

STUDENT COUNCIL FALL ELECTION PACKET

2017-2018

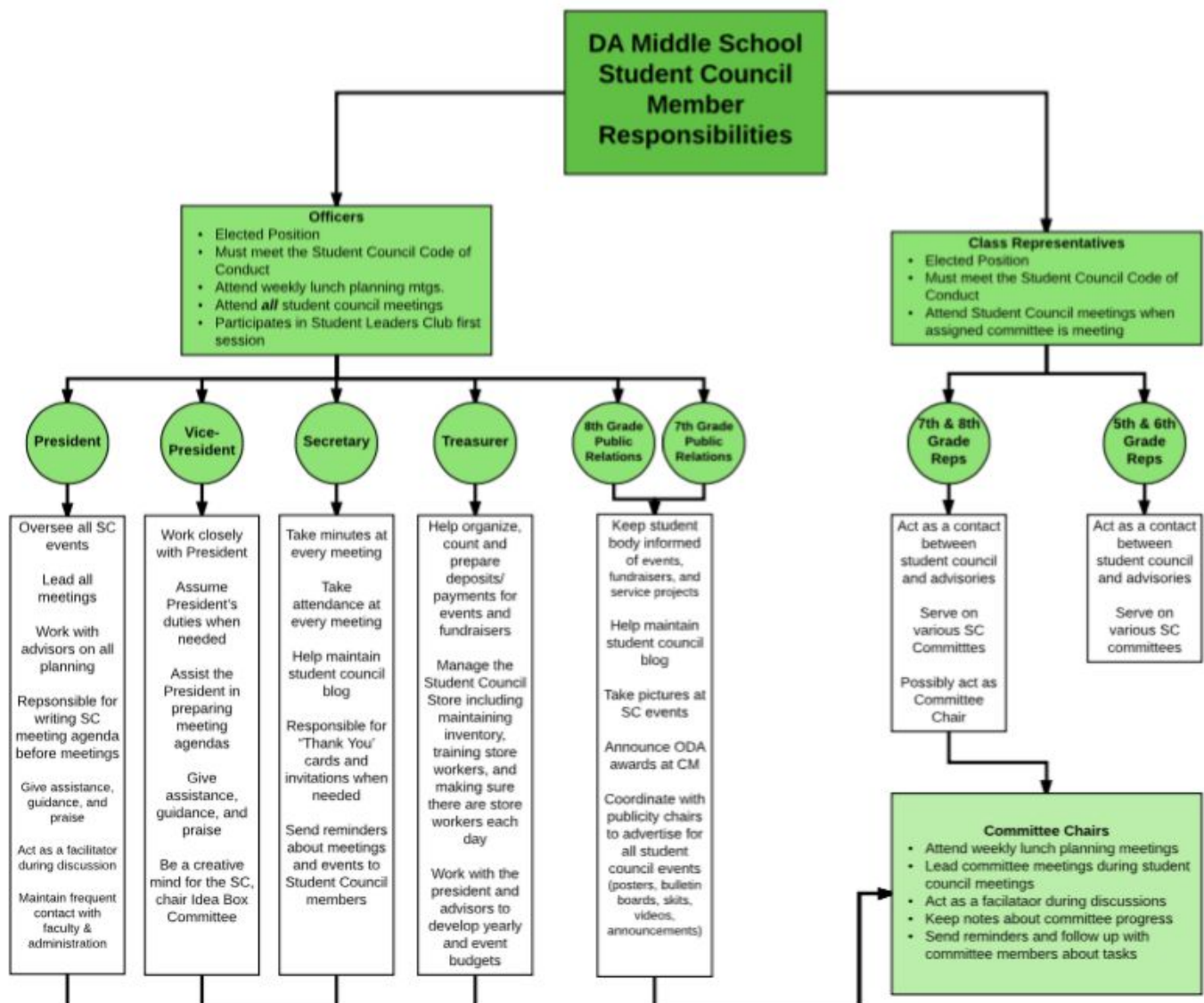
WHAT IS STUDENT COUNCIL?

The Student Council is an elected committee of student representatives from 5th, 6th, 7th, and 8th grade who want work to strengthen and improve our middle school community by planning events and running the after school store.

The Student Council (SC) is lead by a group of elected officers from 7th and 8th grade. The officer positions are President, Vice President (VP), Secretary, Treasurer, and two Public Relations officers.

5th and 6th graders may run for class representative positions. There will be five 5th and five 6th grade representatives. The boy and girl with the highest number of votes in each of 5th and 6th grade as well as the candidates with the next highest number of votes (regardless of gender) will be elected to the SC.

7th and 8th graders may choose to run for any of the four remaining officer positions (Treasurer, Secretary, and 7th & 8th Grade Public Relations) or can run for a grade level representative position. **The SC will be offering a fall Student Leaders club this year to help plan more of our events. The club is open to all SC members who are interested, but is required in the fall semester for the six officers.**



WHAT IS THE TIME COMMITMENT OF STUDENT COUNCIL?

