

Boswell High School Student Body Officer Informational Packet

FOR THE 2021-2022 SCHOOL YEAR

The position of student body officer is quite esteemed on the Boswell High School campus. As an officer, you are given the responsibility of running the BHS Student Council and leading the entire school in a positive direction. With that in mind, qualifications of officers and selection procedures have been devised with the intention of obtaining the most qualified and dedicated persons to fill the officer positions.

In order for one to be considered in the selection process, they must first meet the criteria outlined in this packet. Meeting the criteria includes meeting the listed due dates for each item. **Though each part of the process is assigned a point value, all criteria are mandatory to complete.** Please read all portions of this packet carefully in order to be sure to meet all criteria.

The BHS Student Council Officer Elections will be determined using the following categories and percentages:

- 20% Teacher Evaluations**
- 20% Interview**
- 20% Student Council Vote**
- 40% Student Body Vote**

DUE DATE SUMMARY

- Student Body Officer Application – 5/7**
- Student Body Officer Contract – 5/7**
- Parent/Guardian Permission Form – 5/7**
- Report Card and GPA Check – 5/7**
- Project Proposal – 5/7**
- Teacher Evaluations – 5/3 (returned by teachers by 5/7)**

Interviews will be in the principal's conference room beginning at **4:45 pm on May 10 (tentatively)**. Sign up time slots will be available on **May 3**. You will sign up with Ms. Keyes. The interview panel will consist of staff members, teachers, and/or administrators who understand the business of student council. The candidates for each position will be ranked by panel members. All possible points will be added and used to find the percentage of points received by each candidate. These percentages will be used as 20% of the total percentage results. You will have an opportunity to answer questions concerning your character, leadership, project ideas, purpose in seeking the position, and make a brief statement about any ideas that you would like to bring to our student council. ***Please come prepared, on time, and professionally dressed.*** If you have any other questions concerning the interview, please contact Ms. Keyes.

Please see Ms. Keyes if you have any questions at all. We are here to help you. Please keep in mind that running for a position should be fun and a learning experience. No matter what the outcome of the elections—you have shown leadership, initiative and courage by taking this risk! If not elected there are many other opportunities for you to lead at BHS through Student Council. Thank you for your desire to take on this leadership role.

PACKET CONTENTS:

- Officer Expectations and Constitution Highlights
- Officer Application
- Officer Contract
- Parent Permission Form
- Grade Check
- Project Proposal
- Teacher Evaluation Forms

Student Body Officer Expectations

A student body officer has an incredible responsibility. They are the bridge between the students and the faculty and are expected to act as adults in many ways. The responsibility is much like having a job, thus the officers should be fully aware of their job descriptions. This is not an exhaustive list of obligations and expectations, but should give candidates a good grasp of what is expected.

- The officers are responsible for making student council successful. It is called “student” council for a reason. The advisor cannot and will not do all the work for the students. (*This doesn't mean that we don't need parent support. 😊*)
- You must consider others more important than (or before) yourself. This may mean that you must make some sacrifices for the good of the group. If there are any conflicts of time, you should do everything within your power to make it work.
- Do everything within power to be successful in your position—work at your full potential!
- Give it all you've got! Being complacent or giving up are the only ways you can fail in this job.
- Be a leader both on and off campus. Always act with integrity and show respect for others.
- Attend all student council meetings, including planning meetings.
- Attend and participate in all student council activities. (**Pay dues \$30 with application.**)
- ***Be in the leadership class next year.*
- Specific Events:
 - Officer Retreat (TBA in June, two days)
 - Graduation Roses, Usher and Programs (After exams May 28 and May 29 from 2:00 pm to 8:00 pm)
 - *Summer Leadership Workshop (6/28-7/1)-\$20 with application (That's an officer discount of \$20.)*
 - Summer/early school year Executive Council Retreat/Student Council Retreat (August, Dates TBD based on school calendar)
 - Back to School Meetings and Workdays (August, Dates TBD based on school calendar)
 - Pioneer Debut Day for New Students — Assist with the program(August, Dates TBD based on school calendar)
- And much, much more... We will create a pretty detailed calendar for the entire year at the retreat.

