

To All Prospective Candidates;

GRADES 10th-12th in the 2020-2021 School Year: If you would like to become part of the leadership program, you can either run for an elected position or interview for an appointed position. Both options require completion of the attached paperwork (available on the tpsb.net website) and attendance at any and all meetings.

GRADE 9th in the 2020-2021 School Year: You can interview for an appointed position ONLY. You are required to have the following paperwork submitted in order to be considered: Declaration of Candidacy, ASB/Leadership Questionnaire, TP Extra Curricular Code of Conduct, and Confidential Letter of Recommendation (TEACHER SUBMITS DIRECT TO PATRICIA HARGRAVES IN THE STUDENT STORE – THIS SHOULD NOT COME FROM STUDENT OR PARENT).

The following paperwork must be completed and returned in its entirety to Patricia Hargraves at the Student Store by Friday April 17th:

- 1) **Declaration of Candidacy** (you cannot change the position you are seeking after packet is submitted).
- 2) **SDUHSD Code of Conduct.**
- 3) **ASB/Leadership Questions.**
- 4) **Letter of Recommendation** (a teacher must fill this out and return to Patricia Hargraves direct.)
- 5) **Candidate Endorsement/Platform Statement** (required only for elected positions).
 - Platform Statement – Your statement of 150 words or less should include any experience that qualifies you for the position, and ideas you would like to implement during your tenure (include with packet submission).
 - Photo – A picture of you in jpg format with first and last name as the file name title. (include with packet submission).

The mandatory Candidates Meeting in the Lecture Hall will take place at lunch on Tuesday April 21st.

Please note the following important dates:

April 17th at lunch – ASB/Class Council Election Packet Due.

April 21st – Mandatory Candidate Meeting.

May 20th – Mandatory Candidate Convention in Lecture Hall.

May 18th through 22nd – Elections will take place at break and lunch.

June 5th – Election results will be announced and posted at Room 4.

ASB/Leadership Positions

General Responsibilities:

All Leadership positions either elected or appointed, are responsible for general leadership related activities which include but are not limited to: Setting up/cleaning up before school, lunch, & after school, community service hours, out of class leadership hours, class council activities, school board & site council meetings, intramural sporting events, and staffing the student store and student information center.

President: (Elected Position with a requirement of 1-year minimum service in Leadership/ASB)

- Conduct class each morning and “breaking” after initial meeting round-up.
- Responsible for one large community service project (must be school wide).
- Preside over and maintain order at all ASB Meetings.
- Assume the duties of the Commissioner of Elections to appoint replacement officers if the office is vacant.
- Responsible for oversight of all other ASB and Class Officers to ensure that the responsibilities of the respective officer are being discharged under the terms of the ASB Constitution.

Vice President: (Elected Position with a requirement of 1-year minimum service in Leadership/ASB)

- Preside over and maintain order at all Student Senate Meetings in the capacity of Senate Chairperson.
- Maintain duties of office of President in the event of absence.
- Responsible for miscellaneous events/activities that do not fall under other ASB offices.
- Update and maintain the ASB Calendar, website, and activity/facility requests.
- Communicate ASB voted decisions to the appropriate parties.
- Plan ASB and Leadership social bonding activities.

Spirit: (Elected)

- Organize and plan all pep rallies (3-4 per year).
- Promote school spirit in all areas along with the Commissioner of Publicity.
- Organize and promote the “Cardinal Chaos” at athletic events.
- Attend and support all TPHS sporting events.
- Create spirit wear.

Academics: (Appointed)

- Act as the ASB liaison between the Academic Departments.
- Oversee student involvement at school related events such as: Readiness Days, Back to School Night, College Night, Information/Choices Night, Awards Night, Finals Stress Relief Week, Pi Day, and Staff Appreciation.

Clubs: (Appointed)

- Responsible for the formation of new clubs and training of same.
- Shall maintain a file of information on each currently active club on campus.
- Provide ASB Executive Council with information on fundraisers by clubs/organizations when requested.
- Shall plan and organize Club Day(s).
- Attend various club meetings per quarter to ensure meetings are taking place as per club application/list.

Elections: (Appointed)

- Shall oversee all school related elections such as Homecoming, Prom, and ASB.
- Plan, promote, and implement all elections while maintain integrity of same.
- Plan and organize annual end of the year banquet.

Assemblies: (Appointed)

- Shall act as the ASB liaison for Visual and Performing Arts Organizations.
- Responsible for publicizing all fine arts events.
- Oversee Performing Arts related events such as: Battle of the Bands, TP Idol, and Fashion Shows & Dance Competitions.
- Oversee ASB Assemblies that take place before school, lunch, and after school such as Memorial Day and Veterans Day Observation.

