



St. Junipero Serra Catholic School
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Student Leadership Elections

Dear Parents of incoming 7th and 8th grade students,

It is that time of year that we will be holding elections for the 2018-2019 Student Leadership! Student Leadership is a wonderful opportunity for your child to become involved as a leader in our school. The attached packet contains all of the necessary information listed below. It can also be found on the Student Leadership website:

- Student Checklist
- Schedule of Events
- Description of Job Responsibilities
- Contract & Guidelines

Please carefully review all of the documents with your student. The first meeting will be held during 8th period on Wednesday, April 18th in Miss Becerra's classroom, where your child will complete an application and ask any questions they may have regarding Student Leadership. Speeches are due Monday, April 23rd and will be previewed by a faculty panel. Your child will be assigned a time slot to present on that day (12:30pm -1:10pm, 8th period, or 2:40 – 3:00). Students must come prepared with any props they plan to use, and can read from a script. Please note that candidates will not be able to begin campaigning unless their speech is approved by the faculty panel.

Please email Miss Becerra or Mrs. Jons if you have any questions!
mbecerra@serraschool.org

ajons@serraschool.org

We are looking forward to a wonderful year!

STUDENT LEADERSHIP ELECTIONS: 2018-2019

Do you have natural leadership qualities? Are your friends always looking to you for information/advice? Do you have passion and vision, and are motivated to make changes for our students at SJSC?

Then, YOU should consider running for student leadership!

Checklist for Prospective Candidates:

- Must be in 7th or 8th grade for the 2018-2019 school-year
- Review the **Election Schedule of Events** (pg. 3) to be sure you are available for all upcoming dates (all are mandatory unless listed as “optional”)
- View the available positions listed in this packet (pg. 4-6). Decide which position you will be running for (*please note only 8th grade students can run for President/Vice President*).
- Review and sign the **Student Leadership Guidelines/Contract** (pgs. 7-11) with your parents (download from the Student Leadership webpage/*SerraDIPITY* parent newsletter)
- Attend a mandatory application meeting on **Monday, April 16th** during 8th period in Miss Becerra’s classroom. Please bring the following items to this meeting:
 - A copy of your SLA for Trimesters 1 & 2 this year
 - Your printed and signed Student Leadership Guidelines/Contract (parent signatures/initials MUST be included)
 - Be prepared to answer questions about this contract during the meeting

**Questions? Please contact Miss Becerra or Mrs. Jons*

mbecerra@serraschool.org

ajons@serraschool.org

Schedule of Events

Monday, April 16, 2018

8th Period

Candidate Application Meeting

Candidates come to Miss Becerra's during 8th Period to fill out applications for candidacy. Please bring:

- Your printed SLA for Trimesters 1 & 2 this year
- Your printed and signed guidelines/contract with parent initials
- *Be prepared to answer questions about the guidelines/contract*

Monday, April 23, 2018

12:30pm -1:10pm, 8th period, or 2:40 – 3:00

Present Election Speeches to Faculty Panel

Candidates come to Miss Becerra's classroom. You will be assigned a time to present your election speech to a faculty panel.

Monday, April 23, 2018

By the end of the school day:

Submit election posters

Election posters must be given to Mr. Overton for approval.

Monday, April 23, 2018 -

Monday, April 30, 2018

Before school, at recess/lunch:

Election Campaigning

Be sure to follow the campaign guidelines listed.

Monday, April 30, 2018

8th Period

Speech Practice on SerraVision (optional)

Candidates may practice their speech on the Teleprompters at the SerraVision studio.