As you can see, being a student body officer is a job...not just a title.

What does the constitution say concerning officers?

Article III – QUALIFICATIONS AND EXPECTATIONS OF MEMBERS

Section I General Qualifications of members, chairpersons, and officers:

- A. Members must be a full time students at W. E. Boswell High School.
- B. Academic Requirements:
 1. Members must have an overall grade point average of 70 and maintain that average throughout the school year.
 2. Members must maintain eligibility under UIL grade guidelines.
- C. Citizenship Requirements:
 1. Members will adhere to the Student Code of Conduct set forth by the Eagle Mountain — Saginaw Independent School District.
 2. Members must receive no citizenship grade lower than S.
 3. Members must not have placement in SAC, suspension, or ADC.

Section II Powers and expectations of members;

- A. Each member shall be a member of at least one committee.
- B. Each member shall attempt to express the desires and opinions of the student body.

- C. Each member shall strive to better the student council and Boswell High School in general.
- D. Each member shall strive to serve as a role model to peers and the community.
- E. Each member shall attend meetings on a regular and timely basis.
- F. Each member shall perform all expected duties and maintain good standing within the point system.
- G. Each member shall participate in fundraising for the council.

Article IV – SELECTION OF OFFICERS, CHAIRPERSONS, AND MEMBERS

Section I Election of Officers

- A. Candidates for the positions of President, Vice-president, Secretary, Treasurer, and Parliamentarian will be evaluated by rubrics as outlined in the application packet, based on at least the following criteria: attendance, essay, interview, teacher evaluations and member vote.
- B. Candidates for president must have previous experience as a committee chair or officer and have approval of the advisor prior to running for president.

- C. Candidates must submit an application packet and meet all deadlines prior to the member vote. The candidates with the highest score of said process will be named officers. There will be no run-off voting, but, in the event of an exact tie, the interview results will be used to break the tie.
- D. The Historian position is not an elected position, but rather an appointed position by the elected officers and advisor(s). Following the election, the new officers and advisors will appoint the Historian officer position, after an interview with those officers and advisors. Candidates not elected to an officer position or other members who complete the application process will be eligible for the position.
- E. The selection process is to be completed and officers named no later than the Friday before spring break. The newly selected officers and previous officers will share duties until the end of the school year.
- F. Elected officers will attend any summer retreats or workdays, as stated in the election packet, a State Summer Leadership Workshop the summer after election, and be enrolled in the Student Leadership class for the following school year. Exceptions are rare but must be approved by advisors. Failure to attend or receive advance approval for non-attendance is cause for removal from office.
- G. Upon selection, officers will adhere to the officer contract, which will be signed prior to election.

Section IV Position Vacancies

- A. If the President is removed or resigns for any reason, the Vice-President will take his/her place, and, with advice and consent from the Advisor(s), the Officers will appoint another Vice-President.
- B. If any other office position is vacated, one of the representatives will be chosen by the officers to fill the vacancy, with advice and consent from the Advisor(s).
- C. In the event that a chairperson position is or becomes vacant, the officers and advisor(s) may appoint a replacement to fill the position or the duties may be distributed amongst the Executive Board.
- D. Freshmen Representatives may not be selected to fill a vacant officer or chairperson position.

Article V – PROBATION

Section I Members will be placed on probation for:

- A. Citizenship falls below S in any class.
- B. Failure to adhere to the Student Code of Conduct set forth by the Eagle Mountain – Saginaw Independent School District.
- C. Failure to maintain eligibility due to grades per UIL grading policy.
- D. Failure to maintain “good standing” within the Point System.

Section II Probation period shall be one grading period. Members on probation will not be considered active members for the purposes of a quorum, unless specified by the advisor(s).

Section III The Advisor(s) may set differentiated probation guidelines depending on the type and severity of the reason for probation.

Article VI – DISMISSAL OF MEMBERS OR OFFICERS

Section I Members may be dismissed from the Council for any of the following:

- A. Probationary status more than twice in a school year.
- B. Failure to return to active status, per point system, after serving probation.

