

2010-2011

ASB BOARD OF DIRECTORS
APPLICATION PACKET



*A leader takes people where they want to go.
A great leader takes people where they don't
necessarily want to go but ought to be.*

–Rosalynn Carter

APPLICATION CHECKLIST

The following is a checklist for your completed application. Each item must be completed before you will be allowed to run for office.

- Read entire packet.
- Discuss running for office with parents/guardians.
- Gather signatures of students and teachers.
- Sign “purple policy” form (parents/guardians also).
- Sign Contract for Elected Student Leaders (parents/guardians also).
- Complete and sign application form (parents/guardians also).

Bring your completed packet with you
to the mandatory candidates meeting on Friday, March 19th @ 3:10pm in Room 409.
You will not be allowed to run for office if everything is not completed before the mandatory candidates meeting on Friday, March 19th

If you have any questions please contact:

Ms. Graeber at graebera@bsd405.org or Ms. Conrad at conradb@bsd405.org

**BELLEVUE HIGH SCHOOL
ASB OFFICER DUTIES AND POWERS**



PLEASE READ THIS PACKET CAREFULLY BEFORE COMPLETING THIS PACKET. THE FOLLOWING ARE SOME THOUGHTS TO CONSIDER WHEN RUNNING FOR AN ASB OFFICE.

All students seeking an ASB office should be fully aware of the responsibility they accept if they are elected. As an ASB officer you will be required to spend hours in meetings and planning for your school. Many of the activities sponsored by ASB during the year will also require great amounts of time, patience, care and devotion. If you have already committed to many extra-curricular activities, please understand that this commitment will need to come second after your school work. This is not a job to be taken lightly, but the personal rewards are tremendous.

The results for you will be the opportunity to help forge the future of Bellevue High School. We have many challenges ahead of us and this school needs your ideas, leadership, and commitment to make this a better place for everyone.

As a member of ASB you will be required:

- To attend a Washington State Leadership Camp**
- To register for the Advanced Leadership class at Bellevue High School**
- Maintain good, consistent attendance at weekly meetings**
- To abstain from alcohol and drug use**
- To maintain a 2.0 cumulative GPA and follow the school attendance policy**

Please, remember this when applying for a position. You will be expected to honor your word and the agreement above. If you cannot uphold the agreements above, please do not run for office.

As an ASB Officer, you will have an opportunity to stand before your student body and share your leadership qualifications. As a school leader, your opinions will be requested on many issues and in the decision making process. You will have the ear of Mr. Wellington, Ms. Pfeifer or Mr. Shearer on many of the issues that come up throughout the school year.

But there will be even more hours spent with no one watching – and no one cheering. Sometimes being an ASB officer is a difficult position. To be successful in this position you must be open to new ideas and dedicated to positive school change and enrichment. You must have the strength and courage to stand by your convictions.

As an applicant for this position, you must be prepared to spend the time and energy to complete the necessary tasks ahead.

Any freshman, sophomore or junior may run for ASB.

The ASB **Board of Directors** is a **team of leaders**, comprised next year of the following **eight** positions that will be selected after the team has been elected by the student body.

Co-Presidents (2):

Besides fulfilling all other ASB responsibilities (such as running assemblies and dances), the Co-Presidents also have the following specific duties:

- Act as leaders and coordinators for all ASB activities
- Organize and run all ASB Meetings
- Keeps a record of all formal meetings of the ASB

Director of Finance:

Besides fulfilling all other ASB responsibilities (such as running assemblies and dances), the Director of Finance also has the following specific duties:

- Acts as the Chairperson of the ASB Budget Committee
- Writes all grants to PTSA and other grant-giving organizations
- Communicates daily with the ASB Accountant (Ms. Luong)
- Coordinates and plans all fundraising activities

Director of Operations:

Besides fulfilling all other ASB responsibilities (such as running assemblies and dances), the Director of Operations also has the following specific duties:

- Organizes and coordinates the use of all technology for events and functions hosted by ASB
- Responsible for renting all necessary equipment and supplies and responsible for maintaining all ASB property in good condition