Tuesday, May 1, 2018

9:15am

Present Official Election Speeches on SerraVision

Live speeches on SerraVision will start at promptly at 9:30 am

- Please meet in front of the SerraVision studio at 9:05am
- You will be organized into the order in which you will present your speech for General Election grades 4-7

SJSC Student Leadership Positions

PRESIDENT

- Represents the finest example of a Serra Catholic School student to the student body
- Works for the maintenance of the highest possible standard of fellowship with others and with other schools
- Speaks at all designated events and assemblies
- Sees that all assignments are carried out by all members
- Votes on agenda items in case of a tie
- Interfaces with the Moderator(s) and meets with the Moderator(s) before official Student Leadership meetings to review agenda
- Anticipates upcoming events and schedules meetings with the Moderator(s) for planning purposes
- Assists the Secretary in calling student leadership members to communicate emergency meetings or other important information
- Represents the SJSC student body to visitors on campus
- Assists Moderator(s) in maintaining communication between Moderator(s) and officers

VICE PRESIDENT

- Assumes all responsibilities of the President in his/her absence
- Assists with assemblies
- Assists President and Secretary in calling Student Leadership members
- Accompanies President when interfacing with Moderator(s)
- Organizes Student Leadership members to assist with any “drives” held at SJSC
- Will assist the Student Leadership President in keeping the Principals and Assistant Principal updated on all upcoming student and school activities
- Writes and makes any announcements needed concerning Student Leadership meetings, functions, activities, etc.
- Sees that these announcements are made in the appropriate location (Serra Vision, SerraDipity, written notices, Student Leadership board, etc.)
- Keeps track of school events, including all sports events
- Is aware of all Student Leadership events and initiates appropriate publicity for these events
- Reports to Student Leadership about upcoming events

SECRETARY

- Takes all minutes and notes during a meeting. Sends them to the moderator in an agreed upon format
- Distributes and reads the minutes to all Student Leadership members at next meeting
- Stops meetings if points are not clear, assignments are not made, or a subject is not finished
- Organizes the communication system between Student Leadership members and the Moderator(s)
- Issues attendance warnings for students with unexcused absences

TREASURER

- Assists with preparing and maintaining all financial records, collections, and reports
- Supervises the buying and selling of Santa Grams and all profits from this fundraiser
- Researches and suggests future fundraisers
- Manages the money from all school dances

COMMUNICATIONS OFFICER

- Organizes and implements activities to encourage and maintain a clean campus environment
- Is available to the school Safety Team to assist with any safety and ecology issues around campus
- Advocates for a safe school environment
- Supports marketing by taking photographs of student events and recruiting students for artwork, etc.
- Collaborates with Mrs. Cindy Kennedy (Communications Director) to assist with related tasks and events

TECHNOLOGY OFFICER

- Assists with technological support for classrooms and/or student events (i.e. audio/visual)
- Collaborates with the Serra Vision team as needed
- Works with the technology team at Serra and/or the Help Desk as needed
- Creates slideshows and other presentations for Student Leadership events

SPIRIT OFFICER

- Promotes the spirit at SJSC
- Supervises the planning of pep rallies on a regular basis
- Researches and presents pep rally ideas to the Moderator(s)
- Reports to Student Leadership on upcoming rallies and other spirit-related events
- Helps choose the classroom that gets the spirit award and presents the award
- Encourages the student body to attend school sponsored games and activities
- Fills in as the Serra Bear Mascot when needed

CAMPUS MINISTRY OFFICER

- Demonstrates the finest example of Christian leadership
- Leads prayers at school assemblies and other events as designated
- Assists in planning school liturgies and prayer services
- Keeps a selection of prayers ready for Student Leadership meeting and activities
- Opens and closes all student leadership related activities with prayer
- Is a member of the SJSC Campus Ministry

SPORTS OFFICER

- Interfaces with the Athletic Director
- Gets all rosters and schedules from the Athletic Director and distributes them to all teachers
- Reports all upcoming sports events on Serra Vision
- Works with the Spirit Officer to promote school spirit and attendance to school sporting events

LIBRARY OFFICER

- Promotes reading at SJSC
- Is up to date with school library procedures and policies
- Introduces Celebration Book Club on Serra Vision
- Helps with all library visitors, activities, and programs

Class Representative - NOT AN ELECTED POSITION – students who do not get elected for their primary positions will be considered as class representatives for 7th and 8th grade

