

McQueen High School Student Body & Class Officer Application Packet 2021-2022

Application deadline: Sunday, April 11th by 11:59pm.

**Please note that this document is an information base, but you will submit your actual application by following this [link](#) to a Microsoft Form. You will need to log in with your district credentials to access the form.

**If you have any trouble or questions, please contact kcooper@washoeschools.net and akelly@washoeschools.net as soon as possible so we can assist you.
You may also text questions to 775.443.5546.

Student Body Officer Positions:
President ~ Vice President ~ Secretary/Treasurer ~ Historian

Class Officer Positions:
President ~ Vice President ~ Secretary/Treasurer ~ Historian ~ Senator

The following pages of this packet include:

1. Timeline for officer elections
2. Requirements for holding office
3. Responsibilities/duties of student body officers
4. Responsibilities/duties of class officers
5. Election campaign rules
6. Campaigning during a digital election
7. Leadership Class Contract

Timeline for Officer Elections (Spring 2021):

Student Body	Class Officers	
March 31 st – April 11 th		Applications for ALL offices available; application is through Microsoft forms. Online applications DUE no later than 11:59pm on Sunday, April 11 th .
April 12 th – April 13 th	April 12 th – April 16 th	Applicants reviewed for approval Candidates notified and sent campaign material questions/additional pertinent information
April 14 th - April 18 th	April 17 th – April 21 st	Candidates prep time for campaign materials (ALL digital): *Headshot *Digital poster *Video with candidate bio and answering two candidate questions (these will be sent via email once candidates are approved)
April 26 th – April 29 th	May 3 rd – May 6 th	Voting opens at 7:00am on Monday Voting closes at 3:00pm on Thursday **Voting will be held through voting4schools
evening of April 29 th	evening of May 6 th	Candidates called with results Results posted on social media

Please CAREFULLY review the following pages for requirements and responsibilities/duties of each office.

Requirements for Holding an Office

- i. In order to run you must have a 3.0 GPA in academics and citizenship for the semester prior to running. You must maintain this GPA while in office.
- ii. You must have no F's in citizenship in the semester prior to running.
- iii. If disciplinary action (that has been deemed inappropriate by Assistant Principal of Student Activities, Director of Activities, or Leadership Advisor) has been against you in the calendar year prior to running for office you will not be eligible.
- iv. You must be a registered McQueen student taking at least four classes for credit through McQueen for the 2020-2021 school year.
- v. You must attend all mandatory informational meetings prior to running.
- vi. An officer will be impeached from office if he/she/they are suspended while holding an office.
- vii. You must be the grade level of the class you are running for the 2020-2021 school year.
- viii. If you have more than one unexcused absence from a student council meeting or activity a semester, you may be removed from office.
- ix. Student Body officers must have at least one-year experience in leadership and be enrolled in leadership concurrent with their term.
- x. Senior Class president and vice-president must have at least one-year experience in leadership and be in leadership concurrent with their term.
- xi. Junior Class president and vice-president must be in leadership concurrent with their term.

A school administrator will confirm student eligibility for GPA and behavior. Elections advisors will work with administration and the leadership advisor to confirm the previous leadership requirement for the appropriate offices.

Responsibilities and Duties of STUDENT BODY OFFICERS

The student body president shall serve as the chairperson of an advisory committee referred to as the President's cabinet. The cabinet shall further consist of the student body officers, student council advisor, and assistant principal over student activities OR the student activities director.

The duties of the student body *president* shall be:

- i. To provide leadership for all students attending McQueen High School;
- ii. To preside over all student council meetings;
- iii. To preside over all presidential and cabinet meetings;
- iv. To nominate members of the senior class to fill vacant student body officer positions, with the approval of the president's cabinet shown by a simple majority vote;
- v. To oversee the Silver Star award process in leadership;
- vi. To serve as McQueen High School's official representative to the Washoe County School District Advisory Board;
- vii. And to appropriately represent the student body of McQueen High School.

The duties of the student body *vice president* shall be:

- i. To assume the power and duties of the president in his/her absence, upon his/her request, or in the event the office becomes vacant;
- ii. To make copies of all minutes and presidential board meetings;
- iii. To assist the president in the Silver Star award process;
- iv. And to appropriately represent the student body of McQueen High School at all appropriate events.

The duties of the student body *secretary/treasurer* shall be:

- i. To keep accurate and permanent records of all student council meetings;
- ii. To handle correspondence for the president of the student body;
- iii. To make a copy of all minutes of the student council meetings available to the students, student council advisors, and to the assistant principal overseeing student activities OR the student activities director;
- iv. To keep accurate and permanent records of finances of the student council;
- v. To report the condition of the finances at any meeting of the student government;
- vi. And to appropriately represent the student body of McQueen High School at all appropriate events.

The duties of the student body *historian* shall be:

- i. To create a scrapbook of all activities which summarize the school year;
- ii. And to appropriately represent the student body of McQueen High School at all appropriate events.

Responsibilities and Duties of CLASS OFFICERS

The class officers shall consist of: one President, one Vice President, one Secretary/Treasurer, Historian, two Senators and two optional, appointed Representatives. The two class representatives shall be selected during a class meeting after the election.

