

# Highland Terrace Student Council



The Highland Terrace Elementary School Student Council represents the voice of our students. We plan school-wide special activities, promote school pride, and provide input to the administration on issues of student concern. Student Council organizes and helps support school events and service projects intended to strengthen the connections between our school and the Shoreline community in which we live.

Student Council provides students with an opportunity to become involved in school and community activities. The council's main purpose is to promote initiative, enthusiasm, pride and cooperation among the students through their involvement in student government, development of policies, and participation in activities affecting the student body.

The council is responsible for planning and implementing events including Spirit Weeks, Food Drive, Popcorn sales, and running the student store.

# Highland Terrace Student Council



Highland Terrace Elementary is proud to have our students taking an active role in providing service to, and fun activities, for our school and community. Student Council members learn how to set an agenda, brainstorm ideas, solve problems, vote, advertise, and manage events, as they develop their citizenship skills and teamwork. All of these important skills help representatives to become well-rounded school leaders.

Student Council is made up of six Officers, and two Student Representatives from each class in grades 3 -6. We promote citizenship training by providing direct experiences for students in the processes of democracy.

During November elections of six student council officers are held. Following the election, each third through sixth grade classroom also elects two students to serve on the student council, as class representatives. Student Council officers work together with classroom representatives, and staff advisors, to learn leadership, responsible decision-making, and the importance of effective communication.

# 2014 - 2015 Student Council Goals:



- ❖ Encourage students, their families and friends, and members of the larger Highland Terrace /Shoreline community to actively participate in community-oriented school events.
- ❖ Provide opportunities for all students to demonstrate their positive school spirit and embrace the Highland Terrace ideals: be safe, be responsible, be respectful and kind.
- ❖ Help others who are in need, on and off campus, through service projects.
- ❖ Champion student efforts to create a cleaner, safer, friendlier school community and campus, including during recess. Celebrate our successes.

# Student Council Meetings



- ❖ Officers shall meet twice each month or as needed with staff advisors (Ms. Slinning and Ms. Benton) to develop agendas for the regular Student Council meeting and/or discuss special events.
- ❖ The Student Council will meet 1 - 2 times a month, led by the student council officers, with Ms. Slinning and Ms. Benton acting in an advisory role. All members of the student council are required to attend these meetings.
- ❖ Officers shall meet for lunch with the Principal of Highland Terrace in her office on a monthly basis. This get-together is an opportunity for the officers and administration to communicate what is going well and acknowledge accomplishments, discuss problems, present ideas and develop proposals. The meetings provide student leaders with the opportunity to play an active role in strengthening our school community.
- ❖ Student Council Committees shall meet on an ad-hoc basis.

# Duties of Student Council Leaders



## President

- Represents the student body at school, district, and civic meetings.
- Acts as an intermediary between the Student Council and the administration.
- Develops agendas for and presides at student council meetings.
- Knows the basic rules of parliamentary procedure.
- Votes when there is a tie.
- Acts with academic integrity and exemplary conduct.

# Duties of Student Council Leaders



## Vice President

- Represents the student body at school, district, and civic meetings (as requested by the president).
- Presides over meetings if/when the President is unable to do so.
- Keeps a record of each member's involvement in activities.
- Responsible for roll call at each meeting.
- Knows the basic rules of parliamentary procedure.
- Coordinates the work of committees.
- Heads important committees.
- Acts with academic integrity and exemplary conduct.

# Duties of Student Council Leaders



## Secretary

- Keeps accurate minutes of meetings.
- Reports at each meeting the minutes from previous meeting.
- Handles all council correspondence.
- Types materials for student council officers and committees.
- Acts with academic integrity and exemplary conduct.

# Duties of Student Council Leaders



## Treasurer

- Presents proposed budget of activities to the student council.
- Handles all funds.
- Keeps accurate records of income and expenses.
- Reports the balance of funds at each council meeting.
- Coordinates fundraising projects of the student council.
- Acts with academic integrity and exemplary conduct.



