

Class Officer Election Guidelines

2021-2022

Important Dates and Deadlines

March 26th	Submit a completed Declaration of Candidacy to Mr. Adrian Ramjoué at: adrian.ramjoue@jordandistrict.org . All completed declarations are due by March 26th at 3:00pm.
March 29th - April 2nd	Create campaign video.
April 2nd	Submit 3rd quarter grades as a screenshot or transcript to Mr. Adrian Ramjoué at: adrian.ramjoue@jordandistrict.org
April 5th	Submit campaign video to Mr. Adrian Ramjoué for approval. Videos must be shared via Google Drive. Remember to provide open access to the video.
April 8th	Campaign posters and t-shirts will be approved by Mr. Adrian Ramjoué. Bring these materials to his room (2411) for approval.
April 12th	Approved videos will be posted to the RHS website. 5 approved posters may be placed around the school. Approved t-shirts may be distributed and worn.
April 12th - 16th	Election Week. Students will be notified to access election materials and begin voting. Campaigning may begin by posting on social media, hanging 5 approved posters throughout the school, and distributing t-shirts to 5 peers.
April 16th	Voting closes at 3:00pm.
April 16th	Results will be emailed to Class Officer Candidates. School announcements will follow on April 19th.

General Information

1. Four Class Officers will be elected per each class. For incoming Sophomores, two Sophomore Class Officers will be elected from OHMS and two from SHMS. If you are attending a charter school, you will campaign in the public school that you would attend.
2. A candidate for Class Officers must have:
 - a minimum 3.0 GPA for 3rd and 4th Quarter 2021.
 - not received an F, an NG (no grade) or an I (incomplete) grade 4th quarter, and may not receive an F, NG, or I after elected. Grades become final the day they are officially posted by the school. Candidates enrolled in semester classes must be in good standing at the end of each quarter, not just the semester.
 - no outstanding fines or fees.
3. Candidates must be able to perform the essential duties of the office.
4. Candidates must be registered at Riverton High School for the 2021-2022 school year.
5. Candidates for Class Officer will run at large. All candidates will participate in their class election by creating an election video, hanging campaign posters, and using campaign t-shirts. Uses of social media are allowed. All candidates will participate in voting. The top four candidates from each class will be elected to leadership positions.
6. After elected, a student who becomes ineligible, either due to grades or a violation of the Code of Conduct will:
 - turn in their sweater for the quarter.
 - remain enrolled in Student Government, but be required to fulfill all Student Government responsibilities as a probation officer that works behind the scenes.
 - be prohibited to participate in assemblies and others school-wide activities as an elected officer.
 - only be placed on probation once.

Failure to adhere to probation guidelines will result in removal from Student Government.

Elections Guidelines

Declaration of Candidacy: Submit your electronic Declaration of Candidacy to [Mr. Adrian Ramjoué](#) by March 26th by 3:00pm. The Declaration of Candidacy signifies that you meet the requirements for campaigning for Student Government, and that you accept all policies and guidelines associated with Student Government.

Declarations must be electronically signed in the fillable form or printed, signed and scanned. Copies made through Google Docs will not be accepted.

No Declarations of Candidacy will be accepted after March 26th at 3:00pm. All Declarations of Candidacy will be reviewed by Mr. Adrian Ramjoué and school administration to ensure students meet necessary requirements. If students do not meet the necessary requirements, they will be notified of their ineligibility to campaign for Class Office, and be removed from the election.

Grade Report: Submit 3rd quarter grades to Mr. Ramjoué as a screenshot by April 2nd. The screenshot should illustrate your final 3rd quarter grades. These will be used to determine your eligibility for class officer before campaigning begins. Email the screenshot to [Mr. Ramjoué](#).

Campaign Video: During the week of March 29th through April 2nd, you should begin working on your campaign video. In order to adhere to district and local policy regarding social-distancing, you will be asked to create following district COVID health and safety guidelines. Masks are required if filming is done from school grounds or if the video includes others not of your household.

Your video must be 2 minutes in length, and state why you should be elected to the position of Class Officer. Your video may take any tone that you see fit; but must adhere to the Codes of Conduct outlined in this document. Your video may be a speech or skit as long as it highlights you as a candidate and how you could benefit RHS.

Submit your 2 minutes campaign video to [Mr. Adrian Ramjoué](#) for approval by April 5th at 3:00pm. No videos submitted after April 5th at 3:00pm will be accepted or reviewed. Videos must be shared via Google Drive. Please make sure all settings allow Mr. Ramjoué to view/access your video. After submitting your video, Mr. Ramjoué will reply with an approval. Students who do not receive approval may resubmit by April 9th at 3:00pm. No resubmission will be accepted or reviewed after April 9th at 3:00pm.

