Student Body Officer Election Packet

(Exec Council) 2021-2022

Thank you for your interest in running for a student body officer position.

In this packet you will find:

- *** Election timeline and checklist**
- *** Teacher Evaluations form**
- *** Eligibility and Election Requirements and Process**
- *** Constitutional Responsibilities**
- *** School Fight Song**

Please take time to read ALL of the material. If you have any questions email jamie.kreyling@washk12.org

Thank you for running—and good luck!

Student Body Election
Timeline & Checklist

Wednesday, April 7th ALL information is due. Emailed to jamie.kreyling@washk12.org

__ Your full name
__ What office you are running for
__ 2 different digital copies of an election posters
__ Do you have an interest in running for a class office if not elected to Exec Council?
__ Parent Email address

- Teacher evaluations must be completed by April 12th

Friday , April 9th

- Parent and student receive email about the election process and the and the disclosure document.

Parent AND student must sign the Exec Council Disclosure Document and email it to jamie.kreyling@washk12.org by April 13th or the student will not be permitted to run for office.

Monday , April 12th

- **Election Video Due:** Make a 45 second election video (do not go over 45 seconds). This video should be like an election AD you might see on tv. It can be funny and creative and should focus on school spirit or something positive. It can not mention your opponent. No other students or people can appear in the video it can only feature you. This video will be on the page that students will cast their final votes on. Must Be G-rated and approved by the elections committee.
- **Teacher evaluations must be completed by April 12th**

Wednesday - Friday , April 14th - 16th Primary Voting

- **Email will be sent to the Student Body with instructions on how to vote online.**
- **April 16th 3pm voting closes.**
- **April 16th 7pm Results posted on School's Website.**

Tuesday - Thursday , April 20th - 22nd — Interviews for finalists
Interview dates and times will be set after primaries

Wednesday - Friday , April 21st - 23rd — Final Elections.
Announcement of winners will be posted by 8:00 p.m on the school's website

Give or email this form to all of your 3rd and 4th quarter teachers.

Teacher Evaluations

Candidate Name:

Time to complete the evaluation is about 30 seconds.

We are asking you, the teacher, to make an assessment of this candidate's behavior and attitude in your class. In as much as citizenship grades are not a viable option of assessing student performance, any information you can share will be helpful in determining this candidate's eligibility. (Students must demonstrate an 80% approval rating from their teachers in order to be eligible to run for office.) Thank you!

Instructions for Teachers

1. **Login to your WCSD email**

   ***(You must be logged into your WCSD email in order to see the evaluation page. If you don't not have a WCSD email or have questions email jamie.kreyling@washk12.org)**

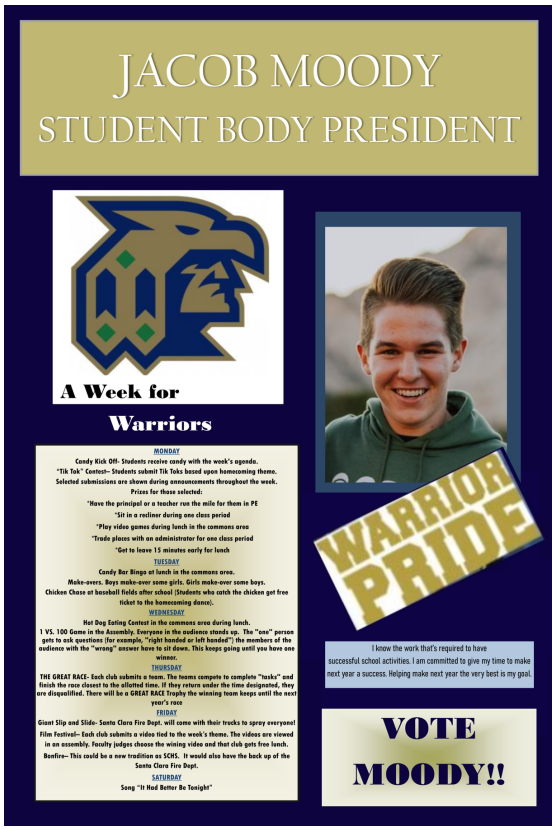
Go to the following webpage: https://schs.washk12.org/**sboeval**/

