



Lagos Elementary
Spartans

Lagos Elementary School

Student Council Election Packet



Lagos Elementary School

Welcome Letter

April 26, 2018

Dear Student,

We are so excited about your decision to run for office in Student Council. We hope that you will find this experience an enriching one. Student Council is about developing leadership skills; it is about working for others and for your school. It is also about making Lagos ES, YOUR school.

Student Council entails a strong commitment. Most months we will meet twice. Because Student Council affects our entire student body, it must be a priority for you – sometimes over other clubs and/or organizations of which you might also be a part.

Please understand that just saying you are on Student Council, will not necessarily earn you recognition for it. We will have minimum requirements that must be met in order for you to be classified an “active Student Council member.” We are so excited about serving with you. We know that you can make a positive difference in and for our school. Thank you for this commitment.

Sincerely,

Ms. Gray and Mrs. Griffin-Hamlin, Advisors

Pamela.gray@manorisd.net

Melanie.Griffin-Hamlin@manorisd.net

**Lagos Elementary School
Student Council Election Schedule**

- Tuesday, May 1st** 2:10 - 3:00 - Information meeting. You must be present at this meeting to run for office. Absence due to illness is the only exception. It is your responsibility to sign-in to verify your attendance.
- Wednesday, May 9th** Teacher Evaluations and Student Council Office Applications due to Mrs. G-H/Ms. Gray. **Students notified by end of day if they are eligible to run.**
- Friday, May 11th** You may begin hanging posters, be sure to follow the rules!
- Tuesday, May 15th** Speech Taping during specials. **You must attend and tape your speech, or you will not be able to run. No longer than 2 minutes.**
- Friday, May 18th** 3rd - 5th grade classes watch videos in classrooms and vote. Turn in ballots by end of day. Results will be announced Tuesday morning, May 22.
- Monday, May 21st** Winners announced.
- Tuesday, May 22nd** All election posters must be removed.



Lagos Elementary School Student Council Election CAMPAIGN GUIDELINES SPEECHES & ELECTION

WHEN:

Election Day IS FRIDAY, MAY 18TH . Classrooms will watch taped speeches and vote after.

REQUIRED DRESS:

Nice clothes

SPEECHES:

Student must tape a speech no longer than 2 minutes that responds to the following questions:

- Why do you want to run for Student Council? (**Be positive and don't make empty promises that you may not be able to keep**)
- What does it mean to exhibit leadership?
- What leadership skills do you possess?
- What are your plans for a community outreach/service project that SC could perform in the following school year?

Make sure comments are positive and focus on your qualities and leadership skills. Do not make empty promises that you may not be able to keep (**i.e. I promise you we will have fast food every day in the cafeteria**).

Do **NOT** speak negatively about our school or an opponent. Mrs. G-H and Ms. Gray will read the speeches and approve each to ensure the message is appropriate.

Candidates will be notified if their speech is unacceptable and given a chance to make the needed corrections.

Students are expected to adhere to the accepted speech that was turned in for approval. The speech given does not have to be verbatim, but the spirit of the message cannot be altered without prior approval from Advisors.

NOTE:

Any student who inappropriately changes the content of their speech on taping day will be asked to leave, and his or her name will be removed from the ballot.

Campaigning Rules

Posters: Each candidate may display two posters on campus and must furnish his or her own tape, paper, paint, etc. Maximum size of any poster is 3 x 6 feet. Candidates will refrain from climbing on anything in order to hang posters.

Give-aways: Candidates are not to use any “give-aways” during the duration of the elections (tags, candy, money, etc.). The character of a candidate is not defined by what they can give away to others, and we want to keep the election fair.

Campaign Assembly: Each candidate will be limited to a two-minute speech. All speeches will be reviewed. Please do not make promises you cannot keep.

You may have **ONE** “Campaign Manager.” He or she may wear spirit wear in support of you, or help you with a prop during your speech. He or she may **NOT** speak during your election speech.

Student Council Offices

President: (Fifth graders only) This is an in-coming office from 4th grade

Leads all meetings

Meets with advisors and writes agendas

Leads flag salute at school assemblies

Assists advisors

President-Elect: (4th graders only) Automatically rotates into Presidency 5th grade year

Assists president

Takes over in absence of president

Coordinates information for primary rooms

Assists treasurer with financial duties

Treasurer: (4th– 5th graders)

Counts and rolls money

In charge of sales at student council fund raisers

Keeps track of account balance

Secretary: (4th – 5th graders)

Takes and reads minutes of meetings

Makes notices for activities

Makes a roll list

Takes roll each meeting

Writes correspondence letters

Historian: (3rd – 5th graders)