In order to ensure a smooth review process, please, take extra care to allow access to the video in the share settings of Google Drive. All videos must be viewable in order for Mr. Ramjoué and RHS students to view. In addition, ensure that video settings do not allow for outside accounts to edit.

Election Week: After submitting your Declaration of Candidacy and an approved video, you are ready to campaign. During Election Week (April 12th - 16th), you have the opportunity to promote your campaign through text messages, social media posts, 5 approved posters hung throughout the school, 5 peers may wear approved campaign shirts and by word of mouth. You should encourage members of your class to vote by using the posted link on the RHS website or QR codes posted throughout the school. You may include a voting link in social media bios or through text messaging, too. Voting will take place during the week of April 12th - 16th. Students may vote once by using their school Gmail account to access the voting site. If a student casts an additional vote, the latest vote will replace any previous votes. Voting will close on April 16th at 3:00pm.

While it is appropriate to use social media to encourage people to vote, individual social media accounts dedicated to Class Officer campaigns is prohibited. You may only use personal accounts. Friends/classmates are allowed to post regarding your campaign.

Slanderous or negative campaigning is strictly prohibited.

After voting concludes, you will receive the results from Mr. Adrian Ramjoué via email on April 16th. Emails will be sent individually and state whether or not you have been elected to an official position.

If you have any questions regarding campaigning, please contact [Mr. Adrian Ramjoué](#).

Class Officer Position Descriptions

- 1. President:** Conducts and presides over all officer and class meetings; is responsible to motivate the officers, and delegate responsibilities.
- 2. Vice President:** Maintains financial records for the class, and fills the responsibilities of President if they are absent.
- 3. Historian:** Maintains records of each meeting's minutes and is responsible for all correspondence such as letters, thank you notes, etc.
- 4. Secretary:** Responsible for the class cameras, attend and document school activities, and coordinate advertising.

After elected, members of Student Government, the teachers of the elected students will complete a student evaluation. The evaluation will be given electronically via Google Forms. Based on the results of the student evaluation, personal recommendations, and interviews with administration and advisors, Class Officer positions will be distributed.

Obligations and Requirements for RHS Class Officer:

1. As an SCO you will represent all of Riverton High School. As such, you are a role model and must support the other members of Student Government, RHS, your advisor, the administration, and faculty.
2. You are expected to support the various school activities with your attendance including games, concerts, dances and other events.
3. You are expected to wear your sweater or group attire in support of games, for major events or at any time when you represent RHS at school or community activities. An officer should never allow other students or officers to wear his/her sweater.
4. You will be under the supervision of a faculty advisor who is responsible for seeing that each Class Officer meets their obligations to the students and school. The advisor is also a teacher and will instruct officers on how to be effective in their role as leaders and how to successfully plan, organize and implement beneficial school activities. All decisions should be made with the advisor and receive final approval from the advisor before actions is taken by the officers to implement any idea.
5. Class Officers must be willing to register for the mandatory Student Government course (3rd period). A letter grade will be given for Student Government. Class Officer grades will be based on the following items:
 - Effort in and out of class
 - Attitude in and out of class
 - Cooperation with administration, other officers and advisor

- Adherence to all obligations and requirements
 - Carrying out delegated responsibilities
 - Appropriate conduct at all school sponsored activities on and off campus
 - Attendance in class: minimal tardies, no unexcused absences or trancies in accordance with Riverton High School attendance policy
 - Completion of individual officer responsibilities
 - Participation in leadership learning activities
6. In addition to the above requirements, each individual office demands its own requirements unique to that office. You are expected to uphold all of those responsibilities.
 7. Please pay close attention to the Student Government Code of Conduct as part of this packet. Strict adherence to this packet and the Code of Conduct are required in order to continue as an officer if you are appointed or elected.

How to Become a Candidate

You must complete the attached "Declaration of Candidacy" form and return it **electronically** to Mr. Adrian Ramjoué by Friday March 26, 2021 by 3:00pm. If the Declaration is not received by that time, you will not be permitted to run for office.

Please discuss any concerns or questions you have regarding elections or guidelines with Mr. Adrian Ramjoué.

Summer Workshop and Sweater Costs

Generally, the entire Executive Council will attend a summer leadership camp. Leadership camp is held in Logan, UT during the first week of June. Due to the COVID-19 pandemic, summer leadership camp may be held; however the format is unclear. Additional information will be provided as they become available. RHS will cover the cost of your individual sweater.

Code of Conduct

Riverton High School has established certain rules which all attending students are required to meet. The requirements are expected to strictly adhere to these rules as a member of the student body and Student Government. All participating students and their guardians/parents must read the Code of Conduct in order to ensure comprehension of expectations and required conduct.