Philanthropy and Service: (Appointed)

- Plan and promote school wide community service opportunities and events i.e. Food Drive, Blood Drive, and Coach C Week.

ASB/Leadership Positions

- Maintain and annual calendar of events with various groups on and off campus.
- Shall act as a liaison between the community and ASB.
- Schedule regular trash pick-ups and recycle programs on campus.
- Promote and coordinate Earth Week Activities.

School Board Representative: (Appointed)

- Serve on the SDUHSD Board of Trustees, represent TP ASB, and attend all School Board Meetings.
- Report all pertinent information obtained at School Board Meetings, including proposals and decisions.
- Inform District Admin. and School Board of student's opinions and ideas as prompted.
- Cast an advisory vote before the Board of Trustees. (When such an advisory vote conflicts with the expressed will of the ASB Executive Council, that contrary opinion shall be officially stated before the Board of Trustees.)
- Coordinate interaction among the ASB Councils of the SDUHSD High Schools.

Publicity: (Appointed)

- Responsible for publicizing all ASB sponsored activities.
- Use appropriate media to adequately publicize ASB events i.e. Twitter, Instagram, Snapchat, Facebook, etc.
- Work with technology on updated websites and marquees on campus.
- Responsible for regular sign/poster removal as outdated/expired.
- Oversee Morning Announcements.
- Maintain supplies needed for publicity including but not limited to poster paper, paint, brushes, and glitter.

Technology: (Appointed)

- Shall have a working knowledge of leadership equipment.
- Oversee all ASB related events requiring technology.
- Maintain a calendar of events.
- Responsible for training and staffing technology related events.
- Maintain proper storage of leadership equipment and check out of same by ASB and outside groups.

Activities: (Appointed)

- Plan and coordinate Homecoming Dance and Survivor Halftime.
- Schedule lunchtime activities such as cookie decorating, pi day, and Field Day.
- Responsible for Friday lunch time music.

Athletics: (Appointed)

- Promote and plan tailgates for all seasons and sports.
- Select weekly athletic stand outs.
- Promote spirit wear and fatheads at events.
- Assist Athletic Department with seasonal athletic assemblies and physicals night.

Secretary: (Appointed)

- Track and record all ASB/Leadership Students weekly hours.
- Present purchase order at ASB Meetings.
- Responsible for recording minutes at all ASB meetings and Executive Council Meetings.
- Submit copies of meeting minutes to ASB Advisor and Finance Clerk.

Treasurer: (Appointed)

- Shall serve as a liaison between the ASB Board and ASB Finance Clerk.
- Coordinate all budget requests as well as maintaining current ASB Budget for reference during meetings.
- Responsible for bringing all school wide checks to weekly ASB meetings.
- Maintain ASB annual inventory record.
- Coordinate all budget requests and answer questions.

Candidate Endorsement (Required for Elected Positions)

Candidate Name: _____ Incoming Class of: _____

Seeking Elected Position: _____ Appointed Position: _____

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Class Council Positions

General Responsibilities:

All Leadership positions either elected or appointed, are responsible for general leadership related activities which include but are not limited to: Setting up/cleaning up before school, lunch, & after school, community service hours, out of class leadership hours, class council activities, school board & site council meetings, intramural sporting events, and staffing the student store and student information center.

President: (Elected)

- Preside over class meetings.
- Assume duties of any class officer if the office is vacant.
- Responsible for ensuring that class council officers are carrying out the duties of their positions according to the ASB Constitution.
- Organize and promote all class activities.

Vice President: (Elected)

- If President is unable to fulfill duties, the Vice President shall step in and assume role on a temporary basis.
- Assist President in day to day operations of the council.
- Represent the class at Student Senate Meetings.
- Attend School Site Council Meetings and report on class activities.

Treasurer: (Elected)

- Report to the ASB council at least quarterly about class financial status.
- Responsible for preparing check requests, purchase order requests, and budget records.
- Coordinate all class fund raising activities.

Secretary: (Elected)

- Responsible for all official class correspondence.
- Must take minutes for all class meetings and file same.
- Shall serve as parliamentarian for all class meetings.

Torrey Pines High School Extra Curricular Code of Conduct

Extra-curricular activities in the SDUHSD are an integral part of school life. They are an extension of the regular school program, supplementing the actual courses of study, but not taking precedence in importance over subject matter areas.

Participants are expected to abide by all provisions of Extra-Curricular Code of Conduct. This Code applies to all conduct associated with school attendance as well as to off campus behavior when that behavior is judged to have an adverse effect on student discipline or the general welfare of the school. Any participant whose conduct is judged to have violated the Code will be subject to appropriate disciplinary action as determined by the school principal/designee. It is the intent that suspension from the activity or from school should constitute a positive measure for rehabilitation.

