



General Information

Program Purpose

The purpose of this course is to teach leadership skills, parliamentary procedure, problem solving, decision making, communication skills, group dynamics, time and stress management, public speaking, human relations, public relations, team building, and other group processes.

Class Goals

- Develop the **SKILLS** necessary to become a strong leader and role model
- Increase **SPIRIT** and pride among the student body
- Create **UNITY** between campus clubs and organizations
- Be active in the **COMMUNITY**
- Fulfill and exceed all requirements within the **GOLD MEDALLION** frameworks
- Set an example as a student **LEADER** among your student body

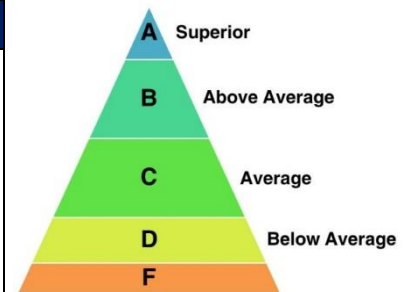
Leadership Standard

Students enrolled in the Leadership program are expected to...

- Demonstrate good citizenship in AND outside of school
- Behave in a manner that reflects responsibility and maturity in AND out of class and at all meetings
- Adhere to all Broward County School Board, Secondary Code of Student Conduct rules and regulations
- Perform their job description and/or assigned duties promptly, efficiently and correctly
- Be respectful to your E-board members, classmates, teachers/staff and leadership program.
- Demonstrate good attendance and be prompt to class daily.

Class Grading Breakdown

Category	Vets	Newbies
Committee Work <ul style="list-style-type: none"> • You MUST participate in each of the projects within your standing committee • Participating includes: contributing ideas & suggestions, completing assigned tasks, completing tasks on time, and showing concern for the overall success of the project Chairing a Project <ul style="list-style-type: none"> • Must chair and/or co-chair a project within their standing committee or special committee (1 per year) 	30%	10%
Class Participation <ul style="list-style-type: none"> • Expected to participate in ALL assigned class activities including but not limited to dress-up days, project ideas/suggestions, socials etc. Stay-After <ul style="list-style-type: none"> • Responsible for completing one (1 hour) Stay-Afters each semester Meeting Attendance & Participation <ul style="list-style-type: none"> • Responsible for attending all E-board Meetings • Vets Only: Responsible for attending 1 county meeting (meeting dates are on your class calendar) per year 	40%	40%
Leadership Lessons <ul style="list-style-type: none"> • Includes participating/completing leadership activities and projects 	30%	50%
	100%	100%



Note:

Grading breakdown is subject to change.

Evaluations: You will be evaluated throughout the year to determine your strong areas as well as areas that need improvement. Please note that your evaluations, daily performance and attitude, and grades will be used as tools to determine the following year's application status, if applicable.



Classroom Procedures

Attendance

Beware: *Everyday* in Leadership is valuable. When you are absent, projects may suffer. Always plan ahead and get coverage when needed.

- By the late bell → be seated, prepared, folder ready with mailbox checked. (Note: Mailboxes are not storage areas)
- All E-board members are expected to be on time not only to class but meetings, SGA activities and events.
- Any SGA business should be completed AFTER soap box (with permission) NOT before class. No exceptions.
- Key - communication! Failure to be on time or not getting proper coverage when absent will result in a demerit.
- Leadership work should be completed during class or after school. Missing another class to complete SGA business is NOT permitted. (except with **PRIOR** teacher approval *pass*)
- When leaving the room, all SGA must be given permission and wearing their SGA badge. Demerits will be given to violators.

The 1-Week Rule:

Always allow 1 week for any class requests. Also requests must be approved by Sheff before asking class.