Attends all school functions

Brings school camera to all events and takes pictures

Aids in maintaining Lagos ES scrap/memory book

Oficiales del Consejo Estudiantil

Presidente: (Quinto grado solamente) Esta es una oficina entrante de grado 4

Dirigir todas las reuniones

Reunirse con los asesores y escribir las agendas

Dirigir el saludo de la bandera en las asambleas escolares

Ayudar a los asesores

Vice Presidente-Electo: (Cuarto grado solamente) Gira automáticamente a

Presidencia de grado 5

Ayudar al presidente

En caso de que el presidente esté ausente, tomar su posición

Coordinar información para los cuartos primarios

Ayudar al tesorero con las funciones financieras

Tesorero: (Cuarto y Quinto grado solamente)

Contar y enrollar el dinero

Ayudar a los patrocinadores con las ventas y la recaudación de fondos del Consejo Estudiantil

Mantenerse informado del balance de las cuentas

Secretaria: Cuarto y Quinto grado solamente)

Toma y lee las minutas de las reuniones

Hacer anuncios de las actividades

Hacer una lista de las posiciones

Tomar lista en cada reunión

Escribir cartas de correspondencia

Historiador: (Tercer y Cuarto grado)

Asistir a todas las funciones escolares

Traer la cámara de la escuela a todas las actividades y tomar fotografías

Ayudar a mantener el libro de memorias de la escuela



Lagos Elementary
Spartans

Student Council Application for Office

Name _____ Teacher _____

Thank you for your interest in running for student council. Due to all of your hard work and wonderful citizenship you are eligible to run for office. If you are still interested, please mark the office you would like to run for, **and return this form at or before the meeting Friday, May 1st!** Please **read and initial** all of the rules on the back of this sheet to ensure you understand all of the required deadlines.

_____ President-Elect (Future 4rd graders only - 5th grade for 2019 - 2020)

_____ Treasurer (Future 4th – 5th graders only)

_____ Secretary (Future 4th – 5th graders)

_____ Historian (Future 3rd – 4th graders)

_____ Name of Campaign Manager

By signing this form you are agreeing to run for office. Your name will appear on the ballot and you will be required to give an election speech.

You are also pledging to follow all rules and regulations of the school election given to you in the *Guidelines and Responsibilities* outline on the back of this sheet. In addition you are stating that you promise to be a **responsible, dependable, and honest** candidate, whom if voted into office will meet all required duties asked of that position. Failure to meet these requirements may result in removal from office.

Best of luck in the election! Ms. Gray and Mrs. Griffin-Hamlin.

Candidate's Signature _____

Parent's Signature _____

Lagos Elementary School Student Council Elections

Guidelines and Responsibilities of Student Council

Parents and Students, please initial that you have read each item listed below.

Parent Student

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Unless you are absent due to illness, attendance at the informational meeting is required. |
| _____ | _____ | 2. If you meet the eligibility requirements, you must follow all campaigning rules, including preparing your speech by the set deadline, and being present to give your speech at the assembly. |
| _____ | _____ | 3. You must have your current teacher complete the evaluation form and have it in ON TIME , no exceptions. Any marks below an 80 will disqualify you from the election. |
| _____ | _____ | 4. Each student council officer will abide by and enforce LES procedures and responsibilities. |
| _____ | _____ | 5. To be eligible for office you may have had NO suspensions this school year, and you will immediately lose your official position if you are suspended after being elected. |
| _____ | _____ | 6. Officers will be held accountable for following all school rules. You will sign a contract and be expected to uphold all agreements, or you may lose your position. |
| _____ | _____ | 7. All student council representatives must maintain an 80 or above average, with no citizenship marks below an "S", as well as be a model student, completing all assignments on time. |
| _____ | _____ | 8. If elected you will sign an agreement which tells us you are accepting the responsibility of the time and effort that is needed for this position, and will attend ALL meetings. |
| _____ | _____ | 9. All officers must be dependable, honest, responsible, and kind. |



Lagos Elementary School

Student Council Leadership Contract

The Student Council at Lagos Elementary School is a year-long commitment to improve the school community and the community at large through many forms of service. The members represent the student body and work together on all projects or issues that come before the Student Council.

Below are the expectations by which all members of Student Council are expected to abide. If at any point, I, _____, fail to abide by these expectations, a meeting with the Sponsors will be held to discuss possible removal from Student Council.

- ❖ Members represent LES & the Student Council. Therefore, they will treat the faculty/staff, student body, & community at-large with respect.
- ❖ Members must maintain good grades (overall 80+ average) in all contents.
- ❖ Members must earn acceptable conduct grades.
- ❖ Members must exhibit academic integrity.
- ❖ Attendance at Student Council meetings is critical to the group's success. A note of excuse to the Sponsors should be given BEFORE a Student Council member misses a meeting.
- ❖ Participation in service projects conducted is also critical. Therefore, participation in events and service opportunities is expected. A note of excuse to the Sponsors should be given BEFORE a Student Council member misses any community service.
- ❖ Student Council members are expected to be role models to the entire school and ambassadors for Lagos Elementary School.