Attendance: Students are expected to be in attendance in class unless guardian excused or officially excused by an advisor or administrator prior to missing class. All tardies must be excused and no trancies are to be listed on the student's attendance record in accordance to Riverton High School attendance policy.

Academics: All student government officers are required to maintain a 3.0 GPA. Officers must not have received any F, NG, or I grades once elected to office. Any officer not in compliance with academic requirements will be placed on probation.

Behavior: All behavior must meet the highest standards, remembering that you represent the Riverton High School. Bullying, cursing, or any other lewd behaviors (including on social media) will result in disciplinary action. Behaviors that violate the Code of Conduct may cause a removal from office.

Dress and Grooming: Student Government members will follow the dress and grooming guidelines specified by the dress code of Jordan School District.

Gambling: Gambling in any form is prohibited on the school grounds or within the building. Student Government officers should not have any participation in any type of gambling activity.

Theft: Respect for personal property is essential. Any member of Student Government who intentionally removes any personal property not of their possession may be asked to resign from office. Criminal charges and additional violations of district policy may also be included, based on a case by case basis.

Vandalism: As a participant in student government, you must help protect school property; therefore, members of Student Government must refrain from all acts of vandalism and report any such activities by others. Students and parents will be held liable to cover the cost of damage done to school property, or any other locations of Student Government conferences and events.

Articles Prohibited: Items that are hazards to the safety of others or interfere in some way with the business of school are prohibited. Toy guns, water pistols, slingshots, knives, hard

balls, and any other similar paraphernalia will be confiscated. Items such as Frisbees, tennis balls, nerf balls, or any other similar sports equipment are not to be used within the Student Government room or the school. Possession of weapons, facsimile or real, will also result in consequences from the District's policy regarding these subjects at school.

Building Behavior/Use of the Student Government Room: The Student Government room is a business office where those involved in Student Government activities can meet, plan, organize, use the telephone and computer, prepare, etc. It is NOT a place to sluff, hang out with friends, or participate in athletic activities or horsing playing. Those using the Student Government room should be considerate of the teachers and classes around them, and refrain from boisterous activity, playing of loud music, or any other activity that might disturb others during class time. Student should have pride in this room and keep it clean at all times.

The following behaviors will result in immediate removal from office:

Tobacco, Alcohol, and Drugs: Utah law states that it is illegal for students to have alcohol, drugs, and/or tobacco in their possession. Students serving in Student Government positions should not be in possession of under the influence of drugs, alcohol, or tobacco. All district policies regarding tobacco, alcohol, and drugs are also applicable to Student Government Officers.

Fighting: Fighting will not be tolerated on or near school premises or at any time when representing Riverton High School. Participates may be suspended from school, pending administrative decisions and a guardian/parent conference.

If you have any questions regarding the Code of Conduct, please contact:

Mr. Adrian Ramjoué
adrian.ramjoue@jordandistrict.org

Riverton High School

DECLARATION OF CANDIDACY

I _____ declare myself as a candidate for Class Officer at Riverton High School for the 2021-2022 school year.

I am aware of the responsibilities which I will have as a Class Officer at Riverton High School. I realize that there are time commitments that must be made in order for me to be a successful officer. I am aware that, as a class officer, I serve as an example to the other members of my school and, therefore, will conduct myself as an example of integrity, honesty and high moral character. I understand the importance of my responsibilities and will put forth my maximum effort, at times sacrificing other school activities (not grades) and jobs if necessary. I am aware that if I fail to meet the minimum grade standard of 3.0, or if I receive a failing grade, an incomplete, or a no-grade for any of the four quarters that I hold office, I will be placed on probation. I understand that I may only be placed on probation once while I am elected, and that I am expected to still fulfill all of the requirements of my position during that time. I know that being a Class Officer at Riverton High School requires total commitment and my signature indicates that I am willing and ready to make this commitment. I agree to adhere to all guidelines within the Riverton High School Student Government Code of Conduct and this packet. I further agree to abide by all the guidelines and regulations pertaining to Riverton High School and Jordan School District Policies. If I do not adhere to my responsibilities and the guidelines and policies mentioned above I may be removed from office and/or receive other disciplinary action.

Date: _____

2021-22 Academic Year Class (Sophomore, Junior, Senior): _____

Student Signature: _____

Student RHS Email Address: _____

Guardian/Parent Email Address: _____

Student Home Phone: _____

Student Cell Phone: _____

We have read the election guideline packet and the Riverton High School Code of Conduct for the Class Officer candidates at Riverton High School and are aware of all the requirements for this office. We agree to support our child in meeting these requirements as a Class Officer.

Date: _____ Parent/Guardian Signature: _____