviews or other means to assess each possible freshmen candidate.
 2. Current advisor could also ask the current student council to help evaluate any part of information submitted by incoming freshmen candidates.
 3. Each student must get the application signed by three teachers and they must complete the 8th Grade recommendation forms. These forms will be sent to Monarch High school in care of Tony Tolbert.
- V.) Code of Conduct (Student Conduct Inside and Outside School):
- A. Representatives must act in a way that promotes positive school spirit, demonstrates leadership and uses good judgment at all times. In addition, students must abide by the BVSD Student Code of Conduct and the Student Council Rules and Guidelines.
 - B. Appropriate conduct in the classroom/school includes:
 1. Arrive ready to put in best efforts in all circumstances.
 2. To take initiative and fulfill all representative expectations.

3. All language must be appropriate and able to be heard in everyone's presence.
 4. Respecting all members of the student council, advisor, teachers, administrators and all other students.
 5. Participating in all activities and events to the fullest extent possible.
- C. Appropriate conduct outside the classroom/school includes:
1. Resisting the use of illegal drugs or alcohol.
 2. Not participating in any act of violence, discrimination, or vandalism.
 3. Good sportsman like conduct.
 4. Withstanding temptation to declare any negative feelings or opinions about the school through any communication seen by the public.

VI.) Discipline:

- A. All members must abide by the BVSD Student Council Code of Conduct and the Student Council Classroom Rules and Guidelines (*Never shall these guidelines override the authority of school administration and advisor*).
- B. If a student violates the BVSD Code of Conduct, they are disciplined accordingly. Consequences for violating the BVSD Code of Conduct take precedence over the Student Council Classroom Rules and Guidelines.
- C. The Student Council Classroom Rules and Guidelines pertain to the Student Council Class and Activities which do not violate the BVSD Code of Conduct. In these cases:
 1. The first offense calls for a warning.
 2. The second offense calls for a meeting with the Student Council advisor-improvement plan
 3. The third offence calls for a meeting with the administration, who will decide appropriate punishment.
 4. Each member is allowed three chances in one school year. If a member exceeds the three chances, the student will be removed from the Monarch Student Council.

VII.) Removal From Office and Filling Vacant Positions:

- A. If there is violation causing the site administration to intervene, any student can and will be removed from their position at said administrations discretion. This removal can be done **without consultation of students or staff**; based upon student privacy rights.
- B. Removal of a representative By another student: A petition signed by one-third of the class is the only way to get a representative removed from the Student Council for violating the Student Council Classroom Rules and Guideline. This process does not apply to violations of the BVSD Code of Conduct.
 1. Reason for petition must follow the guidelines of demerits.
 - i. Once signed by the appropriate number of members, the petition must be shown to and discussed between the Student Council advisor and the administration. The advisor and the administration must approve the petition and the reasons for presenting it.
 - ii. The petition will then be brought to the attention of the entire class, as well as the student whom the petition is against.

2. There will be a class meeting and the representative will have the choice of whether or not he or she wishes to speak to the class directly.
3. A vote will be held and there must be at least a 2/3 majority to remove the representative.

C. Filling Vacant Positions:

1. Filling a vacant officer position:
 - a. The advisor will decide if there is need for the filling of the vacant spot.
 - b. The runner up from the previous election for that position may be an option the advisor can use to option to fill the position. If this candidate is not present or not willing; a successor will be chosen by advisor based on information or students that they deem worthy of the position.
2. Filling a vacant representative position:
 - a. A vacant representative position may or may not be filled, as determined by the Student Council class, advisor, and administration.
 - b. However, if there are three or more vacancies in any one grade level, then new candidates must go through the regular procedure and be approved by the Student Council advisor and voted in by the Student Council class.

VIII.) Grading Criteria for the Student Council Class: (Grading criteria will be reviewed each year by the Student Council Officers with the Advisor and can be changed.)

A. Participation - 50% of Total Grade:

1. Participation is:
 - a. Attendance at and active involvement during class – 10 points per day.
 - b. Presence at and participation in scheduled events -100 points per event.
2. Participation grade is based off of the following criteria:
 - a. 100% - for full participation - The student is on time, has everything they need, and stays until they are scheduled to leave. If the student is excused due to another school activity they must notify the committee head, advisor, or an officer upon their arrival to the event.
 - b. 50% - for incomplete participation - The student is late to or leaves early, or is unprepared, disruptive/unsupportive, or absent due to a non-school related conflict, but gives prior notification, and contributes to the preparation of the event.
 - c. 0% - for no participation - The student does not attend and gives no prior notification of their absence, if the student does not cooperate or causes problems.
3. Absences
 - a. Excusable absences include: illness, family vacations, college visits, athletic games or practices.

- b. Inexcusable absences include: work, appointments, not wanting to be there... (Students will know all event dates and times in advance so that they can request for work off and schedule appointments accordingly).
 - c. Students are allowed to be absent from one event without being penalized.
- B. Committee Work - 30% of Total Grade:
- 1. Committee work is:
 - a. The amount of work put into preparing for your committee's event – 50 points
 - b. The amount of work put into setting up and cleaning up each event – 50 points
 - 2. The committee work grade is based on:
 - a. The committee head's observation of how much each member did, in preparation and at the event. Were they helpful? Did they slack off prior to the event? Did they show up on time? And was the member trustworthy and following through with their duties?
 - b. The officers' observations of how much each member did.
- C. Attitude and Behavior in Class (including class jobs) – 20% of Total Grade:
- 1. Attitude and behavior grades will be based on:
 - a. The completion of the assigned class job – 200 points per semester.
 - b. The overall attitude and reliability throughout the semester – 200 points.
 - c. Whether or not the student is respectful to the advisor and the officers, as well as his or her fellow classmates.
 - d. Not talking out of turn, and trying to keep class discussions as orderly as possible.
 - e. Following instructions given for the day.
 - f. Whether or not the member completes all the requirements of the job that they are assigned.
- D. Grading is done once a week during an officer meeting with the advisor.
- E. Disagreements over grades is settled between the representative in question, the officers, and the advisor.
- F. The grading criteria are subject to change after review by the Officers with the Advisor.

- IX.) This document is the official Classroom Rules and Guidelines of the Student Council of Monarch High School can and should be reviewed yearly, approved, and signed by the Principal and the Student Council Advisor (This may not happen because of schedule and time of involved parties but, that does not make this document invalid). Student Council members may recommend changes to the guidelines. Changes are submitted in writing to the Officers and Advisor for review and further action.