Westminster High School



Student Council Handbook 2024-2025

Produced by: Andrya Hernandez-Robles and Ryan Bacome (c. 2023)

MISSION

The mission of the Westminster High School Student Council is to foster a positive school culture through inclusivity, leadership, and school spirit.

STUDENT COUNCIL SPONSORS

The student council sponsors will manage the council and act as a liaison between administration and the council. The student council sponsors will help plan and coordinate all student council events. At least one student council sponsor will be at all homecoming and prom events. The student council sponsors will also teach leadership skills and assess the student council members' development thereof. In the case a class sponsor role cannot be filled or a sponsor steps down and cannot be replaced, the student council sponsor will assume the role.

- ➔ Ms. Ryan Bacome - rbacome@wps.org
- ➔ Ms. Andrya Robles - ahernandez-robles@wps.org

CLASS SPONSORS

The class sponsors support the student council sponsors and work with their assigned grade level. Their detailed responsibilities can be found in the Student Council Class Sponsors Handbook.

- ➔ Senior Sponsors
  - ◆ Ms. Michelle Demarrais - mdemarrais@wps.org
  - ◆ Ms. Lisa Counterman - lcounterman@wps.org
- ➔ Junior Sponsors
  - ◆ Ms. Ryan Bacome - rbacome@wps.org
  - ◆ Ms. Andrya Robles - ahernandez-robles@wps.org
- ➔ Sophomore Sponsors
  - ◆ Ms. Kelly Meisel - kmeisel@wps.org
  - ◆ Mr. Trent Chikuma - tchikuma@wps.org
- ➔ Freshmen Sponsors
  - ◆ Ms. Kristen Shields - kshields@wps.org
  - ◆ Ms. Michelle Music - mmusic@wps.org

STUDENT COUNCIL MEMBERS

All student council members must adhere to the following non-negotiables & expectations. No student council member can hold more than 1 title within the StuCo organization. All student council members represent the entire WHS Student Council and Student Body; therefore, the members' actions, behavior, and academic stance must remain positive at all times.

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STUDENT COUNCIL NON-NEGOTIABLES

- ➔ Must wear IDs at all times
- ➔ Complete 20 hours of community service
  - ◆ May not "double dip" hours completed for another organization
- ➔ Participate in concessions (an after school requirement as a member of Student Council)
  - ◆ Fall - will be evenly split when schedule has been released
  - ◆ Winter - will be evenly split when schedule has been released
  - ◆ Spring - will be evenly split when schedule has been released
- ➔ Participate in class work
- ➔ Participate in all spirit weeks
- ➔ Help plan Homecoming Week
- ➔ Attend monthly meetings with Class Sponsor
- ➔ Attend Student Council hosted events as deemed required by the sponsors
- ➔ Plan a small event/lead a school-wide initiative

Student Council ALPHA Expectations

Achieve
- ➔ Set goals
- ➔ Complete work by set deadline
- ➔ Use time wisely

Lead
- ➔ Set the example for others
- ➔ Work together to accomplish our goals
- ➔ Initiate conversations
- ➔ Be flexible as things will change
- ➔ Set the bar
- ➔ Wear your ID

Persevere
- ➔ Come up with solutions to problems
- ➔ Make a plan and follow through

Honor
- ➔ Attend class
- ➔ Stay eligible in all classes
- ➔ Speak up if something happens
- ➔ Communicate with your advisors & classmates
- ➔ Clean up after yourself

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- ➔ Attend events/shifts as expected to

Accept

- ➔ Listen to others' ideas
- ➔ Stay open-minded
- ➔ Be kind
- ➔ Consider the entire student body