- C. Missing a sum of five or more regular meetings with unexcused absences throughout the entire year.
- D. Disciplinary action taken by the school administration such as assignment to SAC, suspension, or ADC.
- D. Disciplinary action taken by a law enforcement agency.
- E. Attending any function in which alcohol and/or drugs are served to and consumed by minors.

Section II The Advisor(s) may dismiss an officer or chairperson from the Council for not fulfilling the duties for which they were elected or assigned.

Section III Removal from office will follow certain guidelines:

- A. If any offence is deemed severe by administration and the advisor, the member will be immediately dismissed from office.
- B. Severe offences will include but not limited to those involving drugs, alcohol, and/or violence.
- C. The advisor(s) and/or principal shall be present at all meetings where dismissal of a member is being conducted.
- D. Any member removed from office and Student Council will not be allowed to run for office for a period of one year from the dismissal date.
- E. Dismissed members may petition the Executive Board for reinstatement to the Council by submitting a letter to the President of the council.

Section IV Members dismissed due to SAC, suspension, or ADC, upon satisfactory completion of disciplinary time the student may petition to be reinstated to current position for the remainder of the school year. Their request will be brought before a committee comprised of an administrator and the executive officers.

Article VIII – DUTIES OF THE OFFICERS AND COMMITTEE CHAIRPERSONS

Section I All selected officers and committee chairpersons are members of the executive board. The executive board will meet prior to regular meetings to prepare the agendas and activities for committee work. Attendance to these meetings is mandatory. Excused absence requests should be submitted to the advisor(s) prior to the meetings by an approved process.

Section II Duties of Officers

- A. President
 1. Preside over meetings of the student council and executive board.
 2. Prepare the agenda for all meetings.
 3. Call special meetings with permission of administration and/or advisor.
 4. Preside over assemblies, as requested by the council, advisor(s), or administration.
 5. Get approval of all Student Council activities for the administration.
 6. Act as intermediary between faculty and students.
 7. Receive visitors of Boswell campus.
 8. Represent the student body at school, district, and civic events and meetings.
 9. Plan regular meetings with advisors and other officers.
 10. Prepare the Outstanding Student Council report form by the date set by advisor(s).
 11. Prepare the National Council of Excellence Application, present to the Principal, and ensure completed form is submitted by the deadline.
 12. Preside over chairpersons as they carry out their duties and complete projects.
- B. Vice-President
 1. Preside in president’s absence.
 2. Assist the president in their duties.

3. Appoint representatives to committees with council's consent.
 4. Coordinate work of committees. Encourage chairpersons to carry out their duties and complete projects on time.
 5. Keep accurate records of all members in a form approved by the advisor(s). This should include a record of meeting attendance and points received by each member.
 6. Assist the President with the Outstanding Student Council report form and National Council of Excellence Application, which should be completed by the date set by advisor(s).
 7. Assist the Parliamentarian in preparing the Point Sheets.
- C. Secretary
1. Assist the President in preparing agendas for meetings. Agendas must be prepared prior to each meeting by typing and copying or by some other advisor approved method
 2. Take and distribute minutes of meetings. Minutes should be posted on the website.
 3. Keep accurate attendance, and track excused and unexcused absences.
 4. With the guidance of the advisors, prepare and distribute probation notices due to failure to maintain good standing due to grades, points, or discipline.
 5. Assist the parliamentarian in recording points.
 6. Write and send announcements regarding all student council meetings and activities to the advisor in order to be approved by the principal.
 7. Handle all correspondence of the Student Council with the assistance of the Historian and approval of the advisor(s).
- D. Treasurer
1. Keep accurate record of all financial activities with the assistance of the advisor(s).
 2. Prepare a yearlong budget with the assistance of the advisor(s).
 3. Report financial situation at council meetings.
 4. Coordinate all fund raising projects.
 5. Serve as chairperson of the Teacher Appreciation committee.
 6. Develop and execute projects recognizing all staff members.
7. Help prepare the Outstanding Pride and Patriotism report form by the date set by advisor(s).
- E. Parliamentarian
1. Have a thorough knowledge of and interpret the constitution, parliamentary procedure rules of order, and procedures of the council.
 2. Assist and advise in conducting meetings in accordance of correct parliamentary procedure in an effort to maintain order and ensure efficiency.
 3. Prepare the Point Sheets each month with the assistance of the Vice-president and the Advisor,
 4. Serve as chairperson of the D.A.S.H. committee.
 5. Develop and execute projects addressing education and awareness of issues concerning drugs, alcohol, safety, and health.
 6. Prepare the Outstanding D.A.S.H. report form by the date set by advisor(s).
- F. Historian
1. Work with the publicity committee to maintain a scrapbook throughout the year.
 2. Assist the Secretary in maintaining the Student Council Website and all social media outlets.
 3. Work with the publicity committee to prepare multimedia presentation and/or slide show to be viewed at the end of the year.
 4. Prepare a scrapbook or multimedia presentation to be turned in at the spring district convention.
 5. Assist the Secretary, in sending, receiving, and answering all outside correspondence at the direction of the Student Council.
 6. Prepare press releases and report all news of the council to appropriate stakeholders and media outlets, with permission from the advisor(s)
 7. Assistant the Parliamentarian in receiving completed point sheets and recording points. Ensure that the results are available to the Secretary
 8. Assist the Secretary in preparing and distributing the probation notices.

