

Sandalwood High School

Class Officer Information Packet

IMPORTANT DATES:

April 19th - Declaration of Candidacy form due and the 100-word bio (directions on candidacy form). Submit to Mrs. Lewis via email LewisA10@duvalschools.org. **No forms will be accepted after April 19th and you will not be able to run for class officer.**

April 25th – All candidates must bring your campaign posters by this day to be placed with others (2 posters max- see rules below)

April 29 - May 3rd - Campaign week, during this week you may campaign during lunches, and passing periods to promote yourself. Campaigning outside this window will result in disqualification from being on the ballot.

May 3rd – Voting- Election Day via forms during all three lunches. Candidates who receive votes from NON-Sandalwood Students will be exempt from winning.

CAMPAIGN RULES

Below are rules for campaigning for a vote, if you choose to not follow any of the rules you will be removed from the ballot and/or disqualified from winning. If you are questioning whether something you want to do might break a rule- then ask first!

You can email Mrs. Lewis at LewisA10@duvalschools.org if you have any questions

1. You can turn in TWO posters to Mrs. Lewis in room 318 to be hung. They will be displayed in the cafeteria- one on each side. The poster must be school appropriate, and you must be in dress code in the photo. If you hang more than the two approved posters- you will be disqualified. No size limit, but they must fit on the lockers when they are displayed.
2. No paying for votes or trading a good for a vote. For example, giving someone a coupon for a place you work at is considered paying for a vote, or giving someone a service for a vote- that is also considered paying for a vote.
3. No defacing the people you are running against. Do not talk poorly about those who were brave enough to run. Zero tolerance for this behavior, yes even on social media.
4. You may hand out things like flyers and food during lunch, but you must run it by me first so I can ensure the flyer is appropriate and the food doesn't compete with the food the cafeteria sells.
5. When campaigning, do so that you are not creating a chaotic environment in the cafeteria. I will be there supervising and if your campaign event gets the student body unruly, I will have to shut it down.
6. Do not hang, place, or stick anything on school property outside of the two posters you turned into me. This includes stickers and friends doing it for you. Tell your friends to also follow the rules because it will fall on you not being able to run, or win.

GENERAL INFORMATION

1. Five Class Officers will be elected for each class (9-12). President, Vice President, Secretary, Treasurer and Historian.
2. A candidate for Class Office must have a minimum cumulative weighted 3.0 GPA. Freshmen running for office will be approved based on 3.0 GPA from last semester of 8th grade.
3. Candidates must be able to perform the essential duties of the office as outlined in the officer descriptions below.
4. Candidates (grades 10-12) must be registered at Sandalwood High School for the 2022-2023 school year. Candidates running for grade 9 must be SHS students starting in the 2023-2024 school year.
5. Candidates for Class Officer will choose and run for the one position as selected on the declaration of candidacy page. All candidates will participate in voting.
6. Your class cohort will be the ones voting for your class officers. For example, only seniors will vote for senior officers, only juniors will vote for junior officers, etc.

Class Officer Descriptions

1. President:

- a. Conducts and presides over all officer and class meetings and is responsible to motivate the officers and delegate responsibilities.
- b. In charge of conducting the morning announcements every day with Mrs. Lewis' assistance, starting with Senior class president and in their absence the Junior, Sophomore, and Freshmen presidents will fill in.
- c. Assist with administering the 2 annual pep-rallies
- d. Senior class president gives a speech at graduation, said person must be able to execute this task in front of an audience of 5,000+ people on stage.
- e. Senior president must assist with baccaulaureate and graduation ceremony.

2. Vice President:

- a. Assists the President and fills the responsibilities of the President if they are absent.
- b. Senior VP conducts introductions at the graduation ceremony and the VP must be capable of executing this task
- c. Senior VP must assist with and graduation ceremony.

3. Secretary:

- a. Maintains records of each meeting's minutes and is responsible for all correspondence such as letters, thank you notes, etc.
- b. Senior class Secretary must assist with baccaulaureate and graduation ceremony

4. Treasurer:

- a. Helps sponsor maintain the records of the class and helps to create budgets for events.
- b. Senior class Treasurer must assist with baccaulaureate and graduation ceremony

5. Historian:

- a. Responsible for documenting events throughout the year and coordinate advertising for school activities and reporting to yearbook sponsor
- b. Senior Historian gives speech at graduation ceremony that encapsulates the memories of the last 4 years of high school, the Historian must be capable of executing this task in front of an audience of 5,000+ people on stage

- c. Senior class Historian must assist with baccalaureate and graduation ceremony

All officers will be expected to help with pep rallies, homecoming week activities, dances, and senior week.

Obligations and Requirements for SHS class officers

1. As an officer of Sandalwood High school, you will represent your class. As such, you are a role model and must support the student body, other officers, your advisor, the administration, and faculty.
2. You are expected to support the various school activities with your attendance including games, concerts, dances, plays and other events.
3. If you are attending an event in a formal capacity as an officer, you are expected to dress appropriately for the event.
4. You will be under the supervision of a faculty advisor who is responsible for seeing that each Class Officer meets their obligations to the students and the school. The advisor is also a teacher and will instruct officers on how to be effective in their role as leaders and how to successfully plan, organize and implement beneficial school activities. All decisions should be made with advisor and receive final approval from the advisor before action is taken by the officers to implement any idea.
5. **All officers will be placed in a leadership class. Senior class officers, regardless of early college status, or partial schedules will be required to attend one leadership course for their entire senior year.** According to your schedule each semester, we will select a leadership course for you to attend that fits best with your academic schedule at FSCJ.
6. As a chosen representative of the school, you are expected to model the behaviors expected of those in a leadership role.

Student Government Code of Conduct

Sandalwood High School has established certain rules which all attending students are required to meet. The elected officers are expected to strictly adhere to these rules. All participating students must read the Code of Conduct to ensure comprehension of expectations and required conduct.

Attendance: Students are expected to be in attendance in class unless guardian excused or officially excused by an advisor or administrator prior to missing class.

Academics: All student government officers are required to maintain an unweighted 3.0 GPA. Officers must not have received any F, NG, or I grade once elected to office. Any officer not in compliance with academic requirements may be removed from office.

Behavior: All behavior must meet the highest standards, remembering that you represent Sandalwood High School. Bullying, cursing, or any other lewd behaviors (including on social media) will result in disciplinary action. Behaviors that violate the Code of Conduct may cause a removal from office. Any action taken by the administration for discipline while in office will be examined and determine continued status as a class officer.

The following behaviors will result in immediate removal from office: Tobacco, Alcohol, and Drug violations. Students serving in Student Government positions should not be in possession of under the influence of drugs, alcohol, or tobacco. All district policies regarding tobacco, alcohol, and drugs are also applicable to Student Government Officers.

Fighting will not be tolerated on or near school premises or at any time when representing Sandalwood High School.