# Duties of Student Council Leaders



## Public Relations Officer - School Spirit

- Writes news releases, announcements, and advertisements to appear in Highland Terrace newsletters, and on campus related to building school spirit such as Spirit Days and Skate Nights.
- Announces student council-sponsored school spirit events.
- Keeps accurate records of major spirit events and activities.
- Coordinates publicity for special spirit events and projects such as posters and flyers.
- Acts with academic integrity and exemplary conduct.

# Duties of Student Council Leaders



## Public Relations Officer - Service Projects

- Writes news releases, announcements, and advertisements to appear in Highland Terrace newsletters, and on campus related to service projects such as the Food Drive.
- Announces student council sponsored service events.
- Keeps accurate records of major service events and activities.
- Coordinates publicity for special service events and fundraising projects such as posters and flyers.
- Acts with academic integrity and exemplary conduct.

# Duties of Student Council Leaders



## Class Representatives

- Attend student council meetings and report back to classrooms.
- Report class feedback to the council.
- Act with academic integrity and exemplary conduct.

The four expectations of student council members are:

- 1) Talk to classmates and friends about activities in which they are interested
- 2) Bring those ideas to meetings
- 3) Work together as a team to plan activities
- 4) Spread the Highland Terrace Orca spirit

# Duties of Student Council Leaders



## Committee Chairperson

- Recruit members for committee.
- Writes the agenda and run the committee meetings.
- Informs officers of progress and problems that arise.
- Delegates tasks of the committee and follows up with members to be sure tasks are completed.
- Fulfill the committee goals/action plan as designated
- Acts with academic integrity and exemplary conduct.

## Committees

- Responsible for special projects
- Elect chairperson to lead the committee.
- Projects may include: school spirit, safety, fundraising, awards, etc.

# Student Council Orca Spirit Awards



An **ORCA SPIRIT AWARD** contest for the 2014-2015 school year has been proposed for development and implementation by the student council. Each class could earn **SPIRIT** points in different categories throughout the course of each month.

The class that accumulates the most points could receive the **HIGHLAND TERRACE SPIRIT ORCA** and special recognition from the student council.

Ways in which students/classrooms could earn **SPIRIT** points could include:

1. Participate in School and PTA Events - (Skate Nights, Heritage Night, Pancake Breakfast)
2. Participate in Student Council Spirit Days - (Crazy Hair Day, Sports Day)
3. Participate in Student Council Special Events - (Canned Food Drive)

# Student Council Election Rules



1. A student wishing to run for any officer position, must complete the application form, complete with signatures from two teachers, and a parent or guardian.
2. Each candidate must consistently model safe, responsible, respectful and kind behavior at school, as judged by his/her teacher, and by the candidate.
3. Each candidate must complete any additional activity that the classroom teacher may require for running in the election (e.g. complete any missing assignments prior to running for office).
4. Each candidate must be prepared to promptly make up all work missed in class while participating in Council activities.
5. If a candidate misses a deadline or breaks an election rule, they may be disqualified from running for an office.
6. Candidates for President and Vice President must be in 6<sup>th</sup> grade. Candidates for Secretary, or Treasurer must be in 5<sup>th</sup> or 6<sup>th</sup> grade. Candidates for Public Relations may be in 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> grade.

# Student Council Election Rules



7. Candidates for President, Vice President, Secretary, Treasurer, and Public Relations Position 1 and 2 must submit their completed application with parent and two teacher signatures, on or before the specified due date.

8. Candidates must prepare a speech (maximum 90 seconds long), and give their speech to students in grades 4 - 6, at a time and date specified by the advisors. Students will receive coaching and an opportunity to practice their speeches prior to giving the speech.

9. Candidates may create up to three posters using the approved paper by the specified due date. Posters must be submitted to Ms. Slinning or Ms. Benton for approval, and may only be posted in approved locations.

10. Candidates must run their campaigns in a fair and honest manner. They may not put down other candidates. If a candidate has a question about whether he/she can do something, check with Ms. Slinning or Ms. Benton.

11. Candidates may not have buttons, extra posters, flyers, or other material. They may not promise things that cost money, or give out candy, gum, or items.

12. Candidates may be disqualified from running if they break a rule.