Boswell High School

Student Body Officer Application

Name _____ Classification (2021-2022) _____
Address _____
City _____ Zip _____ Phone Number _____
Cell Phone Number _____ E-mail _____

**PLEASE COMPLETE THE ONLINE APPLICATION FOR STUDENT BODY OFFICER CANDIDATES,
IN ADDITION TO THIS FORM AT: <https://tinyurl.com/BosStuBodyApplication>.**

Applicant please answer each question *by writing your initials*.

- 1) Have you read the constitution of W.E. Boswell High School Student Council, particularly the information concerning student body officers? Yes _____ No _____
- 2) Do you understand that as a student council officer you assume responsibility for everything the council does during the year? Yes _____ No _____
- 3) Are you aware of the grade, citizenship and behavior qualifications that are required to be a Student Body Officer? Yes _____ No _____
- 4) Do you agree to uphold and abide by these requirements as well as actively participate in council activities, if elected? Yes _____ No _____
- 5) Do you know that, if selected, you will be required to attend Summer Leadership Workshop (6/28-7/1, \$20) and pay dues (\$30), AND be in Student Leadership Class for the year you are officer? Yes _____ No _____
Do you foresee any conflicts with workshop, dues, or the class? Explain. _____

- 6) Do you understand that by missing three or more meetings without a valid excuse and prior communication, you may be dismissed from your office? Yes _____ No _____
- 7) Do you understand that if you are unable to fulfill your duties, you may be dismissed from your office? Yes _____ No _____
- 8) Do you understand that you must be EARLY to meetings and stay until the end? Yes _____ No _____

I understand that if I am elected as a Student Body Officer, I am to act as a student leader and display the traits that exemplify the standards expected of me as a student at Boswell High School. **I further understand that should I violate the Student Council Constitution and/or any rules of the school or school district, I can be immediately removed from my office.** I have discussed my intentions of running for Student Council office with my parents and we understand the importance of my role and the time and dedication expected of me.

Candidate's Signature _____ Date _____

Student Body Officer Contract

2021 – 2022

I pledge to fulfill the duties and responsibilities of a Student Council officer as follows:

- 1) To be a positive role model for BHS and the community and to abide by all school policies and purposes.
- 2) To solicit the opinions of the student body in order to represent all BHS students to the best of my abilities.
- 3) To uphold and carry out the BHS Student Council Constitution and Bylaws and to abide by its policies and purposes. (Pay \$30 in dues.)
- 4) To maintain a minimum 70 average in all my classes.
- 5) To exert a continuous effort to promote spirit and pride for the student council, school, community, state, and nation.
- 6) To attend, conduct, oversee, participate, and cooperate fully in all Student Council meetings.
- 7) To strive to be on time or early to every meeting, both general meetings and executive meetings.
- 8) To notify the advisor of any meeting or event absence well in advance.
- 9) To serve on the Student Council Executive Board and attend all its meetings.
- 10) To strive to be an effective leader and officer.
- 11) To actively participate in all projects, events, and activities throughout the entire year.
- 12) To communicate effectively and regularly with advisors, other officers, and chairpersons regarding student council business.
- 13) To earn the prescribed participation points in order to remain on the Student Council.
- 14) To complete or help the other officers and chairmen with student council state reporting forms.
- 15) **To attend a summer leadership workshop (June 28-July 1, \$20)**
- 16) **To be in the student leadership class.**

