

STANDARDS FOR OFFICERS

SECTION 1 – STUDENT GOVERNMENT ELIGIBILITY

Elections - Any student who seeks to run for Student Government must have maintained a minimum GPA of 3.0 and must not have received any F's or I's in each of the two terms preceding elections. Additionally, students must not have received a citizenship rating of (U) 'Unsatisfactory' or two or more ratings of (N) 'Needs Improvement' during the two preceding terms.

Term of Office - Officers may not receive any F's, I's, or U's or two or more N's during each term of office and must maintain a GPA of 3.0 during each term of office. Students receiving an Incomplete (I) grade have two weeks to remediate after the end of the term to earn an A-F letter grade.

Conduct While in Office - All officers of Legacy Junior High School must have and maintain the highest standards of conduct while in office. All grade point averages and citizenship standards as outlined must be adhered to. Conduct and citizenship of officers should be exemplary.

SECTION 2 - FAILURE TO MAINTAIN STANDARDS

Failure to maintain the above standards will result in the appropriate actions, which may include removal from office. Students who do not meet scholastic or citizenship requirements will be placed on probation and may be ineligible to serve as an officer as determined by the advisor for the succeeding term. If, in the succeeding term, the requirements are not met, he/she shall be removed from office. The administration shall have the right to remove a student from office or put him/her on probation for conduct unbecoming an officer.

RESPONSIBILITIES

Student Government is a full-year elective class students will be enrolled in. The duties of all officers shall be to promote all worthwhile activities for the students in their respective grades and foster and promote school spirit. Class officers and Student Body officers shall work jointly to accomplish common goals, and plan and coordinate school-wide events and initiatives on a regular basis.

Spring/Summer

- Officers shall attend and participate in summer parades.
- Officers shall attend the back-to-school related events.
- Officers shall participate in preliminary school-year planning.

Athletic, Academic, and Extra Curricular Events – Student Government will be assigned to attend school sponsored events and athletic events on a rotating basis. Officers will have game assignments for home and away games throughout the volleyball, basketball, and wrestling seasons. Officers will also be expected to support some nonathletic school activities (ex. Theater, orchestra, choir, band, etc.).

Announcements – All officers will help produce the morning announcements on a rotating basis.

Assemblies – All officers will assist in the planning and preparation of assemblies.

Other Activities – Officers shall assist other school organizations and clubs as needed, participate in events to recognize students and teachers at Legacy Jr. High, and complete specific assignments from administrators or the advisor as needed.

Sweater - Every officer needs to purchase a sweater. The cost of the sweater will not be the exact cost of the sweater but will *not* be more than the price listed on 2023-2024 District Fee Schedule. A down payment of \$100 (pay to the front office and then bring the receipt to the meeting) will be due before the **sweater meeting on Friday, April 19 at 3:00pm in Ms. Robison's Room (the library).**

Campaign Procedures

1. The following rules will apply to campaigning and elections:
 - A. For **PRIMARY** elections:
 1. Candidates may put up ONE poster board size poster (20" x 30") and TWO flyers (8.5"x11").
 2. Posters may be placed on the designated BRICK surfaces and the two flyers may be placed on any of the BULLETIN BOARDS in the school.
 - a. ONLY painters or masking tape may be used.
 - b. Keep themes/slogans/pictures school appropriate.
 - c. *Any posters or flyers breaking these rules will be removed.*
 3. Candidates may **NOT** pass out any campaign materials, including T-shirts (with the exception of one for you alone), or have an electronic device on which students may vote. Encourage students to vote online.
 4. Candidates may not spend over \$50.00 total for their campaign.
 - a. Receipts must be kept and handed in upon request.
 - b. This includes primary and final elections.
 - c. Donations count toward the \$50.00.
 5. Candidates who do not make the finals must take down their poster and flyers after school on the day they are notified and dispose of them appropriately.
 - B. For **FINAL** elections:
 1. Candidates must follow all rules above.
 2. After final elections all posters and flyers must be taken down and appropriately disposed of before the beginning of the next school day.
 3. Final election videos cannot exceed ONE minute total time. It will be cut off at 1 minute when we show the student body.
 - a. The whole performance must be school appropriate.
 - b. The words and music must be approved by Ms. Robison before it is recorded.

