



**Bear Branch  
Elementary**

**Student Council  
Handbook**



# Bear Branch Elementary Student Council Handbook



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## What is Student Council?

Student Council is a student organization dedicated to school and community service. Students will assist in special, school-wide events and activities. Student Council members will be working together to learn skills associated with leadership, decision-making, cooperation, and effective communication.

## Eligibility Requirements

In order to be a member of the Student Council, a student must:

- be a good role model
- demonstrate leadership qualities
- maintain good citizenship grades (S in citizenship, no office referrals)
- maintain good grades (passing grades)
- maintain good attendance (few absences and tardies)
- be available after school once a month to attend meetings

# Student Council Activities

Student Council activities may include, but are not limited to the following:

## Student Council Meetings

- Once or Twice a Month

## Community Service Projects

## School Service Projects

## Leadership Activities

## Fundraisers

# Student Council Positions and the Election Process

**Classroom Representatives:** Each 4<sup>th</sup> and 5<sup>th</sup> grade classroom will have two representatives on Student Council. They participate in all Student Council meetings and activities. They will also bring ideas and suggestions from their class members to the meetings and report information back to their class.

- **Application-** Each 4<sup>th</sup> or 5<sup>th</sup> grade student interested in being on the student council must fill out an application form that will be used to determine eligibility. Once the teacher has determined that a student is eligible, he/she may participate in the classroom election.
- **Classroom Election-** Each student who meets eligibility will give a brief (2-3 minutes) speech to his/her classmates as to why he/she would be a good representative for the class. The class will vote on one boy and one girl to be the Student Council Representatives for their class. (a class may have 2 girls/boys if no girls/boys run for class representative)

**Officers:** 4<sup>th</sup> or 5<sup>th</sup> grade Student Council Representatives can run for an office in Student Council. 5<sup>th</sup> grade students are the only ones eligible to run for the office of president. If a 4<sup>th</sup> or 5<sup>th</sup> grader is interested in running for an office he/she can campaign and must give a short speech after morning assembly stating his/her qualifications and plans for how they will uphold the tasks required by their position.

- ❖ **President**- The president runs the meetings with the assistance of the student council sponsor. The president will serve in various leadership roles throughout the year and also help plan and lead special activities and events.
- ❖ **Vice President**- The vice president works very closely with the president and assists in many duties. The vice president also stands in for the president when necessary.
- ❖ **Secretary** - The secretary is responsible for recording minutes and keeping records of meetings, activities, and fundraisers done by the council. Students interested in becoming secretary should be organized and like to write. The secretary needs to be able to use the computer keyboard for typing.
- ❖ **Treasurer** - The treasurer is responsible for working with the Student Council Sponsor to keep accurate records of the budget and funds collected by the council. Students interested in becoming treasurer should be organized and good with numbers.

### **Officer Elections:**

- **Officer Application**-Any 4<sup>th</sup> or 5<sup>th</sup> grade Student Council Representative who wants to run for an office (President, Vice President, Secretary, or Treasurer) must fill out an application form that will be signed by their parent and teacher. Application forms must be submitted to the Student Council Sponsor by the established deadline.
- **Campaigning**-Any 4<sup>th</sup> or 5<sup>th</sup> grade Student Council Representative who wants to run for an office (President, Vice President, Secretary, or Treasurer) will be allowed to campaign for the position they desire, as long as they are in compliance with the campaign rules.

#### General Campaign Rules:

- Candidates must get approval by their teacher for all posters they wish to place around the school. These posters need to be removed the day after the election ends.
- Candidates may not distribute any items (i.e. candy, gum, pencils, etc) in order to solicit votes from their classmates.
- Candidates may not make unrealistic promises on posters or in their speeches. (Ex: Extra Recess, No spinach in the cafeteria lunches, etc.)
- Candidates may not make negative comments about their opponents.
- **Speeches**-Each student running for specific office will be required to give a speech (1-2 minutes). Their speech must be approved by their teacher before being given. Speeches will be given after morning assembly the week of the Officer Elections.
- **Voting**-Officer elections will be held on the designated date and all 4<sup>th</sup> and 5<sup>th</sup> graders will vote for the Student Council Officer Positions. Each student will one ballot and may vote for one person they want for each office.
- **Tabulation of Votes & Announcement of Winners** - Ballots will be collected electronically . Votes will be tallied by selected staff and administration . Winning candidates will be announced over announcements at the end of the day.

# Student Council Code of Conduct

Those students elected to the Student Council must follow school-wide rules and expectations at all times. In addition, the members will also be expected to sign the Student Council Code of Conduct Contract.

## Academic, Attendance, and Behavior Expectations

**Academic Grades:** Grades will be reviewed at the end of each grading period to determine whether students are meeting the academic requirements to remain on Student Council. Students must maintain passing grades. Students who do not meet this academic requirement will be put on probation and will have six weeks to bring their grades up. If the grades remain below the requirements after the next grading period, the principal, teacher, and sponsor will determine if the student can remain in Student Council.

**Attendance:** Attendance will be reviewed at the end of each grading period to determine whether students meet attendance requirements. Students must remain in good standing with the school attendance policy. Those students who do not meet the attendance requirements will be put on probation for the following six weeks. If attendance remains a problem, the principal, teacher and sponsor will determine if the student can remain in Student Council.

**Office Referrals:** If a student receives an office referral during the year, a special meeting of the school principal, the teacher, and Student Council Sponsor will be called to determine whether the student should continue to hold their position on Student Council.

## Meetings

Student Council Meetings will be held before school once or twice a month. Additional Meetings may need to be called to complete special projects and plan events.

All meetings will follow the format outlined below.

- The president will have a prepared agenda at each meeting, which has been approved or developed by the Student Council Sponsor.
- The vice president will make sure that the meeting stays on agenda and will be the timekeeper for the meeting.
- The secretary will read minutes from the last meeting, keep a record of attendance, and take minutes of discussions and decisions made during the meeting.
- The treasurer will provide an update on the fundraising or budget at each meeting.
- Representatives will be expected to provide input on any matters brought to the group.