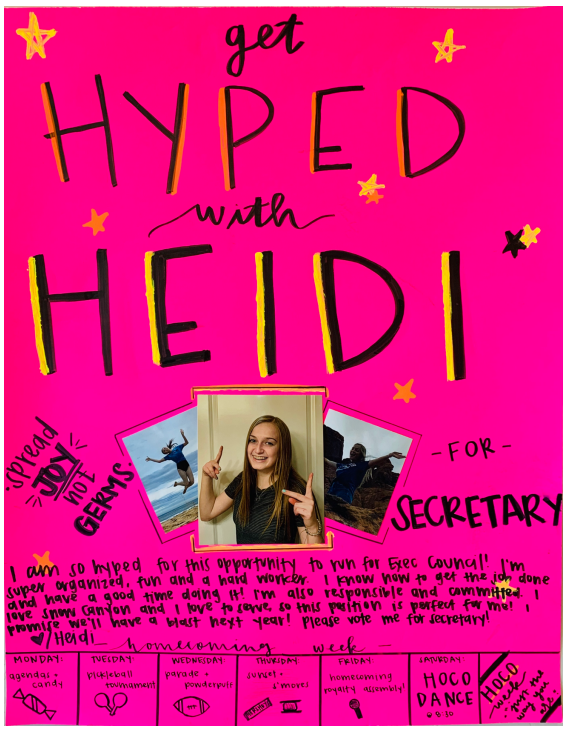
*** (If you don't see the evaluation form you are not logged into your WCSD email account, Please logon and revisit the page)**

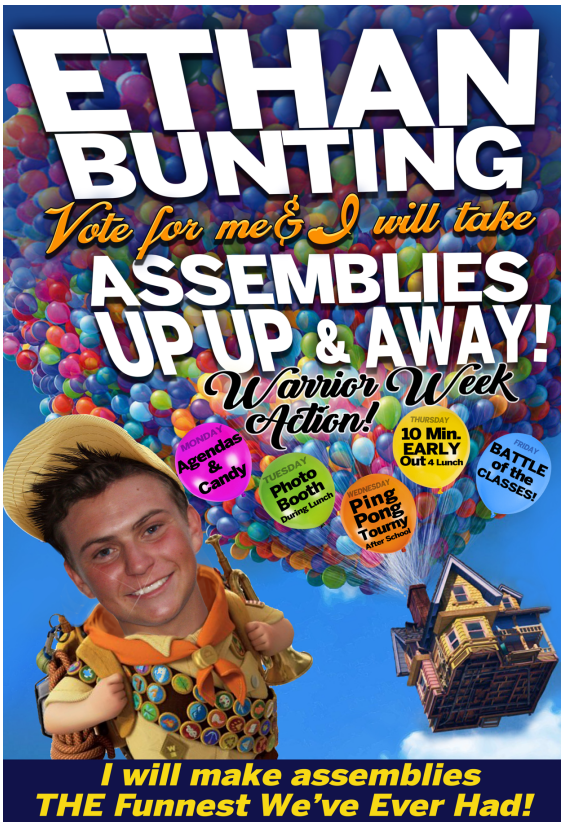
3. Complete the brief survey and click the submit button at the end of the form.

Evaluations must be completed by April 12th at 3pm.

Sample election posters







Snow Canyon High School Student Body Elections
Elected Offices Available

Student Body President
Secretary/Historian
Vice President – Activities
Vice President -- Assemblies
Vice President – Women's Association
Vice President – Men's Association
Vice President – Publicity

I. Application

Email the following to jamie.kreyling@washk12.org by the due date listed above:

1. Full Name.
2. What office you are running for.
3. A digital copies of your election posters
4. Your parents Email address
5. Elections video

II. Parent Email

All parents will be emailed information about the election process and a Disclosure Document. The Disclosure Document must be signed by both the student and parent and returned by the deadline *or you may be disqualification.*

III. Eligibility

-**3.25 GPA – Ninth grade to present**
-**No academic "F" or "I" on transcript from grades 9 - 11**
-**80% approval rating by second and third quarter teachers.**
-***Commitment to the entire year at Snow Canyon High School—no early graduation and must be enrolled in 6 of the 8 class hours at SCHS***

**** See attached copy of the school's Constitution ****

IV. Primary Election

Winners of primary elections will be determined as follows:

-50% of popular vote
-25% Teacher evaluation
-25% Application poster

V. Final Elections

Final election candidates will be assigned to an "interview video" and a promotional/election video (see more info above)
Candidates will email campaign posters to jamie.kreyling@washk12.org.
Winners will be determined as follows:

60% Popular Vote
40% Interview

Cheerleader Rep selection will be made by the cheer coaches/advisor and/or cheer squad.