Meetings

- **Executive Board meetings:**
 - There will be an executive board meeting at least once per month. Check the app or E-board calendar for dates.
 - All E-board members are expected to attend all meetings.
 - Members are responsible for all information at the meeting. It is recommended that you take notes
 - You will be allotted a 1 “free pass” which excuses you from any E-board meeting within a semester. You will not be penalized for using a free pass. No credit will be given for additional absences outside the allotted free passes.
- **General Assembly meetings (Rep Meetings):**
 - E-board members are NOT responsible for attending the general assembly meetings.
 - Exception: Committee chairs and officers are required to attend these meetings.
- **County meetings:**
 - Vets Only: Each Vet is required to attend one county meeting per semester. (see calendar)
 - It is recommended you look at the semester’s meeting dates early to plan ahead.
 - To receive credit for the meeting, you must complete and turn in a Meeting Report during the next A/B block school day of the meeting. NO exceptions – Failure to turn in a meeting report will result in no meeting credit.
- Meeting Etiquette: You are expected to be on time, stay for the whole meeting and be dressed appropriately (business casual). Remember to always demonstrate professional leadership behavior. NO CELL PHONES should be used during ANY meeting. *You are not only representing SGA but Cypress Bay High School.*

Stay-Afters

- You are required to complete one Stay-After per quarter. Stay-After is where you stay afterschool for ONE hour to complete specified SGA tasks.
- To receive credit, you must clock in AND out using your time card. Lost time cards will result in no credit.
- If you can not attend your assigned stay-after, ask someone in class to cover/switch days with you. The President must be notified of all switches. Stay-Afters can NOT be made-up if missed.
- When completing a stay-after, check the stay-after book for your tasks. Make sure to indicate in the book the tasks you complete by placing a check mark next to the task. If there is nothing listed in the book, see Sheff.

Remember...
Communication is Key

Money Matters

- **Making purchases:** If you need to make purchases for an SGA project, you must follow below...
 - First check to see if we already have the supplies. (Check the storage cabinets)
 - Complete a project budget and get the Treasurer’s approval.
 - Once approved, make your purchase. Shop as economical as possible – Dollar store, Wal-mart, etc. Party City is a last resort!
 - If you are purchasing anything online, see if the company takes purchase orders. A purchase order is used instead of a credit card. The company will invoice us later. See the Treasurer to complete a purchase order.
 - If you order anything online, make sure to...
 - Use the school’s address and use Attn: Danielle Nascimento, not your own name.





Executive Board Handbook

- The package will get lost on campus when it gets delivered
- Print a copy of the order. Give to Treasurer

- **Reimbursements:** You will get reimbursed for your approved purchases.
 - All reimbursements must be submitted to the Treasurer as soon as possible
 - Complete a reimbursement request form and attach the receipt. Unfortunately, the school cannot reimburse you for tax so include the subtotal amount on the form.
 - Please hold receipts under \$10; submit when you have receipts that total more than \$10
 - Reimbursements checks usually take around 1-2 week to process and get back.

Leadership Activities & Class Information

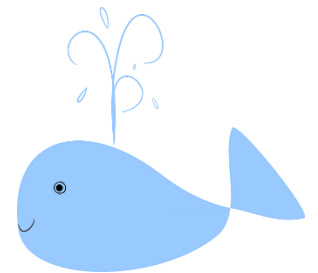
Class Uniforms & Dress-Up Days

- As an SGA leader, you are required to dress up on all dress-up days, spirit days, meetings, and other SGA events and activities.
- On designated days, you will be required to wear a certain shirt. Just like a sport, this is your uniform in which you will receive points for wearing.
- The only EXCUSED reason for not wearing the uniform is that it is a “game day” for your particular sport and you need to wear that uniform instead.
- Uniforms are to be worn ALL DAY. Not just in Leadership class. Credit will not be given to students who “change” out of the uniform when not in class.

*Remember...
Lead by Example*

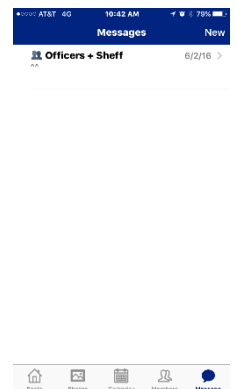
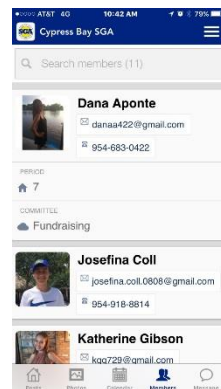
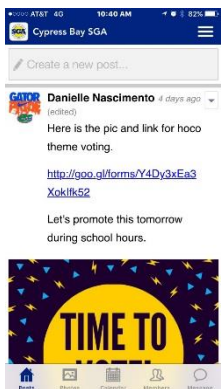
You will be given 5 Whale Passes for each semester. These can be used as an “Oops!” Passes can be used by filling them out and submitting to the President. Use them for...