The duties of the class *president* shall be:

- i. To provide leadership within the class;
- ii. To preside over all executive board and class meetings;
- iii. To appoint committees necessary to the business of the class;
- iv. To, with the advice and consent of the executive board of the class represented, select and appoint class members to vacated class offices;
- v. To attend all student council meetings;
- vi. And to appropriately represent the designated class at events

The duties of the class *vice president* shall be:

- i. To assume the power and duties of the president in his/her absence, upon his/her request, or in the event the office becomes vacant;
- ii. To attend all student council and class meetings;
- iii. And to appropriately represent the designated class at events

The duties of the class *secretary/treasurer* shall be:

- i. To keep permanent records of all class meetings and money transactions;
- ii. To report the condition of the finances at all class meetings;
- iii. To be responsible for all correspondence of the class; make a copy of all meeting minutes available to the Class Advisor(s), class members, and the vice-president in charge of student activities;
- iv. To attend all student council and class meetings;
- v. And to appropriately represent the designated class at events

The duties of the class *historian* shall be:

- i. To take accurate and extensive photographs of class activities
- ii. To compile a documentation of class activities using visual representation (electronically or hard copies) to pass to the subsequent year's historian
- iii. And to appropriately represent the designated class at events

The duties of the class *senator(s)* shall be:

- i. To attend all class and student council meetings
- ii. And to appropriately represent the designated class at events

The duties of the class *representative(s)* shall be:

- i. To attend all class and student council meetings
- ii. And to appropriately represent the designated class at events
- iii. And to support and assist the class officers

Rules for Conducting a Positive and Respectful Student Government Campaign
adapted from the “brick and mortar” campaign rules

1. All campaign materials, including the headshot, digital poster, and video, must be school appropriate and approved by the Judicial Board Advisor, Activities Director, or an Assistant Principal.
2. Direct or implied charges about an opponent are prohibited and will result in removal from the campaign. This includes leaving negative comments on social media or interfering with a candidate’s posts in any manner.
3. Any campaigner (or their friends) observed defacing or removing a candidate’s posters/signs will be removed from the campaign. This includes leaving negative comments on social media or interfering with a candidate’s posts in any manner.
4. All campaign material must be made by the student (help from friends is okay).
5. Social media posts made by the candidate should include the approved materials only, during the approved timeframe only. Outside parties may also campaign for the candidate on social media using the approved materials; however, any negative, disrespectful, or defamatory posts/statements will result in the disqualification of the individual who is running for office.

Campaigning During a Digital Election

As these are different times, our campaigns for these elections will look different. Once applicants are approved, they will have several days to put together their campaign. Additional details will be sent to candidates upon approval to run, but the general outline is that each candidate will be responsible for submitting:

- A headshot
- A digital poster
- A video with candidate bio and answering two questions assigned at the time of approval. If you want to think ahead to what you would include in your candidate bio, your bio should include:
 - a brief introduction (name, hobbies)
 - why you want to be a student body officer
 - why you feel qualified for the position (remember that negatives toward opponents are grounds for removal from the election)

Violation of the above rules will result in removal or disqualification from the current election.

ATTENTION applicants for all student body offices, senior class president, senior class vice president, junior class president, and junior class vice president: Below is the Leadership Class Contract, which you are agreeing to as part of your position should you be elected. Please read it carefully as the contract is part of the duties of the office you are interested in.

Leadership Class Contract

This contract **must** be read and signed by both student and their guardian in order to be considered for leadership class.

Exemplary behavior is expected at school and all school sponsored events. Any infraction of the school rules (cheating, forgery, truancy, drug/alcohol use, fighting, cell phone violations, dress code violations, etc.) will result in discipline and possible removal from the program.

Attendance/Duties/Discipline:

1. Any Leadership student that misses more than 5 days (unexcused) in Leadership class will be removed from Leadership class (resulting in a grade of F/F) for the semester and be ineligible to be in Leadership for subsequent years.
2. Any Leadership student that misses (unexcused) more than 1 Leadership sponsored event in a semester will be removed from Leadership class (resulting in a grade of F/F) for the semester and be ineligible to be in Leadership for subsequent years.
3. Any Leadership student not upholding their required duties outlined by the Leadership teacher will be removed from Leadership class (resulting in a grade of F/F) for the semester and be ineligible to be in Leadership for subsequent years.
4. NIAA drug/alcohol policy is followed in leadership. 1st NIAA violation = 6-week suspension from participation in all leadership activities. 2nd NIAA violation = 90-day suspension from participation in all leadership activities. 3rd NIAA violation = removal from the class and ineligible to participate in leadership for the remainder of your high school career. See NIAA.com for further details.

Punctuality:

The Leadership class is an academic class and will follow the tardy policy. After 6 unexcused tardies you will be removed from Leadership (resulting in a grade of F/F) for the semester and will be ineligible to be in Leadership for subsequent years. Each tardy will lower your citizenship by one letter grade. **In addition, please understand the dedication and commitment necessary to be successful in the class.**

They will also be expected to attend all the following events.

- Lancer Day for 8th graders
- Welcome back hall decorating, welcome new students, and assembly
- Homecoming hall decorating, lunchtime activities, assembly, and dance
- Pep rallies
- Trick or treating for cans
- Canned food drive
- Western Regional Conference – sophomores and juniors present workshops, seniors prepare to be JC (junior counselor) leaders
- Talent show tryouts, set-up, show, and clean up or Mr. McQ
- “Hoops for Hope” Charity Basketball game
- Dodgeball Tournament
- Winterfaire hall decorating, lunch time activities, assembly, and dance
- State Leadership Conference
- Spring Fling hall decorating, dress-up days, and assembly
- Awareness hall decorating and possible assembly
- Senior assembly