Snow Canyon High School
Election Requirements

You must demonstrate good citizenship in school and the community, as you will be representing Snow Canyon High School. All of your teacher evaluations must be completed. Any concerns regarding your citizenship or behavior noted on your teacher evaluations will be evaluated by the Standards Committee. Your eligibility will be determined by achieving at least an 80% approval rating from your teachers and receiving approval from the Standards Committee.

All parents will be emailed information about the election process, a Disclosure Document, and Media Release form. The Disclosure Document must be signed by both the student and parent and returned by the deadline *or you may be disqualification.*

Election winners are determined by a combination of popular vote, teacher evaluation, interviews, and your application posters. This system provides an equal opportunity for all who wish to get involved in student government. If you have any questions at any time throughout the election process, please contact Mr. J. Kreyling at jamie.kreyling@washk12.org.

Student Body Officers' Responsibilities

Please review the duties of the office you are seeking.

A. **The President shall be visible and responsible to**:
   a. Direct and coordinate all student functions.
   b. Improvement of student conduct and morale.
   c. Work with the principal as liaison between Administration and Student Government.
   d. General supervision over all departments of student government.
   e. Supervise Opening Assembly.
   f. Attend weekly scheduling meetings.
   g. Organize planning meetings.
   h. Preside over the Exec. Council.
   i. Hold Exec. Council meetings as often as he/she sees fit.
   j. Organize and supervise local committees.
   k. Work closely with class presidents and meet at least once monthly or as president sees fit.

B. The VP Secretary/Historian shall be visible and responsible to:
   a. Keep minutes of all the Exec. Council meetings.
   b. Serve as executive secretary to the president.
   c. Present summary of work to date once a month in Exec. Council meeting.
   d. Collect and organize the annual history of Snow Canyon High School and prepare a finished document at the end of the school year.
   e. Work with faculty advisor in matters related to school history.
   f. Work closely with class secretaries/historians and meet at least once a month or as he/she sees fit.
   g. Schedule and oversee school mascot program. This includes tryouts, costume care, and arrangement of spotters for all mascot events. Will share this responsibility with the VP Activities.

C. The VP Men's Representative shall be visible and responsible to:
   a. Organize and oversee Fall Fest and MORP Weeks.
   b. Prepare ballots and conduct elections with the VP Women's Rep., on all royalty, class, and student elections.
   c. Count votes with VP Women's Rep. (class and Exec. Council) and verify all winners in elections.
   d. Coordinate aforementioned elections.
   e. Check and verify eligibility of each candidate prior to acceptance of candidacy.
   f. Work closely with Class Men's Representatives and meet at least once monthly or as he sees fit.

D. The VP Women's Representative shall be visible and responsible to:

a. Organize and oversee Preference and MORP Weeks.
b. Prepare ballots and conduct elections with the VP Men's Rep., on all royalty, class, and student elections.
c. Count votes with VP Men's Rep. (class and Exec. Council) and verify winners in all elections.
d. Coordinate aforementioned elections.
e. Check and verify eligibility of each candidate prior to acceptance of candidacy.
f. Work closely with class Women's Representatives and meet at least once monthly or as she sees fit.

E. The VP Publicity shall be visible and responsible to:

a. Submit approved articles to local newspapers.
b. Work with the school webmaster to update approved news/events on the school's website and social media on a weekly basis.
c. Contact radio stations concerning all upcoming events.
d. Work with all special committees to promote and publicize all events/activities.
e. Develop a Welcome Committee and a program to introduce Snow Canyon High School.
f. Supervise ongoing activities, which enhance SCHS's public image.
g. Work closely with other class publicity officers and meet at least once a month as he/she sees fit.
h. Update the outdoor marquees on a weekly basis working with class publicity officers. This is done by sending updated images to the advisor.
i. Update the white board (Commons Area) at the beginning of every month.
j. Be responsible for daily intercom announcements, working with other student officers.