I realize that it is not a right but a *privilege*, honor, and responsibility to serve as a BHS Student Body Officer. I understand the above criteria completely and realize that I must carry out my responsibilities as an officer. Failure to fulfill these duties and responsibilities may result in my removal from office and/or Student Council. I understand that I may be dismissed from my office if I do not abide by these guidelines and any others listed in the BHS Student Council Constitution.

Student Signature/Date

PARENTS/GUARDIANS:

I have read the Student Council Officer Contract and am aware that my child must fulfill his or her obligations to the BHS Student Council. If he or she fails to do so, I realize that he or she may be removed from office. I also realize that if my child is expelled from office or the Student Council or fails to fulfill participation requirements, he or she will not be allowed to serve on the Student Council again until the following year, nor will he or she be allowed to run for office the following year.

Parent Signature/Date

Parent/Guardian Permission Form

Dear Parent or Guardian:

As you know, your child has decided to run for student body officer position. This is quite an endeavor on his/her part. The Boswell High School Student Council, which is run by the elected officers, is a very active organization throughout the entire school year. Just running for office shows extreme commitment and pride on your child's part. Thank you for instilling those characteristics in your child. If you have any questions or comments, please contact Ms. Katie Keyes by phone (817-602-7652) or e-mail (kkeyes@ems-isd.net). **Please complete and sign this form and have your child submit with their application.**

Thanks again,
Katie Keyes and Krysta Reed, Student Council Advisors

.....

Complete the following questions:

1. Are you aware that the position of Student Council Officer requires some time during the summer, including the officer Retreat, Summer Leadership Camp (June 28-July 1) and time in August for Pioneer Debut Day and Workdays? Yes _____ No _____
2. Are you aware that there are meetings at least two Monday nights per month during the school year and that your child will be expected to be there for each one? Yes _____ No _____
3. Are you aware that there are numerous outside duties associated with being a student council officer and that your child will be expected to see each duty through to completion? Yes _____ No _____
4. Do you understand that if your child is going to be absent from a meeting it is his/her responsibility to discuss the absence with *the advisor* ahead of time and to ensure that his/her duties are fulfilled for the meeting? Yes _____ No _____
5. Do you understand that if your child does not fulfill his/her obligations he/she may be removed from his/her position? Yes _____ No _____
6. Do you understand that your child must pay dues (\$30) and pay for summer workshop (\$20)? Yes _____ No _____ (A check for \$50 must be submitted with application to cover both payments in order to maintain membership in student council.)
7. Are you aware that your child is required to be enrolled in the leadership class as an officer? Yes _____ No _____
8. Do you feel that your child serves as a positive role model in character, leadership, and self-motivation? Yes _____ No _____ Explain.
9. Do you give permission for your child to run for Student Council Officer for 2021-2022? Yes _____ No _____
10. Have you read the Constitution of The W.E. Boswell High School as it pertains to the expectations of officers and agree to support your child in this endeavor? Yes _____ No _____
11. What are your biggest concerns about your child taking on a student council officer position?

12. Are you willing to volunteer for special events we have throughout the school year? Yes _____ No _____

Parent Signature: _____ Parent phone: _____

Parent e-mail: _____

Report Card and GPA Check

Please attach a printed copy of your last report card from Skyward to the back of this application...AND

Have your counselor complete the GPA check below.

There is a place to get your counselor to give you your most current GPA. It must be above 70 for you to run for office. When getting the information from your counselor, please, work through the appropriate channels through your house counselor. You might need to give them at least 2 days to verify the information. Thanks!

Candidate's Name _____

Counselor,

This student is a Student Council Officer candidate. Please help us ensure their candidacy by completing the following information regarding the most recent GPA calculation for the student.