OFFICER DESCRIPTIONS & RESPONSIBILITIES

Student Body President

- ➔ Must be a junior or senior (amd. 03/11/24)
- ➔ Must have participated in Student Council for at least one year prior to running
- ➔ Cannot be the president of another organization
- ➔ Oversees committees (does not participate in one single committee)
- ➔ Will lead the Inter-Council Club
- ➔ Oversees Monday meetings (in class)
- ➔ Must attend all StuCo sponsored events
- ➔ Votes only as a tie-breaker
- ➔ Conducts themself with academic integrity & exemplary conduct
- ➔ Prepares for & attends Student Leadership Cabinet meetings
- ➔ Liaison between administration & StuCo - as needed
- ➔ Gives speech at graduation
- ➔ Must attend after school student council meetings

Student Body Vice President

- ➔ If President is out, leads meetings
- ➔ Must attend all StuCo sponsored events
- ➔ Collaborate with President to support needs of StuCo
- ➔ Helps prepare for & attends Student Leadership Cabinet meetings
- ➔ Plans annual StuCo Retreat/Lock-in
- ➔ Must attend after school student council meetings
- ➔ Must be a sophomore, junior, or senior
- ➔ Oversees committees (does not participate in one single committee) (amd. 10/24/23)

Student Body Secretary

- ➔ Types & keeps minutes of Monday meetings
- ➔ Must attend all StuCo sponsored events
- ➔ Keeps an updated calendar of all things StuCo (birthdays, community service opportunities, events, etc.)
- ➔ Attends Student Leadership Cabinet meetings & keeps minutes
- ➔ Sends Student Leadership Cabinet meeting agenda to Superintendent's secretary by Monday prior to meeting

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- ➔ Must attend after school student council meetings
- ➔ Must be a sophomore, junior, or senior
- ➔ Oversees Historian (amd. 08/21/23)

Student Body Treasurer

- ➔ Maintain an accurate concessions inventory & submits supply orders
- ➔ Must attend all StuCo sponsored events
- ➔ Keeps an accurate record of income & expenses
- ➔ Must be prepared to share budget at Monday meetings
- ➔ Manages committee expenses
- ➔ Attends Student Leadership Cabinet meetings
- ➔ Must attend after school student council meetings
- ➔ Must be a sophomore, junior, or senior
- ➔ Oversees Concessions Managers (amd. 08/21/23)

Class Presidents

- ➔ Report to Student Body board weekly
- ➔ Attend Student Leadership Cabinet Meetings
- ➔ Meet with class sponsor
- ➔ Represent the wants and needs of the class
- ➔ Schedule grade level Student Council meetings which are open to all students in grade level
- ➔ Lead class responsibilities
    - ◆ 9th Grade Responsibility - Staff Appreciation
    - ◆ 10th Grade Responsibility - Wish Week
    - ◆ 11th Grade Responsibility - Prom
    - ◆ 12th Grade Responsibility - Senior Events

COMMITTEE DESCRIPTIONS & RESPONSIBILITIES

★ Each student council member will join one committee. Student council members should be prepared and willing to support the efforts of other committees as is needed. Each committee will have a Project Lead, whom they report to. The Project Lead will report to the board.

Advertising

- ➔ Supports initiatives of all committees
- ➔ Designs & displays posters, banners, & flyers
- ➔ In charge of StuCo and Activities bulletin boards
- ➔ Ensures flyers around building are up to date

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ALPHA

- ➔ Announce weekly ALPHA winners & celebrate them
- ➔ Track weekly ALPHA winners to ensure same student is chosen multiple times
- ➔ In charge of ALPHA bulletin boards

Community Service

- ➔ Plan a Fall service project for the student council
- ➔ Identify & present potential community service opportunities (ongoing)
- ➔ Organize canned food drive for Powder Puff

Student Council Outreach

- ➔ Plan, attend, and recruit members for after school meetings
- ➔ Present ideas generated from after school meetings during weekly Monday meetings

*Each year the Student Council will determine if this committee will be deemed necessary.