F. The VP Assemblies shall be visible and responsible to:

a. Oversee and coordinate assemblies working with Faculty Advisor and Approval Committee to assure high standards and good taste.
b. Ensure that the appropriate officer creates quick script, tech. script, and full script for assemblies and turn in to principal and drama teacher and the advisor **AT LEAST ONE WEEK IN ADVANCE.**
c. Promote assemblies as privileges.
d. Promote proper conduct at assemblies.
e. See to the quality of all assemblies.
f. Work closely with Class Activities/Assemblies officers and Exec. Council VP Activities and meet at least once a month together or as Exec. Council officers see fit.

G. The VP Activities shall be visible and responsible to:

a. Promote activities as privileges.
b. Plan and oversee at least two school-wide blood drives per year with help of class activities/ assemblies officers and Exec. Council.
c. Club Council and Meet with council members at least once a month or as he/she sees fit.
d. Work closely with class activities/assemblies officer and Exec. Council VP Assemblies and meet at least once a month or as Exec. Council officers see fit.
e. Schedule and oversee school mascot program. This includes tryouts, costume care, and arrangement of spotters for all mascot events. Will share this responsibility with the VP Secretary.

H. The Student Body Artist and Technology Specialist is appointed by the Exec. Council officers and shall be visible and responsible to:

a. Work closely with all publicity officers.
b. Work with the school webmaster and VP publicity to update approved news/events on the school's website and social media on a weekly basis.
c. Produce signs, banners, videos, and visual entertainment.
d. Act as a resource for other councils.
e. Assist with decoration ideas and actual decorating for school events (dances).
f. Work closely with VP Assemblies.
g. Have graphic production experience, being able to produce computer generated artwork and flyers
h. Help produce videos if so determined by the Exec. Council.
i. Supervise Chalk Art Contest during Warrior Week.
j. Act as a liaison between art department and Exec. Council.
k. Be responsible for art supplies used by student officers.

CONSTITUTION
SNOW CANYON HIGH SCHOOL

(As revised on March 1, 2020)

I. ORGANIZATION

A. The name of this organization shall be known as the Student Body of Snow Canyon High School.

B. The purpose of this organization will be:

1. To provide each student with the opportunity to learn, to develop talents, and to gain worthwhile goals.

2. To foster understanding and cooperation among students, faculty, administration, and the school board.

C. The school colors shall be Hunter Green, Navy Blue, and Vegas Gold.

D. The school mascot shall be the Warrior.

E. PUBLICATIONS:

1. The official name of the yearbook shall be *Legend*.

2. The official name of the school paper shall be *The Nahuatl*.

3. The official name of the literary magazine shall be *Canyons*.

II. MEMBERSHIP (shall be of two kinds):

A. Active: All registered students who have paid their student activity fees shall be active members of this organization. They shall have all rights, privileges, and obligations of membership.

B. Honorary: Honorary membership shall consist of faculty, staff, principals, superintendent, and members of the Board of Education.

III. REPRESENTATION

A. The Snow Canyon High School Administration reserves the right to declare any student ineligible to represent the school in any organization or activity if a student fails to uphold adopted school standards. We endorse and uphold the eligibility standards of the Utah High School Activities Association.

B. Procedures to Determine Eligibility

1. Standards for participation in groups that represent Snow Canyon High School are to be in the form of a constitution for that particular group. The constitution must be approved by the administration and advisor.

2. The advisor is responsible to check with the faculty and administration each performance to determine the status of the member of the organization.

3. If faculty members have any concerns as to the eligibility of a participant in a group representing Snow Canyon High School, they should be voiced to either the athletic director or advisor of the appropriate group.