Director of Student Affairs:

Besides fulfilling all other ASB responsibilities (such as running assemblies and dances), the Director of Student Affairs also has the following specific duties:

- Coordinates correspondence between all clubs and activities
- Acts as the chairperson and chief representative for chartering new clubs
- Responsible for maintaining a welcoming, caring atmosphere at BHS
- Coordinates and assigns all bulletin boards throughout the school

Director of Community Affairs:

Besides fulfilling all other ASB responsibilities (such as running assemblies and dances), the Director of Community Affairs also has the following specific duties:

- Represents ASB at all community functions
- Coordinates all activities in conjunction with the Bellevue Schools Foundation
- Works with all guest speakers and coordinates with all outside guests (including DUI presentations)
- Represents ASB at all PTSA meetings and gives them monthly reports

BELLEVUE HIGH SCHOOL ASB OFFICER DUTIES AND POWERS



Director of *Communications*:

Besides fulfilling all other ASB responsibilities (such as running assemblies and dances), the Director of Communications also has the following specific duties:

- Publishes regular updates in the PTSA Blast
- Coordinates affairs with the Barque and Beacon (the yearbook)
- Coordinates the reading of the pledge and all important announcements over the intercom
- Responsible for all ASB media (including movies, web-casts and pod-casts)

Director of *Faculty and Academic Affairs*:

Besides fulfilling all other ASB responsibilities (such as running assemblies and dances), the Director of Faculty, Administration and Academic Affairs also has the following specific duties:

- Represents ASB and the student body at monthly Program Delivery Council (PDC) meetings
- Coordinates the chaperones for all dances
- Responsible for establishing and coordinating bi-weekly meetings with the Administration
- Responsible for gathering regular student feedback on Administrative policies

**BELLEVUE HIGH SCHOOL
ASB ELECTION CALENDAR
SPRING 2010**



Monday 3/1: Packets are out

Tuesday 3/9: **Optional** informational meeting for all interested students **after tutorial (3:05 – 3:55pm)** in Room 409 (Graeber).

Continue advertising elections, gathering signatures and checking with parents.

Friday 3/19: ***APPLICATIONS DUE IN ROOM 409 @ 3:10 pm.***

Friday 3/19: **Mandatory Candidates Meeting @ 3:10 pm in Room 409 (Graeber).**

(If you are not at the meeting, you are NOT running for office.)

Monday 4/12: Campaigning officially begins @ 7:00 a.m. (see Campaign rules)

Monday 4/12: **Mandatory Candidates Meeting @ 3:10pm in Room 409 (Graeber)**

Students will receive information on the debate procedures for the Election Assembly. Students will also receive the list of questions for the election debate. Students should prepare thoughtful answers to all questions. We will also hold a simulated debate as practice for Friday's Election Assembly.

(If you are not at the meeting, you are NOT running for office.)

Friday 4/16: **ELECTION ASSEMBLY** after 2nd period & Senior Class Meeting

The election assembly will be live debates in front of the BHS student body. Questions will cover school climate, school change, leadership theory and practice.

APPLICATIONS DUE and CANDIDATE'S MEETINGS:

All candidates shall sign and complete application packet.

Deadline: 3:10 Friday, March 19th. Packets must be turned into Ms. Graeber in Room 409.

All candidates must attend **two** mandatory meetings: March 19^h and April 12th at 3:10 p.m. in the Ms. Graeber's Room (409) to discuss the terms of the election with the ASB Advisor(s). **If you do not attend the meeting or make other arrangements ahead of time with Ms. Graeber, you will NOT be allowed to run for office.**

SIGNATURES:

All candidates must gain the endorsement of their peers before they are allowed to run for office. To show evidence of this peer endorsement, all candidates must gather the signatures of at least 25 voting members of the ASB (freshmen, sophomores and juniors only--NO seniors) and the signatures of 4 teachers who endorse their candidacy. These signatures will be verified and posted publicly. Any candidate who does not gather the required signatures will NOT be allowed to run for office.