- Is assigned to a grade level as class representative
- Represents that grade at all activities
- Visits assigned grade level to promote rallies and other activities, by making posters to be hung in classrooms and around school
- Promotes school spirit and community
- Assists with all Student Leadership activities

STUDENT LEADERSHIP RULES AND AGREEMENT CONTRACT

QUALIFICATIONS

1. Candidates must attend a **mandatory** application informational meeting on **Monday, April 16, 2018** during 8th period to submit their intent to run.
2. Candidates must be in the 7th or 8th grade for the 2018-2019 school-year. NOTE: Presidential and Vice Presidential candidates must be in the 8th grade.
3. The candidates' Responsible Behavior/Work Habits grades for Trimesters 1 & 2 of the current school year must each be 3 or higher.
4. Candidates must have a grade percentage average of **80% or higher** for Trimester 2 of the current school year.
5. Candidates should have a good attendance record with no more than 7 tardies and 7 absences for Trimester 2.
6. Candidates must agree to abide by all code of conduct standards as stated in the SJSC Handbook.
7. Candidates must exemplify the SJSC student in dress, speech, and conduct and understand that they serve the entire SJSC community, being respectful and inclusive of everyone. Failure to comply with the Student Handbook will result in a suspension or removal from student leadership. This decision will be made by moderator(s) and administration.

_____ (initials of student)

_____ (initials of parent)

REMOVAL FROM OFFICE

Student Leadership Officers may be removed from office for failure to meet the qualifications, failure to fulfill the duties of the office, unexcused absences, or behavior inappropriate of a SJSC leader. The Student Leadership Moderator(s) and administration will make the decision for removal. The Principal will make the final decision.

GENERAL RESPONSIBILITIES

- 1) Attend all meetings unless previously excused by moderator(s).
- 2) Understand that all meetings are called by the moderator(s) with the times to be determined by them.
- 3) The moderator and administration will determine the chosen officers for any particular school event. The moderator and administration set priority of Student Leadership activities.
- 4) The specific description of each office is described further in this handout. There can be no additions to responsibilities of each office without approval of the moderator(s) and a 2/3 vote of Student Leadership.

MEETINGS

Student Leadership meetings are held during 8th Period on the first and third Monday of each month. This schedule is subject to change and will be communicated accordingly.

_____ (initials of student) _____ (initials of parent)

There are four times a year when the number of mandatory meetings may increase.

These are:

1. The two weeks before the Harvest Festival and Harvest Festival rally (October 2018)
2. The Santa Gram Drive (December 2018)
3. Catholic Schools Week (January 2019)
4. The two weeks before the Spring Dance and elections (April – May 2019)

_____ (initials of student) _____ (initials of parent)

There are five mandatory events that all members are expected to attend.

These are:

1. Student Ambassadors for the First Week of School (September 2018)
2. Harvest Festival Rally (October 2018)
3. Last week of school before Christmas Break (December 2018)
4. Grandparents' and Special Friends' Day (Spring 2019)
5. Spring Rally and Spring Dance (Spring 2019)

_____ (initials of student) _____ (initials of parent)

Students will be excused from TWO MEETINGS ONLY for a SJSC team or any other outside activity during the 2018-2019 school year (unless there is an excused absence due to illness).

Any student who misses meetings for reasons other than illness (three excused absences for illness are allowed) will be removed from Student Leadership.

_____ (initials of student) _____ (initials of parent)

The Moderator(s) and Administration will appoint any vacancy of office if needed.

COMMUNICATION

Student school emails and OneNote Notebook will be the primary means of communication with Student Leadership members. Students are expected to consult with a teacher/moderator or visit the Help Desk if experiencing difficulties accessing email or OneNote Notebook. Students are expected to respond to all communication within 24 – 48 hours.