IV. GOVERNMENT

A. Executive Council

1. The Student Body Officers shall constitute the highest student authority in the executive branch of this school. The Student Body Officers shall consist of the following elected officers of the student body:

a. President
b. Vice President- Secretary/Historian
c. Vice President- Men's Representative
d. Vice President- Women's Representative
e. Vice President- Publicity
f. Vice President- Assemblies
g. Vice President- Activities

Other officers of the Executive Council shall consist of the following elected and appointed officers:

a. Senior Class President
b. Junior Class President
c. Sophomore Class President
c. Cheer Representative (shall be chosen and appointed by the cheer advisor)
d. Student Body Artist and Technology Specialist (shall be chosen and appointed by the Executive Council elect)

2. Duties of the Executive Council as a whole:

a. Appropriate moneys of the organization
b. To fill in vacancies in any elected position with the principal.
c. To conduct all school wide elections
d. To be in charge of activities, cultural, and social events.
e. To be a liaison between students and administration, parents and community

3. All members of the Executive Council, before assuming office, shall pledge:

"I do solemnly affirm that I will uphold and obey all laws and rules of Snow Canyon High School, support all school activities, and fill the office to which I am elected, to the best of my ability."

4. The advisor of the Executive Council will be appointed by the principal.

B. Class Officers

1. The Class Officers shall consist of the following elected officers of the class:

a. President
b. Vice President- Secretary/ Historian
c. Vice President- Men's Representative
d. Vice President- Women's Representative
e. Vice President- Publicity
f. Vice President- Assemblies/ Activities

V. ELECTION REQUIREMENTS

A. Student Body Officers

1. Nominations for Student Body Offices shall be by petition.
2. The petition must have the signatures of (50) students of the Junior or Sophomore Class.
3. All candidates must have an 80 % approval from their teachers in the two previous grading periods.

a. The written approval/ disapproval from the teachers of the candidates must be given to the Executive Council Advisor.

4. Requirement standards for Student Body Office candidates:

a. Accumulative academic grade point average of 3.25 (9th grade to present)

b. No academic F on a transcript from 10-11 grade and no more than one from ninth grade year.

B. Class Officers

1. Nominations for class officers shall be by petition.
2. The petition must have signatures of (30) students of the same grade.
3. All candidates must have an 80% approval from their teachers in the 2 previous quarters prior to elections.
    a. The written approval/ disapproval from the teachers of the candidates must be given to the Executive Council Advisor.
4. Requirement standards for Class Officer candidates:

a. A cumulative academic grade point average of 3.25 (9th grade to present)

b. No academic F on a transcript from 10-11 grade and no more than one (total) from ninth grade year.

c. Candidates for sophomore class officer may have no academic "F" or "I" on middle school transcript.

d. Petitions must be submitted to the advisor by the deadline as announced by the Executive Council.

e. Candidates for sophomore class officers will refer to cumulative of middle school grades.

C. Club Officers

1. Club officers will be chosen according to individual club constitution.

VI. ELECTION AND SELECTION PROCEDURES

A. All campaigning is done under the direction of the Student Body Officers.

1. Votes for a write-in candidate will not be counted.
2. Students must go through both the primary and final elections procedures before being elected, even if he/she is unopposed.
3. Rules and regulations may be obtained in the student body office for all candidates.

B. All elected Student Body Officers shall be elected in their junior year and serve in their senior year by secret ballot.

1. Primary elections will be held at a time determined by the student body officers, no later than one week after the applications for office are submitted.
    a. All candidates who are eligible will appear on the ballot.
    b. Each student will vote for their two top choices for each position..
    c. Two finalists will be selected for each office
2. Final elections will be held within two week after primary elections.
    a. Each student will vote once for each position.

C. Campaign Procedures for Student Body and Class Office positions.

1. Candidates will pick up application packets and submit application poster, petition, and transcripts by deadline.
2. Candidates and Parents must attend the parents meeting on the announced date.
3. Candidate who meets eligibility requirements will be presented in the Primary Election.

Primary elections will be evaluated as follows:

a. 50% Popular Vote
b. 25% Teacher Evaluation
c. 25% Application Poster

4. Primary election winners will:

a. Campaign
b. Make election video with assigned party members
c. Interview with Student/Faculty committee.

i. Student/Faculty committee will consist of the student counsel advisor, a member of the school administration, and the member of the current student council which hold that position (President will interview presidential candidates, etc.)

5. Final elections will be evaluated as follows:

a. 60% Popular Vote
b. 40% Interview

VII. ELECTION LIMITATIONS (Office or Royalty)

A. No student shall hold more than one elective office at the same time.

B. Student Government offices are to be approved by the school administration.

C. A boy or girl may not be elected to a royalty of any major school function more than once in a school year.

VIII. TENURE

A. The tenure of office for elected officers shall be from graduation to graduation.

B. Any student holding an elected office must be registered as a full-time student at Snow Canyon High School (see definition below)

C. If a vacancy occurs in any office other than of the president, the principal and Student Body Officers shall appoint a successor.