Thanks, Katie Keyes

Current GPA _____

Comments:

Counselor's Name _____ **Counselor's Signature** _____

Teacher Evaluation Information

Please list the teachers you plan to give a recommendation to for completion. This will help us in case a teacher does not return the evaluation form. Detach the teacher evaluations from the back of the packet and ask them to return them by May 7th to Ms. Keyes. Please be sure to give the teacher the form by May 3 at the latest.

| Teacher Name | Subject you were taught by teacher | Date Evaluation given to teacher | Score |
|--------------|------------------------------------|----------------------------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Project Proposal

Proposed Event:

Proposed Objective/Purpose: _____

Area of Contribution: (circle all that apply):

DASH (Drug, Alcohol, Safety, and Health)

E & E (Energy and Environment)

P & P (Pride and Patriotism)

Community Service

Teacher Appreciation

Spirit

Publicity

Other: _____

Project Planning Details:

1. Give a brief description of this project. _____

2. What are the necessary activities/steps/major tasks? _____

3. What resources are needed for the event? _____

4. How will you publicize for this project? _____

5. What faculty support is needed for project? _____

Other general comments: _____

Name of Person Completing Project Proposal: _____

Signature of Person Completing Project Proposal: _____

Candidate Name: _____ Position Seeking: _____

Teacher Name: _____ Teacher Signature: _____

STUDENT BODY OFFICER ELECTION TEACHER EVALUATION

In each category, circle the score that best reflects the character of the candidate. Please mark a score in every category. See the rating scale provided as a guide. Points will be added by the student council advisor and will never be seen by the candidate. **Return by May 7th to Ms. Keyes box or room.** Thank you.

Rating Scale

- 5 = Always/ Excellent**
- 4 = Often/ Above Average**
- 2 = Occasionally/ Average**
- 1 = Seldom/ Below Average**
- 0 = Never/ Poor**

| | Always/ Excellent | Often/ Above Average | Occasion ally/ Average | Seldom/ Below Average | Never/ Poor |
|---|----------------------|----------------------------|------------------------------|-----------------------------|----------------|
| LEADERSHIP | | | | | |
| 1. The student displays initiative and is action oriented. | 5 | 4 | 2 | 1 | 0 |
| 2. The student is flexible in attitudes, ideas, and actions. | 5 | 4 | 2 | 1 | 0 |
| 3. The student displays a positive outlook. | 5 | 4 | 2 | 1 | 0 |
| 4. The student is a consistent and diligent worker. | 5 | 4 | 2 | 1 | 0 |
| 5. The student is enthusiastic about work and achievement. | 5 | 4 | 2 | 1 | 0 |
| 6. The student is capable of leading peers. | 5 | 4 | 2 | 1 | 0 |
| RESPONSIBILITY & DEPENDABILITY | | | | | |
| 7. The student attends class regularly. (less than two absences) | 5 | 4 | 2 | 1 | 0 |
| 8. The student makes an effort to understand the course objectives and seeks extra help when needed. | 5 | 4 | 2 | 1 | 0 |
| 9. The student is punctual to class and in completing assignments by the designated time. | 5 | 4 | 2 | 1 | 0 |
| 10. The student takes responsibility for his/her actions. | 5 | 4 | 2 | 1 | 0 |
| 11. The student completes tasks without complaining and providing excuses. | 5 | 4 | 2 | 1 | 0 |
| 12. The student is capable of being trusted. | 5 | 4 | 2 | 1 | 0 |
| RELATIONSHIP SKILLS | | | | | |
| 13. The student consistently demonstrates the use of tact and tolerance when interacting with teachers and peers. | 5 | 4 | 2 | 1 | 0 |
| 14. The student works well in group settings and contributes appropriately. | 5 | 4 | 2 | 1 | 0 |
| 15. The student accepts constructive criticism without becoming defensive. | 5 | 4 | 2 | 1 | 0 |
| 16. The student shows self-confidence and self-respect around peers. | 5 | 4 | 2 | 1 | 0 |
| CONDUCT | | | | | |
| 17. The student willingly follows rules and directions. | 5 | 4 | 2 | 1 | 0 |
| 18. The student is courteous and respectful toward authority. | 5 | 4 | 2 | 1 | 0 |
| 19. The student is considered a role model whose behavior in class is above reproach. | 5 | 4 | 2 | 1 | 0 |
| 20. The student represents the school in a positive manner. | 5 | 4 | 2 | 1 | 0 |
| TALLY | | | | | |
| | 5 | 4 | 2 | 1 | 0 |