Student Sunshine Committee

- ➔ Plan & execute a small monthly show of gratitude for staff
- ➔ Support Staff Sunshine Committee, as needed
- ➔ Celebrate staff birthdays

Westy Spirit

- ➔ Brainstorm & present spirit week ideas
- ➔ Brainstorm & present pep rally ideas
- ➔ Plan pep rallies
- ➔ Confer with Bleacher Nation when possible
- ➔ Works with advertising to execute ideas & celebrate **ALL** Westy student body activities (CTSOs, Performing/Visual Arts, Clubs, & Athletics)

Other Leadership Roles

2 Historians

- ➔ Attend events and take pictures
- ➔ Candids & posed
- ➔ Be the assigned photographer at spirit week check in
- ➔ Will report to secretary

2 Concessions Managers

- ➔ Keep accurate stock of concessions stand
- ➔ Send Treasurer an ordering list at least 3 days in advance
- ➔ Help find others coverage when they can't attend their shift
- ➔ Ensure concession stands stay clean
- ➔ Will report to Treasurer

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Campaign/Election Rules & Procedures (amd. 1/29/24)

Running for Elected Position

- ➔ Student must be considered eligible
- ➔ Student must have passed all of their semester 1 courses
- ➔ Student may not have any behavior incidents on record for the current school year
- ➔ Student must have 90% attendance for the current school year
- ➔ Student must apply to be in Student Council and indicate interest in running for an elected position
    - ◆ Application will be sent to entire student body via email
    - ◆ Student will receive an email from the Student Council Advisor(s) notifying them whether or not they are eligible to run

Campaign Rules/Procedures

- ➔ Candidates may:
    - ◆ Post 10 flyers (8.5" by 11") around the building
        - Flyers may be posted after the final bell the school day prior to campaign week
        - Flyers must first be approved by Student Council Advisor(s)
        - Flier must include:
            - Student picture
            - Student name
            - Position Student is campaigning for
    - ◆ Post 1 poster (22" by 28") in the main entrance of the school
        - Poster must first be approved by Student Council Advisor(s)
        - Poster must include:
            - Student picture
            - Student name
            - Position Student is campaigning for
    - ◆ Use social media to campaign
    - ◆ Distribute buttons or stickers
        - Must be approved by Student Council Advisor(s)
    - ◆ Distribute food/candy that is pre-packaged
    - ◆ Only campaign during campaign week
        - Early campaigning will lead to disqualification
    - ◆ Vote for themselves
    - ◆ Remind students to vote
- ➔ Candidates may not (any of which will lead to disqualification):
    - ◆ Campaign on election day
        - In person or on social media
    - ◆ Campaign prior to campaign week
        - In person or on social media

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- ◆ Campaign against another candidate or encourage friends to campaign against another candidate
- ◆ Use derogatory or foul language towards another candidate

Elections Process

- ➔ Elections will occur in April for the following school year
  - ◆ Excluding elections for Freshmen Class President
  - ◆ Freshmen Class President elections will occur in August/September
- ➔ The day after campaign week will be the election day
- ➔ Student Body positions will be voted on by current freshmen - juniors
  - ◆ Current Seniors cannot vote
- ➔ Class Presidents will be voted on by their class only
- ➔ Elections will be conducted through a google form
  - ◆ Google Form will be emailed to students post AE
  - ◆ Google Form will collect emails*
  - ◆ When possible:
    - In person elections will be held in person during AE
    - Chromebooks will be set up in each voting precinct (hallway) and classes will come out one by one to vote
    - Google Form will collect emails*
    - Current seniors will be placed at each voting precinct to assist in process
    - As each student votes, they will receive an "I Voted" sticker

*Google forms will collect emails to ensure students do not vote more than once

Elections Results

- ➔ Student Council Advisor(s) will verify results using the google form
- ➔ Student Council Advisor(s) will call each candidate to notify them of their results
- ➔ Student Council Advisor(s) will not share the results of anyone else's campaign to another candidate
- ➔ Candidates may not share results of election until official announcement has been made
- ➔ Student Council Advisor(s) will post official results on school social media platforms as soon as all candidates have received their results
- ➔ Student Council Advisor(s) will ask each candidate who does not win if they would still like their application to be considered for a member of Student Council

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