It is the responsibility of every student to be familiar with the provisions of this Code. It is the responsibility of each coach and/or advisor to make certain that every participant along with the parent or guardian has been provided information on the SDUHSD regulations and/or additional standards of conduct and performance pertaining to the student's extra-curricular activity.

- I. Disciplinary action up to and including suspension from or removal from extra-curricular participation:
Disciplinary action may be taken by the coach/advisor, athletic director/activity director, or site principal/designee. The athletic director/activity director and/or coach/advisor will confer with the principal/designee before any removal action is taken. Causes for disciplinary action will include, are not limited to the following:
- **Habitual tardiness or unexcused absence**
 - **Defiance of school personnel's authority**
 - **Cheating**
 - **Disorderly conduct, including profanity and obscene behavior**
 - **Inappropriate use of an automobile on school property**
 - **Not following bus rules during field trip**
 - **Forgery**
 - **Gambling or extortion**
 - **Theft**
 - **Smoking**
 - **Destruction or defacement of property**
 - **Fighting or physical assault**
 - **The use, possession, or sale of alcoholic substance, narcotics, or other noxious substances**
 - **Arson**
 - **The possession of a dangerous weapon including explosive devices, or the use of an object to inflict bodily injury to another person or for the sale of same**
 - **Sexual harassment**

Off-campus involvement will be subject to discipline if the behavior has an adverse effect on the student discipline or the teaching/learning environment of the school.

First Offense:

Students who are suspended from school will be ineligible for extra-curricular activities (i.e., athletic competition, team competition, or school performances, dances, etc.). The terms of the suspension from extra-curricular activities (including practice sessions) will be for thirty calendar days. Students who are referred to SAS Team as a result of their suspension will only be re-eligible if they are actively participating in an SAS Contract.

Second Offense:

Students may be recommended for expulsion from school. When expulsion is not recommended, there will be a mandatory alternate placement for a period no less than 18 weeks. Students who are transferred to another intra-district site will be ineligible to participate in extra-curricular programs for a period no less than 18 school weeks. No student may return to the origination campus without approval of the principal of the school residence after review by the SAS Team.

Third Offense:

The student will be referred by the principal to the superintendent for expulsion.

- II. Violation of the Extra-Curricular Code of Conduct may result in revoking of any awards for which the student might otherwise be eligible.
- III. Each student and parent will assume the responsibility of caring for all equipment & supplies issued to the student by the coach/sponsor at the conclusion of each activity. Parents & student will be charged for replacement value for any lost/damaged equipment. Student will not be allowed to participate in any activity until all equipment has been returned or paid in full.
- IV. All students participating in extra-curricular activities must maintain a 2.0 GPA each nine-week grading period in order to be eligible. Students new to the State of California will be allowed one grading period to establish academic eligibility.
- V. After violation of the Extra-Curricular Code of Conduct has been reviewed & heard and all avenues exhausted at the individual school site, the student and/or his/her parent may appeal to the superintendent.

Extra-Curricular Code of Conduct – Agreement to Comply

We have read and understood the Extra-Curricular Code of Conduct and agree to comply. We also understand that participation in extra-curricular activities involves an element of danger and risk of personal injury, and we have opted to participate with that awareness in mind.

Student: _____ Signature: _____ Date: _____

Parent/Guardian: _____ Signature: _____ Date: _____

ASB / Leadership Questions

- 1) If there is one ASB event you would like to bring to Torrey Pines, what would it be and how would you plan, publicize, and execute the event?

- 2) Please make and attach a flyer that could be used to publicize your mock event as described above. You can design this by hand or use the computer.

- 3) What is your best quality or skill and how would this benefit the ASB/Leadership Class and Torrey Pines as a whole? (example: artistic, creative, hardworking, and honest)

- 4) Do you have any leadership experience? If so, what is it? If not, why are you interested in ASB?

- 5) ASB tries to plan activities that are inclusive of all students; how would you go about getting new students engaged in school activities so they feel welcome?

- 6) Publicity is a large part of what leadership does to promote or market things that are happening on campus. How would you create a poster to reach the student body promoting a football game? Please draw below or on the back of this form.

ASB Packet Check off

Declaration of Candidacy

SDUHSD Code of Conduct

Leadership Contract

Candidate Endorsement

ASB/Leadership Questionnaire

Letter of Recommendation

Candidate Meeting

Platform Statement

Picture

Declaration of Candidacy

Full Name: _____ Incoming Class of: _____

Seeking Elected Position: _____

Seeking Appointed Position: _____

Home Address: _____ City: _____ Zip: _____

Parent/Guardian Name: _____

Parent/Guardian Number: _____ STUDENT Cell Number: _____

Email (must check regularly): _____

Period	Class Name	Room	Teacher
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Cumulative GPA: _____ (Must be 2.0 or higher)

Terms of Participation

I, _____, hereby declare I wish to be a member of the ASB Class of 2020/2021 with the potential position of _____.