TOTAL SCORE _____

Candidate Name: _____ Position Seeking: _____

Teacher Name: _____ Teacher Signature: _____

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| RESPONSIBILITY & DEPENDABILITY | | | | | |
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| 8. The student makes an effort to understand the course objectives and seeks extra help when needed. | 5 | 4 | 2 | 1 | 0 |
| 9. The student is punctual to class and in completing assignments by the designated time. | 5 | 4 | 2 | 1 | 0 |
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| TALLY | | | | | |
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TOTAL SCORE _____

Candidate Name: _____ Position Seeking: _____

Teacher Name: _____ Teacher Signature: _____

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| 5. The student is enthusiastic about work and achievement. | 5 | 4 | 2 | 1 | 0 |
| 6. The student is capable of leading peers. | 5 | 4 | 2 | 1 | 0 |
| RESPONSIBILITY & DEPENDABILITY | | | | | |
| 7. The student attends class regularly. (less than two absences) | 5 | 4 | 2 | 1 | 0 |
| 8. The student makes an effort to understand the course objectives and seeks extra help when needed. | 5 | 4 | 2 | 1 | 0 |
| 9. The student is punctual to class and in completing assignments by the designated time. | 5 | 4 | 2 | 1 | 0 |
| 10. The student takes responsibility for his/her actions. | 5 | 4 | 2 | 1 | 0 |
| 11. The student completes tasks without complaining and providing excuses. | 5 | 4 | 2 | 1 | 0 |
| 12. The student is capable of being trusted. | 5 | 4 | 2 | 1 | 0 |
| RELATIONSHIP SKILLS | | | | | |
| 13. The student consistently demonstrates the use of tact and tolerance when interacting with teachers and peers. | 5 | 4 | 2 | 1 | 0 |
| 14. The student works well in group settings and contributes appropriately. | 5 | 4 | 2 | 1 | 0 |
| 15. The student accepts constructive criticism without becoming defensive. | 5 | 4 | 2 | 1 | 0 |
| 16. The student shows self-confidence and self-respect around peers. | 5 | 4 | 2 | 1 | 0 |
| CONDUCT | | | | | |
| 17. The student willingly follows rules and directions. | 5 | 4 | 2 | 1 | 0 |
| 18. The student is courteous and respectful toward authority. | 5 | 4 | 2 | 1 | 0 |
| 19. The student is considered a role model whose behavior in class is above reproach. | 5 | 4 | 2 | 1 | 0 |
| 20. The student represents the school in a positive manner. | 5 | 4 | 2 | 1 | 0 |
| TALLY | | | | | |
| | 5 | 4 | 2 | 1 | 0 |

TOTAL SCORE _____

Candidate Name: _____ Position Seeking: _____

Teacher Name: _____ Teacher Signature: _____

STUDENT BODY OFFICER ELECTION TEACHER EVALUATION

In each category, circle the score that best reflects the character of the candidate. Please mark a score in every category. See the rating scale provided as a guide. Points will be added by the student council advisor and will never be seen by the candidate. **Return by May 7th to Ms. Keyes box or room.** Thank you.