_____ (initials of student) _____ (initials of parent)

CAMPAINING

Campaign posters are to be given to the Assistant Principal by the end of the day on **Monday, April 23, 2018**, and are subject to approval. Campaign materials are not to be displayed on the walls of classroom buildings. The posters will be hung by Student Leadership as directed by the Assistant Principal. Posters will be taken down by the end of the day on **Monday, April 30, 2018**. Any delay could result in possible disqualification.

EACH student is only allowed TWO standard posters (approx. 2' X 2 ½'). Each poster must have holes punched in each of the four corners in order for Student Leadership to tie them to the fence. ALL posters must be taken down by the students by the end of the day on **Monday, April 30th**. Failure to do so could result in disqualification.

Anyone caught defacing another candidate's posters or campaign materials will have their posters removed and will be immediately disqualified from the election. Candidates must avoid any ploys or dishonest means of swaying the student vote (e.g. students should not make promises that they cannot uphold, they should not tell stories to invoke pity or pressure on voters.)

Students cannot give away any items/gifts during the course of campaigning, except badges/buttons/stickers. Each candidate may choose only two friends to help distribute these materials. Any other person handing out the materials may lead to a disqualification of the candidate.

The two people who will assist me in giving out badges/buttons/stickers are: (must be determined before running for office)

A student may only be given one badge/button/sticker per candidate per day to be worn on their uniform. More than one sticker per person may disqualify a candidate from handing out any more stickers. These items are not to be placed on buildings, desks, or any other school property. If a candidate's sticker is found on school property/grounds, they will be responsible for cleaning off the stickers. **8th GRADERS MAY NOT RECEIVE STICKERS OR ANY OTHER MATERIALS RELATED TO THE ELECTIONS. THEY DO NOT VOTE.**

Campaign materials may not exceed \$25.00. Receipts may be asked for if the candidate looks to have spent more than the allotted amount.

_____ (initials of student)

_____ (initials of parent)

SPEECHES

Candidates for all offices are required to make a 1-2 minute speech to the faculty panel prior to the elections on SerraVision (**Monday, April 23, 2018**). The candidates will be stopped when the time limit of 2 minutes is reached regardless of where they are in their speech. Following the speech preview, the candidates will deliver their formal speech on SerraVision (**Tuesday, May 1, 2018**) and students will vote electronically. The purpose of the speech is to introduce the candidates to the voters and to give the candidates an opportunity to present their views on particular offices and Student Leadership in general. Speeches should demonstrate the leadership qualities of the candidate and should stress the serious nature of the election and should not be exclusively amusing.

Candidates must dress in their formal school uniform on the day of the election. Parents may watch the speeches, but they cannot vote or assist in props.

A bit of advice: Please practice your speech and speak SLOWLY. Relax. Every candidate is nervous. We are aware that it takes character to put yourself out there in the service of your classmates and your school.

Candidates May Not:

- Speak for longer than the time allotted (2 minutes maximum).
- Make promises that are not theirs to keep, such as: no homework, longer recesses, more free dress days, etc.
- Speeches must be positive in nature and not derogatory toward any student, staff member, or activity.
- Skits and small props may be used during a speech. Props should not inhibit the view or voice of the candidate. Other students, siblings or parents may not participate in the speech. Props must be present when practicing speech with the moderator(s), or they will not be allowed to be used in the formal speech.
- Students may not give out candies, treats, or other promotional items during their speech.
- Students may not alter their speech between the practice and the general election. It must be the same speech or the student will be disqualified.

_____ (initials of student and parent)

FEES

The participation fee is \$200 for the 2017-2018 school-year. The fee covers the following expenses: Student Leadership sweatshirt, supplies, Student Leadership development field trips and activities, etc. A letter and reminder will be sent out to parents in August 2018 for payment.

_____ (initials of student)

_____ (initials of parent)

I have read the above guidelines and I accept their provisions. I recognize that student government is about SERVICE and not about POPULARITY or GLORY. My parent(s) and I

have initialed the items that are emphasized and I understand the level of commitment and hard work involved in holding an office at St Junipero Serra Catholic School.

Student name: _____

Date: _____

Student signature: _____

Parent signature: _____