I have read the Student Council Code of Conduct and will stand by the guidelines.

I understand that should I break any part of this contract, I may be asked, after consultation with the sponsors, to give up my place on Student Council.

Student Name (Print): _____

Student Signature: _____

Date: _____



Lagos Elementary School Student Council Contract

The Lagos Elementary School Student Council is for students who have volunteered their time to make Lagos ES the best school possible. Being in the Student Council is a privilege, not a right. The students elected will be expected to show superior performance in the areas of leadership, citizenship and dedication to the betterment of Lagos Elementary School.

Expectations

- You are expected to be a good role model and act like a Leader at all times, both in school and out, weekends, and evenings, - 365/24/7.
- You will abide by all laws, Manor School District rules and Lagos ES rules.
 - ✓ **MINOR OFFENSE:** Any Student Council member with a minor behavior referral will conference with the Student Council sponsors about their actions. Two referrals will result in a conference with the Student Council member and their parents. If a third referral occurs, the Student Council member will be removed from their duties and another student will assume his/her responsibilities.
 - ✓ **MAJOR OFFENSE:** Any student actions resulting in a suspension or expulsion will result in the Student Council member being removed from his/her responsibilities.
- You will put 100% into achieving our goals and making the year a success.
- You will be cooperative and courteous to students, faculty, staff and any guest to Lagos Elementary School.
- Be aware that you will be more visible than most students.
- You will maintain an overall 80 or above average in all academic areas.
- You will make every possible effort to be on time to every Student Council activity. If there is some reason that you must be late or absent you will notify the sponsor BEFORE the meeting/activity.
- You agree to participate in ALL Student Council meetings, activities and spirit days.

Student Council members are required to participate in ten (10) hours of community service by May 1st. All Student Council members must submit the signed Volunteer Hours sheet to the student council advisors by May 1st. See the Community Service Form for details.

Lagos Elementary School Student Council Contract (Continued)

Student Agreement: *I, the undersigned, have read the Student Council Contract, and I understand what is expected of me as a member of the Lagos Elementary School Student Council program.*

By signing this document I agree to adhere to all of the conditions herein and to accept all the responsibilities of being in the Student Council. I also understand and am willing to accept the consequences involved if I do not comply with these guidelines.

Student's Printed Name: _____

Student's Signature: _____

Date Signed: _____

Parent Agreement: *I have read the guidelines for the Student Council at Lagos Elementary School, and I give my support to the guidelines and policies of this program. I give my full support to the Student Council program and activities.*

I further understand that as a member of the Lagos Student Council program my child shall be held to the highest standard of behavior both on and off campus, and before and after school. I also realize that my child is expected to abide by all of the rules and requirements mentioned above in the Expectations section.

Parent's Printed Name: _____

Parent's Signature: _____

Date Signed: _____



Lagos Elementary School Student Council Election

TEACHER EVALUATION RUBRIC

Each candidate for SC must submit two teacher evaluation rubrics by Monday, May 14 by 3:00 PM.

Name of Candidate _____

Office for which Candidate is Running _____

Teacher and Grade _____

How many school years have you known this student? _____

How many school years have you taught this student? _____

Do you have any reservations/hesitations about this student running for SC?

If yes, please explain: _____

Other Comments: _____

Teachers, please use the following rubric to evaluate this candidate. On a scale of 1 to 5, with 5 being the highest:

Has strong Work Ethic	1	2	3	4	5
Shows Responsibility	1	2	3	4	5
Demonstrates Integrity	1	2	3	4	5
Demonstrates Leadership	1	2	3	4	5
Maintains Academics (80+ in all contents)	1	2	3	4	5
Is Creative	1	2	3	4	5
Has good written communication	1	2	3	4	5
Has good oral communication	1	2	3	4	5
Is Present and not Tardy	1	2	3	4	5

TOTAL _____/45



Lagos Elementary School Student Council Election

TEACHER EVALUATION RUBRIC

Each candidate for SC must submit two teacher evaluation rubrics by Monday, May 14 by 3:00 PM.

Name of Candidate _____

Office for which Candidate is Running _____

Teacher and Grade _____

How many school years have you known this student? _____

How many school years have you taught this student? _____

Do you have any reservations/hesitations about this student running for SC?

If yes, please explain: _____

Other Comments: _____

Teachers, please use the following rubric to evaluate this candidate. On a scale of 1 to 5, with 5 being the highest:

Has strong Work Ethic	1	2	3	4	5
Shows Responsibility	1	2	3	4	5
Demonstrates Integrity	1	2	3	4	5
Demonstrates Leadership	1	2	3	4	5
Maintains Academics (80+ in all contents)	1	2	3	4	5
Is Creative	1	2	3	4	5
Has good written communication	1	2	3	4	5
Has good oral communication	1	2	3	4	5
Is Present and not Tardy	1	2	3	4	5

TOTAL _____/45