

# CINCO RANCH HIGH SCHOOL

## FILING FORM - CLASS OFFICER 2020-2021 SCHOOL YEAR

NAME: \_\_\_\_\_ CURRENT GRADE: \_\_\_\_\_

SEEKING ELECTION TO THE OFFICE OF: (Circle one)

President

Vice President

Secretary

Treasurer

Historian

### REQUIREMENTS:

1. Overall **3.0 GPA** for the current school year (present a copy of your 1st 6 weeks report card).
2. No U's in conduct.
3. May not have more than three level II offenses.
4. No level III offenses or higher.
5. No ISS assignments during the semester of elections.
6. Must be acknowledged by faculty members as a student who exhibits the qualities necessary to be a class officer. This includes maintaining academic integrity at all times.
7. May not be President or Vice-President of Student Council.
8. Will be required to give a campaign speech of no more than **45 seconds** in length that addresses the following issues: (a) a statement of your qualifications, (b) proposals for class projects (other than Prom), (c) proposals to elicit class participation and class spirit. **The speech must be submitted by 7:30 AM on Tuesday, Oct. 20 to Grade Level Office.**

### SPECIAL INFORMATION:

Campaign guidelines must be strictly followed. If any violation, you will be removed from the election.

Winner of each election will be determined by simple plurality.

All filing forms and financial statements must be turned in, properly completed and signed, by the specified deadline (see election timeline). Failure to follow these timelines/requirements may result in disqualification and/or withholding of election results.

I have read and understand the Class Officer Code of Conduct and Requirements for Office, and the rules and regulations for campaigning.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Signature of Parent/Guardian

# **CLASS OF 2021 ELECTION TIME-LINE**

(Must be followed or you will lose eligibility)

**Monday, Oct.5-  
Friday, Oct.9**

Pick up applications and qualifications from Grade Level office (1628) in person or via email request to [lauriejmcentee@katyisd.org](mailto:lauriejmcentee@katyisd.org).

## **WITHOUT EXCEPTION YOU CANNOT RUN IF THIS IS NOT IN ON TIME**

**Tuesday, Oct.13  
By 7:30 AM**

**BEFORE school**, you will need to submit the following to **your Grade Level Office**

1. Completed filing form with appropriate signatures
2. Resume

**Thursday, Oct.15  
2:45 PM**

Candidate Meeting to discuss guidelines.  
KVA students via Zoom (link will be sent).  
On campus candidates meet in AP office.  
**All Candidates must attend.**

**Monday, Oct.19  
7:00-7:30 AM**

**BEFORE school**, you will need to submit the following to your Grade Level Office

1. Typed copy of your campaign speech
  2. Campaign Posters, Banners or Flyers for approval
- Turn in your Financial Statement with receipts to Grade Level Office or be disqualified. **Absent??** Have someone deliver it for you or you will be disqualified. **Approved speech and campaign Posters will be available for pickup Oct. 20th.**

**Tuesday, Oct. 20**

**Send Speech Video to AP via email to [lauriejmcentee@katyisd.org](mailto:lauriejmcentee@katyisd.org)**

**Wednesday, Oct.28**

**View speeches and VOTE (period 2.5 by grade level)**

**Friday, Oct. 30**

Announce Officers at 2:30 in Grade Level Office

# CLASS OFFICER SELECTION PROCESS AND CODE OF CONDUCT

## SELECTION PROCESS

- A. References from teachers will be obtained by the class sponsors once a candidate's eligibility has been confirmed.
- B. All campaign rules, timelines for elections will be followed.
- C. Candidates will be given at least 3 days to campaign.
- D. Each candidate will make a videotaped speech.
- E. Plurality of votes will decide the winner of each office.

## CODE OF CONDUCT

These are specific duties and requirements expected of class officers (see responsibility sheet). In addition, class officers are seen as role models for the student body and the community. As such, class officers must realize that the manner in which they conduct themselves in their classes, at official school activities, and during non-school hours is considered to be representative behavior of the entire student body. It is critical that class officers conduct themselves in a manner, which positively represents the students at Cinco Ranch High School.

## PROBATION DEFINITION

- A. Any officer on probation will not be permitted to participate in any class activity during the school day throughout the probation period.
- B. Anytime an officer is placed on probation this should be communicated to the Class sponsor.

## CRITERIA FOR REMOVAL DURING THE SCHOOL YEAR

### A. Academic

- 1. A 3.0 GPA must be maintained for each six-weeks grading period. A GPA of less than 3.0 for any six-weeks period will result in a letter to the parent (guardian) advising of probation unless the average is brought to the required level by the end of the next reporting period.

2. A participant with an “F” for a six-week grading period in any class (**including AP/KAP classes**) will be placed on probation and will not participate the following six weeks.
3. A student making two six weeks grades of “F” on the same report card or one “F” on each of two different report cards (**including AP/KAP classes**) will be removed from office for the remainder of the semester.
4. When an officer is placed on probation (or removed), an interim officer will be selected by the class sponsors and grade level principal.

**B. Discipline**

1. If an officer receives a “U” in conduct during his/her term of office, the officer will be removed from office.
2. An officer will be removed from office for the remainder of the school year in the event:
  - a. An officer is disciplined for drug or alcohol use/abuse/possession at school or at a school sponsored activity (other than medically prescribed drugs).
  - b. An officer receives a citation from a law enforcement officer for a violation of drug and/or alcohol laws and is convicted, and this information is known to school personnel.
  - c. An officer is observed by school personnel (first hand knowledge) actually consuming alcohol or drugs.

**C. Other Serious Infractions**

Officers may be removed from office for any Level II (or greater) offense listed in the Student Code of Conduct. A decision regarding removal from office in such cases will be made by the class sponsor and the appropriate Assistant Principal. In the event a Level II (or greater) offense occurs, the grade level Assistant Principal will communicate this to the class sponsors.