CAMPAIGNING:

Campaigning for ASB offices begins officially at 7:00 a.m., Monday, April 12th. **No campaigning prior to this date will be allowed.** Violation of this rule will result in disqualification. All candidates must clean up any campaign materials after the election (win or lose). Be sure to read the Campaign Guidelines page of this packet carefully.

FINAL ELECTION ASSEMBLY:

The election will include a debate during which candidates will answer a variety of questions and have the opportunity to respond to others' ideas. This debate will take place on Friday, April 16th in the main gym, (60 min. assembly after 2nd Period). The Senior Class will meet in the PAC.

VOTING:

Only current Juniors, Sophomores and Freshmen and staff members will vote for the 2010-2011 ASB Officers, as outlined in the ASB Constitution.

Final Election Voting will take place from 3rd period to 7th period in classes on Friday, April 16^h.

RESULTS:

All candidates will be informed of the results via telephone by Ms. Graeber.

OFFICER'S CONTRACTS:

All elected officers and their parent(s)/guardian(s) are required to sign an Athletics/Activities Substance Abuse Contract before assuming office, as well as a Contract for Elected Student Leaders.

TERM:

4th Quarter 2010 through 3rd Quarter 2009 (with a 4th Quarter transition)

BELLEVUE HIGH SCHOOL ASB ELECTION PROCEDURES



ELIGIBILITY:

Eligible candidates will be members of the BHS Student Body and will have an ASB Card. Additionally, only one elected position may be held at any given time (for example, **if you are currently a Class Officer, you will be required to resign if you win**).

REQUIREMENTS:

- Have and maintain a minimum of a 2.0 cumulative GPA
- Sign and abide by Athletic/Activity Substance Abuse Policy
- Attend Retreats for Officers
- Be available for weekly meetings during lunch, before or after school

CAMPAIGNING RULES AND REGULATIONS:

Posters: Each candidate is allowed a specific number of posters (3' x 4' maximum) and the number is TBD. Posters must be signed by Ms. Graeber and cannot contain any nudity, profanity, suggestive slogans, or any reference to any illegal substances including alcohol and all drugs. No campaign poster may reference any other candidate either directly or indirectly.

Failure to comply will result in immediate removal from candidacy.

Posters can only be placed on non-painted surfaces such as brick or wood. Any posters found on painted surfaces will be removed and thrown away and no posters may be placed on any windows for any reason.

Only blue painter's tape is allowed when putting up posters.

Flyers: There will be absolutely **NO** flyers at all. Period.

General: No stickers, candies, or any other gifts are to be distributed.

No bull-horns may be used at any time for any purpose whatsoever.

\$25 limit on expenses for all materials. Receipts may be requested by an advisor(s).

**BELLEVUE HIGH SCHOOL
ASB OFFICER
APPLICATION FORM**



NAME: _____ GPA: _____ CLASS OF: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

Please respond to each of the following questions by **typing out** your answers and attaching the additional sheets:

1. Provide a list of school and communities activities and organizations you have been a part of during your high school career. Include any volunteering you have done as well.
2. If you could instantly fix one problem at Bellevue High, which problem would you fix and why? (50 to 100 words)
3. Refer to the ASB positions listed above. If elected to the ASB team, the advisors will be determining student positions. Which of the positions do you feel most qualified for and why? Explain your answer.

NOTE: Your responses to these questions WILL be posted publicly for all to read.

We have read and understood the information on the following pages, some of which may be found in the Information Packet (please check each):

- _____ Election Procedures
- _____ ASB Officer Expectations
- _____ Election Schedule
- _____ ASB Officer Duties and Powers
- _____ Campaign Guidelines

STUDENT SIGNATURE _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

**BELLEVUE HIGH SCHOOL
ASB OFFICER
SIGNATURE FORM**



We do hereby endorse _____
(candidate name)

No.	PRINT NAME	SIGNATURE	CLASS (2011, 2012 and 2013)	Student Number
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				

No.	Teacher Name	Teacher Signature	Department
1			
2			
3			
4			

ATHLETIC/ACTIVITY CODE: "PURPLE POLICY"

POLICY

Policy No. 3252

Participating in an athletic or other co-curricular activity is a privilege, not a right, and involves teamwork, responsibility, and self discipline. The Bellevue School District is committed to promoting the well-being, personal development, and successful performance of all high school students. This policy is designed to help students in athletics and other leadership roles to be safe, responsible, healthy, and successful participants. Student participants, whether in athletics or other activities, are expected and required to set an example for all students by their conduct and to promote a school atmosphere free from harmful drug, alcohol, and tobacco use.

