

LAKWOOD HIGH SCHOOL STUDENT COUNCIL

Expectations and Policies

The primary functions of Student Council are to create opportunities that encourage students to grow and form lasting relationships with their classmates and to organize service-oriented events to benefit those inside and outside our school community. Such events are made possible by the sharing of ideas and the effort put forth by **each** member of the Student Council. As Student Council Representatives each of you is viewed as a **leader to not only your class year, but to every student in our community**. For this reason, it is important to acknowledge and maintain a sense of responsibility and integrity throughout your term on Student Council. The Student Council Constitution will be followed and students will be held accountable for attendance, grades and behavior.

Behavior: As members of Student Council, you are expected to respect and abide by each of the policies contained within the Student Handbook. At all times you should show respect toward every member of Lakewood Public Schools, this includes your classmates, administration, faculty, and staff. Every day of your term you represent Student Council and, as a result, you are asked to conduct yourself in a way that makes you an example for others to follow and admire. If school policies are broken, each situation will be dealt with on an individual basis.

Attendance at Meetings: Full participation and cooperation from each Student Council member is vital to creating the events that will take place during the school year. For this reason, you are expected to attend EVERY Student Council meeting. If you cannot prioritize a commitment that you chose to make, then do not serve on SC. Homecoming and Winterfest are very busy times. Plan on staying after school those weeks to help work and plan.

Excused absences for the entire school day are considered excused absences. If you are present at school, we do expect you to be present at the meeting. **Any other absences must be approved by the advisor at least 48 hours ahead of the meeting or it will be considered an unexcused absence.**

*****Absence notification needs to be either an EMAIL to advisor or a TEXT to advisor and the President, NOT in group chat, NOT a message through another member, NOT an hour before the meeting*****

Please inform your parents' that doctor appointments, practices for extracurricular activities, etc. should not be scheduled on monthly meeting days! Sports practice, transportation needs, study groups, work are all unexcused absences. You are given the schedule with plenty of time to plan around the meetings. Should you have an unexcused absence, the advisor will speak with you and issue a warning. Following two unexcused

absences, the advisor will ask to meet with you again in the presence of the principal. Multiple unexcused absences can result in you being asked to resign from Student Council, so plan on attending every meeting! **Plan on monthly meetings going until 3:30pm.** Meetings planned without 2 week notice will not follow the same excused/unexcused expectations - but we expect a good faith effort to be present at the meeting.

Responsibilities at Meetings and Following Meetings: We ask that you respect the advisor, president, and fellow members by remaining silent throughout the announcements. This is an important part of the meeting during which the advisor will announce upcoming events and what is necessary for preparing for them. Your opinions and ideas are what help to make events successful, so we ask you to actively participate in meetings when topics are opened for discussion. You are expected to take careful notes on what is discussed at each meeting. For this reason, you should come to each meeting with a notebook and writing utensil. If an event is approaching, you should remind your class advisor and fellow classmates each day of any important information (payment info, due dates, dress guidelines, etc.). Remember to also listen to your classmates. Find out their opinions on events and their ideas for improvements and bring these with you to our monthly meetings.

Responsibilities Before and After Events: Prior to an event we ask that you actively participate in preparation. This ranges from responsibly collecting money and permission slips to remaining after school for setup. You will always be informed in advance of when you are needed either verbally, via email or through a text. Please do not ignore these requests. Events are only successful when everyone helps. If you are unable to fulfill your responsibilities for preparation for an event, inform the advisor. We will ask that you help out in some other way. There is always cleanup after events! Student Council is responsible for returning the areas of the school we use back to the way we found them. Arrange to remain after each event to help sweep, take down decorations, rearrange tables, etc. The more representatives we have helping, the more quickly cleanup goes! It is neither fair nor respectful to expect only a few members to remain each time.

Excused from class for Student Council Events: If you are missing class for a student council event, it is your responsibility to pick up your work **AHEAD** of time and communicate with your teacher **BEFORE** the absence. If you have a class with a quiz or a test and we are not leaving the building, it is expected that you go to that class to take the assessment. If you have had multiple absences or are below a D in any class, you will not be allowed to leave class. This will be based on the teacher and advisors decision. Administration can be advised if necessary.

Communication: It is important to check texts/emails at least once during the school day and once in the evening! This is how the advisor and the president communicate with you during the school week. Each text that is sent contains important

information regarding events and due dates. Please respond to text messages (at least with a thumbs up so that everyone knows you have seen the message).

If at any time you have a question regarding these policies or what is expected of you as a member of Student Council, you may email or speak with the advisor, Mrs. Palazzolo.

Thank you for bringing your enthusiasm and talents to Student Council and we look forward to a great year!

I have read and understand the responsibilities I,

_____ ,
have as a member of Student Council for the 2023-2024 school year.

Student Signature: _____

Date: _____