Student Council meetings will rotate between D and G periods and be held every day 5. The six officers should plan to attend all meetings.

At our first meeting, all students will have the opportunity to join various committees focusing on each of the major SC responsibilities and events. You should plan to attend all SC meetings involving your chosen committees, but will not be responsible for attending when your committee is not meeting (unless you are an officer).

7th and 8th grade SC members will have the opportunity to co-chair committees. **In addition to attending SC meetings, officers and committee chairs will need to meet every Day 2 at lunch and recess to plan for the upcoming meeting.**

Because you will be missing each of your D and G classes every 3-4 weeks, you must be a conscientious and hardworking student to participate in SC. Classes are your first priority. You are responsible for all work that is missed and should talk with your teachers prior to meetings to arrange any make-up work. A teacher may choose not to excuse you from class if there is an important activity that cannot be made up. Should you need to miss a Student Council meeting, you must check in with Ms. Aitken, Mrs. Morris, or Ms. Mack as well as your committee chair *prior* to the meeting.

2017-2018 STUDENT COUNCIL MEETING SCHEDULE

<u>Day</u>	<u>Date</u>	<u>Period</u>
Tu	9/19	G
Fri	9/20	D
Wed	10/11	G
Fri	10/20	D
Tues(Day 4)	10/31	G
Mon	11/13	D
Mon	11/27	G
Wed	12/6	D
Thurs(Day 7)	1/4	G
Thurs	1/11	D
Tues	1/23	G

<u>Day</u>	<u>Date</u>	<u>Period</u>
Thurs	2/1	D
Fri (Day 3)	2/9	G
Thurs	2/22	D
Tues	3/6	G
Tues	3/27	D
Mon	4/9	G
Thurs	4/19	D
Mon	4/30	G
Wed	5/9	D
Fri	5/19	G
Fri (Day 3)	5/25	D

****Officer & Committee Chairs Lunch/Recess Planning Meetings held on Day 2****

HOW TO RUN FOR STUDENT COUNCIL

THE PACKET

1. ***Please be sure to read this entire packet.***
2. The signatures at the end of this document indicate **both you and your parents understand and accept the guidelines for election procedures and the Student Council Code of Conduct.**
3. You must get 20 signatures from students who support your run for office.
4. You must get signatures from your *current* and *previous* year's advisor and teachers for the two subjects you will be missing to attend our D and G period meetings.
 - a. For example, if your D period class is math, you will need to get a signature from both this and last year's math teacher. Students new to Durham Academy MS and 5th graders, please write "New" on the "Last Year's Advisor and Teacher" spaces. If you have a study hall during either D or G period, please have your Day 5 study hall proctor sign in that space. You do not need to get LAST year's study hall proctor to sign (just write "STUDY HALL" in that space).
 - i. You should print the teachers' names and have them sign your form.
 - ii. Please note: missing a class can be disruptive to your learning as well as to the class dynamic. When asking for a signature, please initiate a conversation with your teacher(s) to determine whether missing class is academically advisable for you.

THE VOICETHREAD

1. You will need to record a **VIDEO comment (up to 30 seconds long for representatives, 60 seconds for officers)** explaining why you would make a good candidate for Student Council. You can access the VoiceThread from the DA Middle School Student Council blog: <http://msstudentcouncil.edublogs.org/>
2. **If you are proposing any changes or making any promises for next year, you must email ALL of the SC advisors to get approval for your idea before submitting your recording.**
3. **There should not be any props, music, extra people, or special effects in your comment.** You should also only use the VoiceThread program. All video comments made with other programs will need to be re-recorded by the due date.
4. Your comments will not go live until Mr. Schaefer approves the comment, which will happen when everyone who is running for the office has finished their recordings.

DEADLINES

1. Your approved VoiceThread video must be done and your form turned in to Ms. Aitken (room 413), Mrs. Morris (room 411), or Ms. Mack (room 213) by **3:02pm on FRIDAY 9/8.**
2. Failure to follow any of these election guidelines may result in losing the privilege to run for this year's Student Council.

THE ELECTION

1. All VoiceThread videos will be viewed by the entire student body prior to voting.
2. The election will be held online Friday 9/15 during the school day. All students running for SC will be notified by email of their result on Friday at 7pm. The final results will also be shared at school on Monday 9/18.

HAVE QUESTIONS?

All election information and additional copies of this packet can be found on the Middle School Student Council Blog (<http://msstudentcouncil.edublogs.org/>).

If you have any questions, please see Ms. Aitken (room 413), Mrs. Morris (room 411), Ms. Mack (213), or Mr. Schaefer (technology questions).

MS STUDENT COUNCIL CODE OF CONDUCT

As a member of the Student Council and an elected representative for your classmates, you should act as model citizens in our community. This includes working hard in class, striving to do your best, helping others when they are in need, and conducting yourself in a respectful manner towards other students and teachers.