The Bellevue School District Athletic/Activity Code exists in order to provide specific guidelines to be followed by students who represent their various schools, including all interscholastic sports/athletics and any other school-approved activities, including but not limited to drill team, dance squad, cheer squad, elected offices (ASB, class), debate or other ASB-approved clubs, Natural Helpers, and music/drama performance events that are part of an extra curricular offering. This code is in effect throughout the school year, at any school-sponsored programs/events even those occurring during breaks in the school year or summer, and at any event at which students are representing their school or the District regardless of when the event happens. All students choosing to participate in athletic and activity programs are to conduct themselves in accordance with this Code and are required to abstain from possessing, using, buying, consuming, selling, or giving away any illegal substance including legend/prescription drugs, controlled substances, anabolic steroids, alcoholic beverages, any tobacco product, or other substance banned by the WIAA.

In addition, activity/athletic participants who choose to remain at functions beyond the time reasonably necessary to make arrangements to leave the situation where they are aware that there are alcohol/drugs being illegally used will be in violation of this policy. Any sanction imposed for a violation of this policy may be in addition to any action that might be taken under other District's policies relative to conduct, misconduct and/or the use of alcohol/drugs/tobacco.

Sanctions issued under this policy will be cumulative throughout a student's high school years for any and all activities/athletics and will not start over each year. The Superintendent will establish appropriate procedures for the implementation and for any violations of this policy, and will provide that this policy and related procedures are broadly disseminated in school and district publications and in a manner that will reasonably provide students notification of the Code and provisions.

PROCEDURE

Procedure No. 3252.1

From the time a student first turns out for a sport/athletic activity or a student begins participation in a non-sport type of activity, this Policy and these procedures remain in effect throughout his or her high school career. This means this code is in effect 24 hours per day and seven days a week during the school year, as well as during any summer or break period when a student is representing the school. Sanctions issued under Policy 3252 will be implemented by the school principal or assistant principal in consultation with other staff as appropriate. Sanctions are cumulative throughout a student's high school years for any and all activities/athletics and will not start over each year, and they are as follows:

1.0 First Violation:

- 1.1 If the student honestly self-reports, admitting his/her involvement in the alleged violation, the student will not be allowed to participate for 20% of the regular season contests for the sport/athletic activity;
- 1.2 If the student does not self-report but is honest, cooperative and admits his/her involvement in the alleged violation, the student will not be allowed to participate for 35% of the regular season contests for the sport/athletic activity;
- 1.3 If the student neither self-reports nor cooperates, nor admits his/her involvement in the violation of this Policy, but is found to have violated the Policy, the student will be prohibited from participation in 50% of the regular season contests for the sport/athletic activity;
- 1.4 Because it may not be feasible or practical to apply a comparable percentage sanction to a student participant for a violation of Policy 3252 in a non-sport activity or leadership role, if the application of the sanctions set forth in paragraphs 1.1, 1.2, and 1.3 for the first violation are not workable, the Principal or designee may determine an appropriate sanction commensurate with the nature of the activity, the student's offense, honesty, and his/her own conduct, and/or other relevant factors;
- 1.5 In addition to the above sanctions, in order for a student to be able to resume participation the student must also participate in an assessment by a Certified Chemical Dependency Counselor/Agency and follow any recommended treatment; and there must be a release of information to the District from such counselor/agency, documenting the assessment and that any recommended treatment is underway or completed.