**D. Failure to Fulfill Duties of Elected Office Will Result In The Removal from Office for the Remainder of the School Year.**

# **RESPONSIBILITIES OF CLASS OFFICERS**

## **ALL OFFICERS:**

1. Attend all class officer meetings unless excused by a sponsor prior to the meeting. Excused absences include those excused by the school and any others deemed acceptable by the sponsor. If you are ill that day, you will need to call the Grade Level Office at 281-237-7000 and leave a message. "I overslept" is not acceptable.
2. Attend all Executive Leadership Council meetings.
3. Attend all class-sponsored activities and participate in all fund-raising events unless excused by a sponsor in advance.
4. Execute all responsibilities as stated below.

## **PRESIDENT:**

1. Be responsible for all public relations with community and school newspapers.
2. Preside over class officer meetings.
3. Prepare and submit an agenda to sponsors two days prior to each class officer meetings.
4. Keep a file of fund-raising information and present ideas to class officers from this file.
5. Organize the responsibilities of all officers:
  - a. Check with secretary for records and minutes.
  - b. Check with treasurer for up-to-date financial records.
  - c. Check with historian to review pictures, newspaper clippings, etc.

## **VICE-PRESIDENT:**

1. Organize all committees for class events and fund-raisers.
2. Coordinate with committee chairmen to assure fulfillment of all responsibilities.
3. Keep a record of participants in fund-raising events and turn in to sponsors.

## **SECRETARY:**

1. Record, type and post on display board the minutes from each class officer meeting and each class assembly.
2. Keep a record of attendance at class officer meetings and fund-raiser events.
3. Post announcements of class activities in student bulletins and on P.A.
4. Be responsible for written correspondence with community including thank you notes.

## **TREASURER:**

1. Be responsible for counting receipts from fund-raisers on a daily or otherwise specified basis.
2. Check account balance on the first of each month with chief financial clerk of the building.
3. Submit receipts to financial clerk for reimbursements after receiving written sponsor approval.
4. Report balance, income and debits at class officer meetings and class assemblies.

## **HISTORIAN:**

1. Keep a folder or notebook of all class assemblies, fund-raising events, class officer meetings, newspaper clippings that follow your class over the years and prepare a class scrapbook to be kept in school archives. Make sure you date and explain each document.
2. Take *pictures, pictures, pictures!!*
3. Coordinate with school publicity liaison to enter material into various newspapers.

# **CAMPAIGN RULES FOR OFFICER ELECTIONS**

## **I. LIMIT ON CAMPAIGN SPENDING - \$50**

The Financial Report detailing expenses is due **Monday, Oct 19 by 3:00 pm.** **FAILURE TO TURN IN THIS REPORT ON TIME WILL RESULT IN DISQUALIFICATION TO RUN AND YOUR NAME WILL BE REMOVED FROM THE BALLOT. ALL CANDIDATES MUST FILE A REPORT, EVEN IF THEY DID NOT SPEND ANY MONEY CAMPAIGNING AND EVEN IF THEY ARE UNOPPOSED.**

1. The report must be signed by the student.
2. The Financial Report will be considered in final eligibility to run (exceeding the limit will result in disqualification).
3. The Financial Report applies to items “on-hand” as well as newly purchased items.
4. Cost estimates are acceptable.

## **II. CAMPAIGN BOUNDARIES**

All campaigning will be confined to the Commons area only. No campaign material will be posted in the halls upstairs, athletic area, classrooms, parking lots, etc. No campaign material can be distributed. ***ALL POSTERS, BANNERS, FLYERS, ETC., MUST BE APPROVED BY YOUR GRADE LEVEL PRINCIPAL THE MORNING OF Oct 19 (from 7:00 – 7:30 AM) FOR POSTER CHECK-IN & APPROVAL.***

1. Posters: Limit 3 - standard school size only.
2. Campaign “walls” will be designated in the Commons.

## **III. CAMPAIGN “TREATS”- Nothing can be handed out.**

**ALL CAMPAIGN MATERIALS MUST BE STUDENT MADE. NO COMMERCIALLY MADE MATERIALS MAY BE DISTRIBUTED** (T-shirts, hats, shoe strings, bandanas, sun visors, etc.) If you are unsure if something is allowed, check with the sponsor, FIRST. **No candy, gum, balloons, or other food type items may be distributed.**

## **IV. SPECIAL LAST DAY CAMPAIGN RULE**

A candidate may wear a campaign T-shirt or other item of clothing (must fit dress code) on the day of voting to advertise his/her candidacy. The advertisement on these articles of clothing must be student made. (A painted T-shirt for example that says “Vote for \_\_\_\_\_”.)

## **V. CLEAN-UP**

All campaign material must be removed by the end of the day of voting. Officers will not be announced until all campaign material is removed

## **VI. RESUME & PICTURE**

Each candidate will write a BRIEF statement of qualifications and why he or she should be elected to the office. The resume and a school appropriate picture of the candidate will be posted in the display cases in the Commons. **Resume and picture will be submitted to your Grade Level Office by the established deadline.**

**REMEMBER – TOTAL COST OF CAMPAIGNING CANNOT EXCEED \$50.  
GOOD LUCK**

**I have read and understand the Class Officer Code of Conduct and Requirements for Office and understand that failure to fulfill my responsibilities of my elected office will result in the removal from office.**

\_\_\_\_\_  
**Signature of Candidate**

\_\_\_\_\_  
**Signature of Parent/Guardian**

**\*\*Please provide an email address and cell phone number that you can be contacted at.\*\***

.....  
Email - please print legibly

.....  
Cell phone