1. If the office of president is vacated the principal will appoint one of the elected vice presidents to become president.

IX. PROBATION OR REMOVAL FROM OFFICE

A. Any Student Government officer, through the neglect of duty, may be removed from office by consensus of administration and advisor.

1. All elected and appointed persons are responsible for the completion of all their duties as decided by the advisor, administration, and student councils as a whole. If a member does not complete his/her duties then he/she is subject to a review.

B. If any elected or appointed student government officer of the school, while in office, fails to maintain a 3.0 grade point average, or receives an F or NG grade, he/she will automatically be put on probation for the period of one quarter, or until appealed or made up.

1. Probation is defined as:

Cannot vote or participate as an officer at any activity, or wear any item of clothing affiliated with the position. Cannot function in an official capacity.

Failure to comply with grade standards after a period of probation will result in termination from office.

A. Infractions (criminal, civil, citizenship and behavior) as incurred by an elected or appointed officer of Snow Canyon High School will be dealt with as follows:

An informal investigation and consensus vote for each individual officer will be conducted by administration, advisor, school resource officer, and/or the appropriate student councils. Ineligibility results when effective leadership ability is compromised.

If the individual is found ineligible, he/she will not be able to represent Snow Canyon High School.The length of the period of probation or decision to remove the individual from the office will be determined by the above mentioned officials as part of the ineligibility decision.

SNOW CANYON FIGHT SONG

Stand oh mighty Warriors throw your challenge to the foe.
We will fight with all our might, to battle we will go.
Ever we'll be true to the Gold, Green and Blue.
Join along and sing our song, go Warriors it is up to you.

S----------C----------H--------S-C-SCHS

Give a rousing cheer for our Snow Canyon High.
Bring on the band and raise our colors to the sky.
We will give our all to help our team to win tonight.
Stand and cheer, we all are here to show our pride SC unite. ALL RIGHT!

AMENDMENTS

Amendments or revisions of this constitution may be made by a three-fourths (3/4) vote of the Executive Council at any of its regular meetings.

Amendments will be effective only after approval by the school administration.

A. The tenure of office for elected and appointed officers shall be from graduation to graduation. Any student holding an elected or appointed office must be registered as a full-time student at Snow Canyon High School. A full time student is defined for all elected and appointed officers as:

B. Being enrolled for 8 (4) periods during the school day.

1."Release-time" means a period of time during the regular school day when a student attending a public school is excused from the school, at the request of the student's parent, to attend classes in religious instruction given by a regularly organized church. (This definition comes from the Utah State Office of Education)

2. In order for all elected officers to take release time, they must have a parent signature on the parent release form, and their time spent during release time must comply with USOE's definition of release time.

3. Internships for 1 period can be counted as fully engaged at Snow Canyon, so long as the internship supervisor understands the responsibilities of the individual as a member of the student council and is willing to be flexible with his/her schedule. The student still has the responsibility to follow all curriculum set forth by the internship supervisor, and must still complete all hours required.

4. 6 of the 8 periods must be on campus classes at Snow Canyon High School the other 2 may include a Vocational, Cosmetology, or College course offered off-campus. These must be approved by the student government advisor prior enrollment.

5. Only 1 Online High School course may be taken off campus at any given time and must be approved by the student government advisor prior enrollment.

6. Work Release during the school day is not included as fully engaged; however, if an individual wishes to take work release before or after school as a 0 period, they are allowed to do so.

Every student on Executive and Class councils should know the school's fight song.

* See back page of packet *

SNOW CANYON FIGHT SONG

Stand oh mighty Warriors throw your challenge to the foe.
We will fight with all our might, to battle we will go.
Ever we'll be true to the Gold, Green and Blue.
Join along and sing our song, go Warriors it is up to you.

S---------C---------H--------S-C-SCHS

Give a rousing cheer for our Snow Canyon High.
Bring on the band and raise our colors to the sky.
We will give our all to help our team to win tonight.
Stand and cheer, we all are here to show our pride SC unite. ALL RIGHT!