2.0 Second Violation:

- 2.1 If the student honestly self-reports, admitting his/her involvement in the alleged violation, the student will not be allowed to participate for 50% of the regular season contests for the sport/athletic activity;
- 2.2 If the student does not self-report but is honest, cooperative and admits his/her involvement in the alleged violation, the student will not be allowed to participate for 65% of the regular season contests for the sport/athletic activity;
- 2.3 If the student neither self-reports nor cooperates, nor admits his/her involvement in the violation of this Policy, but is found to have violated the Policy, the student will be prohibited from participation in 80% of the regular season contests for the sport/athletic activity;
- 2.4 Because it may not be feasible or practical to apply a comparable percentage sanction to a student participant for a violation of Policy 3252 in a non-sport activity or leadership role, if the application of the sanctions set forth in paragraphs 2.1, 2.2, and 2.3 for the second violation are not workable, the Principal or designee may determine an appropriate sanction commensurate with the nature of the activity, the student's offense, honesty, and his/her own conduct, and/or other relevant factors.

3.0 Third Violation:

- 3.1 Upon a finding of a third violation of this Policy, the participant will be denied participation in any and all athletics/co-curricular activities in the district for the remainder of his or her high school career.
- 3.2 Any decision to allow a student to resume participation in sports/activities after denial under this Policy will be made by the Principal or designee in his/her sole discretion after consultation with a chemical dependency counselor/agency and/or other appropriate professionals the Principal or designee chooses to consult. Any permission to resume participation will be subject to whatever conditions the Principal or designee imposes.

4.0 Implementation of Sanctions and Process:

- 4.1 If there is a reasonable belief that a student has violated this Policy and such violation is made known to a building administrator and/or Athletic Director, the allegation will be investigated and the affected student will be given an opportunity to explain his/her involvement, and as needed, a conference may be scheduled by the administration with the student and parent/guardian to review the alleged violation. If it is concluded that the student did violate this Policy, the sanctions outlined above will be imposed in addition to any other sanctions that may be applicable pursuant to other District or WIAA disciplinary processes. Further, a student may be immediately removed and/or suspended from an activity or event if his/her presence would cause the risk of disruption or health or safety concerns if he/she remained. Sanctions under this Policy are to be interpreted in a common sense manner and are not to be interpreted in any way that would limit the application of disciplinary sanctions that would otherwise be imposed under other applicable policies when appropriate.
- 4.2 Upon review of an alleged violation and the recommended implementation of sanction for the violation, the student/parent may appeal such discipline in accordance with the grievance procedure of WAC 180-40-240.
- 4.3 Records of sanctions imposed under this Policy with regard to any student within the District will be maintained in the same manner as any other student information is maintained.
- 4.4 Should a sanction under this procedure be applicable for a co-curricular activity that is part of credit course for grade (examples may be drama, music, journalism, art), the Principal or designee will determine what an appropriate sanction will be for the co-curricular event portion of the activity.
- 4.5 Each school, program, and activity will make a reasonable effort to notify all student participants about the Athletic/Activity Code of Policy 3252 and its requirements and sanctions.

**BELLEVUE HIGH SCHOOL
CONTRACT FOR ELECTED
STUDENT LEADERS**



Whereas, elected student leaders have the responsibility of setting positive examples for other students in their personal behavior and conduct; and,

Whereas, elected student leaders are expected to abide by school rules as outlined in the student handbook and the athletic/activity code; and,

Whereas, elected student leadership positions are voluntary, non-credit, optional activities for students; and,

Whereas, elected student leaders are expected to fulfill the obligations and responsibilities of their elected office;

Therefore, it is understood and agreed that any violation of school rules and/or of the athletic/activity code (purple policy) and any failure to meet the requirements of the elected office may result in removal from elected office up to the entire remaining term of office and may also result in any discipline which would be applicable in addition to removal from office.

By signing this contract, I pledge to set a positive example by following school rules and the athletic/activity code and I intend to fulfill the duties of my office. I understand that removal from office is a consequence for any violations.

STUDENT SIGNATURE

DATE

By signing this contract, I support my student's pledge to set a positive example and I understand the consequences that may result from any violations.

PARENT/GUARDIAN SIGNATURE

DATE