If at any point in the year it is brought to our attention that a Student Council member is not acting as a model citizen as described below, he or she will be asked to take a break from the Student Council (this may be for the remainder of a quarter, a full quarter, or longer to be determined by the Student Council advisors and/or the Middle School Director or Dean of Students). If the student is back on track by the end of that time, he or she will be allowed to rejoin the Student Council. In his/her absence, another member of the student body (someone who ran for office but was not elected) may be asked to take his/her place. If the officers and Student Council advisors feel this replacement adds significantly to the Student Council, he/she could potentially be asked to stay on as a member after the suspended member returns.

What we expect from a model citizen/Student Council member at the Durham Academy Middle School:

1. Attending Student Council meetings

Students should speak with their teachers at least one day prior to each Student Council meeting, asking permission to attend the meeting. At the end of each quarter, all Student Council members are required to get signatures from the teachers of classes they are missing for meetings. This ensures that all members are acting responsibly and keeping up in classes missed for meetings.

2. Being a responsible student

Each quarter, the average of all of the student's grades must be a B- or above and all Habits of Learning (HOL) grades must be Meets Expectations or Exceeds Expectations. In the event that a student earns one HOL grade of Needs Improvement or Unsatisfactory, the student will have one quarter to raise that HOL grade to a Meets or Exceeds Expectations before being asked to take a leave from the Student Council. This should involve a conversation with the teacher assigning the grade to determine how best to improve the student's habits of learning. A student earning more than one Needs Improvement or Unsatisfactory HOL grade will be asked to leave the Student Council until all of their HOL grades are meeting or exceeding expectations.

A Student Council member cannot go on academic probation/warning at any time. If a student goes on academic warning or probation, he or she will be asked to take a break from the Student Council until they are off academic warning/probation. Students elected who are on academic warning from the previous academic year are expected to earn their way off academic warning by the end of the first quarter. Students elected who are on academic probation from the previous academic year are expected to either (a) earn their way off of academic probation by the end of the first quarter or (b) be halfway off of academic probation by the end of the first quarter and completely off by the end of the second quarter.

3. Following the anti-bullying and school rules/honor code.

If a Student Council member is sent to the MS Director or Dean of Students for disciplinary action, the MS Director and/or Dean of Students will decide whether the behavior in question warrants being taken off the Student Council for a period of time.

Student Council members must respect the honor code and the rules outlined in the student handbook. Student Council members should respect teachers, other students, show good sportsmanship, and avoid inappropriate behavior and speech.

MS ELECTION PROCEDURES

The following are a set of guidelines for the Student Council election. **Students running for office must follow these procedures or they may be taken off the ballot.**

- If you are interested in running for office, you **MUST** attend the information meeting held prior to the election. The time and place of this meeting will be announced during morning announcements. If you are not at school during this meeting, you must contact one of the Student Council advisors for information.
- Posters can be hung outside on doors, but should not be hung inside a classroom or on other students' lockers
- OFFICERS: Posters are limited to 8.5x11 size and you may only hang 10 posters. Be creative and pick your locations wisely as the entire student body will be voting for officers.
- GRADE LEVEL REPRESENTATIVES: Posters are limited to 8.5x11 size and you may only hang 5 posters. Be creative and pick your locations wisely as only your grade level will be voting for grade level representatives.
- Be respectful. Do not cover or move other people's posters. If you find a poster has fallen down, please do what you hope somebody would do for you and neatly place it back where it belongs.
- You may NOT send emails campaigning for office. You may talk to people, but no additional advertising is allowed. This includes hanging extra posters, large banners, or handing out any items.
- All students interested in running for office must record a video VoiceThread speech. Please refer to the information on page 3 about VoiceThread requirements. Please speak with Mr. Schaefer prior to the due date if you have any difficulty with recording your speech and have already watched the VoiceThread info video on the SC Blog (<http://msstudentcouncil.edublogs.org/>).
- **All election procedures and rules governing both running for office and voting in the election must be followed or your name may be removed from the ballot.**

***NOTE: Campaign posters may be put up starting on TUESDAY 9/12 at 7:30am and must be removed by 3:30pm on MONDAY 9/18.**

Name: _____ Grade: _____ Advisor: _____

Circle the position you would like to run for.

5th graders: 5th Grade Representative

6th graders: 6th Grade Representative

7th/8th graders: Secretary Treasurer Public Relations 7th/8th Grade Representative

Teacher Signatures who support you running for this office:

Advisor: _____ Signature: _____

Past Advisor: _____ Signature: _____

My D Period class this year is _____

Current teacher of subject _____ Signature: _____

Last year teacher of subject _____ Signature: _____

My G Period class this year is _____

Current teacher of subject _____ Signature: _____

Last year teacher of subject _____ Signature: _____

Student Signatures who support you running for this office:

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

I have read all of the information in this document and would like to run for Student Council. I understand I will be missing my D and G period classes once every 3-4 weeks and that I am responsible for speaking with these teachers at least a day in advance of each meeting and making up missed work. I will do my best to be a model MS citizen in accordance with the SC Code of Conduct.

Signature: _____

Parent Signature: _____