- c. If you are doing a video as part of your campaign, it must be given to Ms. Robison by the due date.

Keep it fun!
Keep it appropriate!
Keep it fair and enjoyable for everyone! 😊

Elected Officers

Elected Officer positions are filled through a primary and final election*. Students must meet the outlined eligibility standards, complete the attached petition, and submit a Report Card and 3 teacher recommendations.

Office Positions are determined by interview after the election process is completed. Students do not campaign for specific offices, but instead campaign for 9th / 8th / 7th Grade Office.

9th Grade Election: The top 12 candidates will advance from the primary election to the final election where the 8 students with the most votes will win a position. These 8 students will be interviewed following the election to determine Student Body or Class Office positions of President, 1st Vice, 2nd Vice, and Secretary in each office.

8th Grade Election: The top 6 candidates will advance from the primary election to the final election where the 4 students with the most votes will win a position.

***7th Grade Election:** Students are selected through an application and interview process.

POSITIONS

Student Body Elected Officers (9th Grade Only)

President:

- Coordinates all activities of the Student Body Officers with the administration
- Presides over meetings under the direction of the advisor or principal
- Is the liaison between students and faculty or administration

1st Vice President:

- Acts as a mentor for the class presidents
- Oversees club activities
- Sits in place of President when the President is absent
- Becomes the President should the office of President be vacated

2nd Vice President:

- Follows up and reports on progress from previous meeting
- Keeps a budget of student activity moneys
- Informs from time to time the status of Student Government funds

Secretary:

- Keeps agendas and minutes of all officer meetings
- Keeps all other records pertinent to Student Government activities
- Writes, sends, and receives official Student Government correspondence

Class Officers (7th / 8th / 9th) – Each Class Office consists of the above positions with similar duties, but on a grade level basis.

Appointed Officers

Appointed Officer positions are available to 9th grade students only.

Appointed Officer positions are selected through an application and interview process and are not student-elected positions. These positions are available to any student that will be in 9th grade that meets the same eligibility standards as elected officers.

Students interested in these positions should select what position is best matched with individual talents and interests that align with the expectations for each position below.

Activities Coordinator:

- Calendars all student body activities with the President and the school administration
- Coordinates student recognition activities and lunchtime activities
- Meets and greets/hosts visiting schools at home athletic and academic activities

Publicity Coordinator:

- Coordinates the morning announcements
- Coordinates updating the school marquee, televisions, and bulletin boards
- Coordinates posters, banners, in-school electronic runner, etc. for publicity of upcoming events

Assemblies Coordinator:

- Plans and coordinates all assemblies
- Coordinates with faculty assembly advisor on all assemblies
- Delegates and follows up on all assignments made for assemblies coordination.

Artist/Historian:

- Maintains a calendar and updates on upcoming events/assignments
- Makes posters and banners advertising student activities in coordination with the Publicity Coordinator
- Keeps a history/scrapbook of the school year and all activities that will be kept in the school archives
- Coordinates with the Yearbook team on documenting school events

Technology Coordinator:

- Records and produces video projects as needed
- Coordinates videos and technology used in assemblies in conjunction with stage crew
- Implements activities involving technology for events
- Formats and uploads election videos

Timeline for LEGACY JR. HIGH Elections 2024

Feb. 21 – 3:15 pm - Parent/Student Meeting in choir room

Anyone who would like to be an officer next year (elected or appointed) should attend. Parents/guardians are invited to attend.

Feb. 23 *Petitions and Report Card* for elected office are due to Ms. Robison by 3:00pm.

Ms. Robison checks eligibility for candidates.

March 1 *Posters up at 7:30am. Meet at the front doors at 7:25. Roll will be taken. All three teacher recommendations due for elected officers.*

March 4 Voting opens on myDSD for Primary Elections at 8:00am and closes at 3:00pm on March 7.

March 8 Primary election results will be announced at the end of Mentoring.

March 14 **All videos, 1 minute maximum, due to Ms. Robison by 3:00pm.** Please include your name, grade, and office you are running for as the file name and label the flash drive / file. (ex: John Doe 9th)

March 15 View election videos in Mentoring classes. Voting opens on myDSD for Final Elections at 9:40am and closes on March 20 at 3:00pm.

March 21 Candidates will meet at the end of Mentoring to announce results. Results will be then announced over intercom.