I, the student stated above, hereby declare that all of the information above is as accurate as possible. I understand that incomplete or false applications may result in disqualification. In addition, I agree to abide by all terms outlined in the Student Election process.

Candidate Signature: _____ Date Signed: _____

Parent Signature: _____ Date Signed: _____

Election Rules

The following rules apply to all candidates running for ASB elected positions. If any of the rules below are not followed throughout the campaigning and voting process, consequences will include either elimination from the race or docking of votes. If you have any further question about campaigning, please refer to the ASB director or Commissioner of Elections at tphselection@gmail.com

- 1) All posters must have a gold verification sticker on the corner of the poster board facing outwards and visible.
- 2) Posters MAY NOT be hung up on any windows, in classrooms, or in the ASB hallway.
- 3) Posters can be 3-D, but nothing can exceed the borders of the poster (i.e. strings hanging off the bottom, etc.)
- 4) If you chose to run with someone, ALL posters must have both names on each one.
- 5) You may not mention any other candidates on your poster/social media/handouts, unless you're running with that person.
- 6) Everything you campaign with must be handmade and designed (no computer generated items).
- 7) No stickers of any kind.
- 8) The amount of handmade items you wish to give out must fit in a gallon sized zip-lock bag.
- 9) You may not touch/remove/vandalize or cover any candidate's posters.
- 10) NO FOOD (even if handmade) can be distributed at any time during campaigning.
- 11) All Candidates must remain OUTSIDE the ASB hallway during voting week.
- 12) T-shirts must be handmade or hand ironed (markers, spray paint, sewing, home ironing, taping, etc.)
- 13) Each Candidate may campaign with eight T-shirts alone, or sixteen if your running with someone.

Important Information

- 1) Current TPHS students: Every student (even those who are running for a position) must interview before they are eligible to run. Based off your interview score, the panel will decide if you are eligible to run.
- 2) Current TPHS students: Please listen to announcements made at TPHS about upcoming interview times and info regarding elections. Check website, marquee, social media etc.
- 3) ALL students: Interviews will be held both after school and/or on weekends in the month of April. IT IS THE STUDENTS RESPONSIBILITY TO SIGN UP FOR AN INTERVIEW TIME. Signups will be posted on the ASB door, Room 4 @ TPHS.
- 4) ALL Students: Please be prepared to answer multiple questions at your interview and arrive 10 minutes prior to your interview. Interviews will be conducted in the ASB room (Room 4)
- 5) Incoming freshman: Please make sure your packet is dropped off at the Torrey Pines High School Student Store by Friday April, 17th. An email will be sent to you if you earn an interview spot. For any unusual circumstances, please contact: tphselections@gmail.com
- 6) ALL students: Please make sure you do not submit your packets until you have every part of it complete. (This excludes teacher letter of recommendation because they will submit this on their own)
 - Declaration of candidacy, ASB/Leadership Questions, TP extra-curricular code of conduct, confidential recommendation (teacher turns in not the student), if running: Candidate endorsement and platform statement (platform statement should be turned in via email to tphselections@gmail.com)
- 7) On May 20th, ASB is hosting a mandatory candidate convention for all students running for an elected Position. Each candidate will have to speak briefly (no more than 3 minutes) in front of an audience of their Peers to introduce themselves as a candidate (similar to your platform statement). Statements will need to be Pre-approved.
- 7) Questions or concerns: tphselections@gmail.com
- 8) Students please be aware that packet scores will determine whether or not you are eligible for an interview.

Confidential Teacher Letter of Recommendation

Candidate Name: _____

Position: _____

Faculty/Staff Member: _____

Thank you in advance for taking the time to complete this form. Please do your best in providing the most honest and insightful responses to the prompts below. In the comments section, try to be as specific as possible and give examples of how you feel this student would fulfill their obligations as a member of the ASB Class.

Please sign and return to Patricia at the Student Store (or via email to patricia.hargraves@sduhsd.net) no later than Friday, April 17th.

Please circle the number that best represents your assessment of the student's capacity for each quality mentioned.

5 = highest 1 = lowest

COOPERATION	1	2	3	4	5
ENTHUSIASM	1	2	3	4	5
HONEST	1	2	3	4	5
INITIATIVE	1	2	3	4	5
LEADERSHIP	1	2	3	4	5
SOCIAL SKILLS/PEERS	1	2	3	4	5
SOCIAL SKILLS/ADULTS	1	2	3	4	5
PERSEVERENCE	1	2	3	4	5
POISE	1	2	3	4	5
POSITIVE ATTITUDE	1	2	3	4	5
RESPONSIBLE	1	2	3	4	5

COMMENTS: (use the back if necessary)