Rating Scale

- 5 = Always/ Excellent**
- 4 = Often/ Above Average**
- 2 = Occasionally/ Average**
- 1 = Seldom/ Below Average**
- 0 = Never/ Poor**

| | Always/ Excellent | Often/ Above Average | Occasion- ally/ Average | Seldom/ Below Average | Never/ Poor |
|---|----------------------|----------------------------|-------------------------------|-----------------------------|----------------|
| LEADERSHIP | | | | | |
| 1. The student displays initiative and is action oriented. | 5 | 4 | 2 | 1 | 0 |
| 2. The student is flexible in attitudes, ideas, and actions. | 5 | 4 | 2 | 1 | 0 |
| 3. The student displays a positive outlook. | 5 | 4 | 2 | 1 | 0 |
| 4. The student is a consistent and diligent worker. | 5 | 4 | 2 | 1 | 0 |
| 5. The student is enthusiastic about work and achievement. | 5 | 4 | 2 | 1 | 0 |
| 6. The student is capable of leading peers. | 5 | 4 | 2 | 1 | 0 |
| RESPONSIBILITY & DEPENDABILITY | | | | | |
| 7. The student attends class regularly. (less than two absences) | 5 | 4 | 2 | 1 | 0 |
| 8. The student makes an effort to understand the course objectives and seeks extra help when needed. | 5 | 4 | 2 | 1 | 0 |
| 9. The student is punctual to class and in completing assignments by the designated time. | 5 | 4 | 2 | 1 | 0 |
| 10. The student takes responsibility for his/her actions. | 5 | 4 | 2 | 1 | 0 |
| 11. The student completes tasks without complaining and providing excuses. | 5 | 4 | 2 | 1 | 0 |
| 12. The student is capable of being trusted. | 5 | 4 | 2 | 1 | 0 |
| RELATIONSHIP SKILLS | | | | | |
| 13. The student consistently demonstrates the use of tact and tolerance when interacting with teachers and peers. | 5 | 4 | 2 | 1 | 0 |
| 14. The student works well in group settings and contributes appropriately. | 5 | 4 | 2 | 1 | 0 |
| 15. The student accepts constructive criticism without becoming defensive. | 5 | 4 | 2 | 1 | 0 |
| 16. The student shows self-confidence and self-respect around peers. | 5 | 4 | 2 | 1 | 0 |
| CONDUCT | | | | | |
| 17. The student willingly follows rules and directions. | 5 | 4 | 2 | 1 | 0 |
| 18. The student is courteous and respectful toward authority. | 5 | 4 | 2 | 1 | 0 |
| 19. The student is considered a role model whose behavior in class is above reproach. | 5 | 4 | 2 | 1 | 0 |
| 20. The student represents the school in a positive manner. | 5 | 4 | 2 | 1 | 0 |
| TALLY | | | | | |
| | 5 | 4 | 2 | 1 | 0 |

TOTAL SCORE _____

Candidate Name: _____ Position Seeking: _____

Teacher Name: _____ Teacher Signature: _____

STUDENT BODY OFFICER ELECTION TEACHER EVALUATION

In each category, circle the score that best reflects the character of the candidate. Please mark a score in every category. See the rating scale provided as a guide. Points will be added by the student council advisor and will never be seen by the candidate. **Return by May 7th to Ms. Keyes box or room.** Thank you.

Rating Scale

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| | Always/ Excellent | Often/ Above Average | Occasion- ally/ Average | Seldom/ Below Average | Never/ Poor |
|---|----------------------|----------------------------|-------------------------------|-----------------------------|----------------|
| LEADERSHIP | | | | | |
| 1. The student displays initiative and is action oriented. | 5 | 4 | 2 | 1 | 0 |
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| 3. The student displays a positive outlook. | 5 | 4 | 2 | 1 | 0 |
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| 5. The student is enthusiastic about work and achievement. | 5 | 4 | 2 | 1 | 0 |
| 6. The student is capable of leading peers. | 5 | 4 | 2 | 1 | 0 |
| RESPONSIBILITY & DEPENDABILITY | | | | | |
| 7. The student attends class regularly. (less than two absences) | 5 | 4 | 2 | 1 | 0 |
| 8. The student makes an effort to understand the course objectives and seeks extra help when needed. | 5 | 4 | 2 | 1 | 0 |
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| RELATIONSHIP SKILLS | | | | | |
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| 14. The student works well in group settings and contributes appropriately. | 5 | 4 | 2 | 1 | 0 |
| 15. The student accepts constructive criticism without becoming defensive. | 5 | 4 | 2 | 1 | 0 |
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| TALLY | | | | | |
| | 5 | 4 | 2 | 1 | 0 |

TOTAL SCORE _____