March 22 *Applications, portfolios, and three teacher recommendations* for appointed officers due to Ms. Robison's room by 3:15 pm.

March 22 Interviews for elected officers. **3:15pm** - 8th Grade Officers, **4:00 pm** - 9th Grade Officers. (Current year's SBO's interviewing!)

March 28 Interviews for appointed offices (3:30pm) after school. (Newly elected SBO's doing the interviewing.) Announce the results to the group at the end of the interviews.

April 19 Sweater Meeting for ALL new officers (2024-2025) at 3:00pm in Ms. Robison's room. Pay a down payment of \$100 in the office before the meeting. Bring Ms. Robison the receipt at the meeting.

The election process is finished for this year!!

Legacy Jr. High School Appointed Office Application

(9th Grade Only)

I, _____,

am applying for the Student Body Appointed Officer position of (circle one):

Activities Coordinator

Assemblies Coordinator

Publicity Coordinator

Artist/Historian

Technology Coordinator

at Legacy Jr. High School for the school year of 2024-2025.

I understand that I must meet the following eligibility standards:

Students must have a minimum GPA of 3.0 and must not have received any F's in each of the two terms preceding the application process. Additionally, students must not have received a citizenship rating of (U) 'Unsatisfactory' or more than two ratings of (N) 'Needs Improvement' during the two preceding terms.

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Conduct While in Office - All officers of Legacy Junior High School must have and maintain the highest standards of conduct while in office. All grade point averages and citizenship standards as outlined must be adhered to. Conduct and citizenship of officers should be exemplary.

Signature of candidate: _____

Signature of parent or guardian: _____

Have three trusted teacher write fill out the teacher recommendation form for you.

A copy of your transcript with academic and citizenship grades must be handed in with petition/application. **It is on myDSD under the tab “Academics” > “Reports” > “Report Card”.**

Please be ready to interview in front of the new Legacy Jr. High School student body officers, advisor, and administrator. Have ideas and anything else you deem necessary to show your ideas talents and readiness to fill the office for which you rare applying.

****All applicants should have a portfolio of their work to show at the interview. Portfolios should include a section about you, activity ideas, art or sample designs, examples of technology expertise, and anything else you feel is relevant to your position ****

Legacy Jr. High School Elected Officer Petition

****Eligible supporters are students of Legacy Jr. High School who can vote for the particular candidate. (Ex: Only 7th graders who will be in 8th grade next year can sign petitions for 8th grade office candidates.)**

We, the undersigned, hereby acknowledge and support _____

in their campaign for the office of (circle one) **8th Grade Office** / **9th Grade Office**

at Legacy Jr. High School for the school year of 2024-2025.

Signature of Candidate: _____

Signature of Parent of Guardian: _____

Signatures of twenty-five (25) eligible** supporters (**they must be able to vote for you):

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

21.	22.
23.	24.
25.	

A copy of your report card with academic and citizenship grades must be handed in with petition/application. **It is on myDSD under the “Academics” > “Reports” > “Report Card”. Include 1st and 2nd terms from this year.**

Legacy Jr. High Student Government Teacher Recommendation

Name: _____

I am applying for Student Government at LJH next year. As part of my application, I must have three teachers complete a recommendation form for me. Recommendations are **due by March 1st at 3:00 pm***. The recommendation form can be completed online at <https://forms.office.com/r/XstrzBpcEe> or by scanning the QR code.

*9th grade appointed applications are due March 22nd



Thank you!!

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Thank you!!

Checklist for Elected Student Government Applications

Primary Election:

- ☐ Petitions (25 signatures) due by Feb. 23rd
- ☐ Report card due by Feb. 23rd
- ☐ 1 poster and 2 flyers hung up on March 1st
- ☐ All three teacher recommendations due by March 1st (ask Robison for status of recommendations if curious)

Final Election:

- ☐ 1 minute video due to Robison on March 14th

Checklist for Appointed Student Government Applications (9th Grade Only)

- ☐ Application due March 22nd
- ☐ Portfolios due March 22nd
 - About you
 - Activity ideas
 - Art or sample designs
 - Examples of technology expertise
 - Anything else you feel is relevant
- ☐ Three teacher recommendations due by March 22nd (ask Robison for status of recommendations if curious)