- One missed meeting per semester
- Missed dress up day
- Missed social media posts
- Late assignments (to get full credit)



Communication

- Communication is one of the most important elements within the class
- The SGA app is a mandatory smart phone app for E-board members to stay-updated on information, dates, member contact information, etc.
- App Message feature should must be used to communicate with members and Sheff outside of the class. Committees should create group chats that include Sheff to discuss committee business.
- App should be used in conjunction with other traditional methods of communication.





Executive Board Handbook

Responsibilities and Ethical Behaviors

SGA Duties & Responsibilities

- Must perform their job description and/or assigned duties to the best of their ability.
- Must act as a team player and assist fellow board members when assistance is duly asked upon them.
- Must participate/attend in all mandatory SGA activities and/or events. Events include but are not limited to:
 - 1 Harvest Drive day
 - Lightning Oscars
 - Dance Marathon
 - Monthly E-board meetings
- Must arrive to class and other SGA events/activities prepared and on time.
- Must participate in the below fundraisers:
 - 2 of 3 individual fundraisers (TBD by the Fundraising Committee & voted by E-board)
 - Raise a minimum of \$25 (on Donor Drive website) for Dance Marathon
 - Obtain 1 Lightning Oscars Sponsor (at least \$25)
- Must accumulate at least 10 Opp points per semester

Behavior & Ethical Standards

- Must adhere to all SBBC/Code of Conduct rules and policies
- Must behave in a manner that reflects leadership, responsibility and maturity in and out of school.
- Must demonstrate good citizenship in and out of school.
- Must demonstrate respect to all teachers, staff and classmates.
- Must not post any inappropriate comments and/or pictures on any website and/or social media site (about people/school/SGA, etc.). All member social media accounts will be under constant monitoring to ensure ethical standards are being practiced. Inappropriate content include but are not limited to:
 - Illegal substances
 - Provocative images
 - Evidence of cyber-bullying
- Inappropriate content is not considered appropriate even if blurring, emojis & other altering devices are used.
- Must not participate in any type of cheating and/or plagiarism.

Consequences & Evaluations

- **SGA Report Card**
 - Each E-Board member will have an SGA Report Card which will document goals, opps, behavior issues, committee evals, etc. This will be available for viewing at any point by setting up an appointment with Sheff. It will also be used as an evaluation tool in selecting the E-Board roster for the next year.
- **Merits vs Demerits**
 - **Merits**
 - Merits will be given for going Above and Beyond the call of duty and random acts of kindness.
 - Merits may be given by the SGA Advisor only. Members of the Executive Board can report if they feel a merit is deserved. A Merit Recommendation should be completed and turned in to Sheff for review. Sheff will then review the situation and determine if a merit should be issued.
 - 1 Merit will take away one demerit.
 - **Reward System**
 - E-board Member of the Month
 - E-board Member of the Semester
 - Project of the Month
 - Officer of the Month
 - **Demerits**
 - A demerit is a consequence for a certain behavior. The following are ways demerits are received:
 - Breaking code of conduct (dress code, headphones, cell phones, etc.)
 - Engaging in the following behavior: improper care of SGA supplies, leaving work area disorganized or messy, improper use of class time, improper language, leaving class without permission, inappropriate meeting behavior, tardiness, and any other breach of conduct appropriate for a student leader.
 - Non-performance of a task assigned by a project/committee chair as per time line set in committee or Executive Board (This includes receipts for reimbursement, credit sheets, Gold Medallion forms, etc.)
 - Demerits will work the same as merits. Executive Board members can recommend demerits by completing a Demerit Notification and give it to Sheff for review.
 - Demerits will be complied throughout the marking period.



Executive Board Handbook

- 1 demerit = 1% point off your total grade
- **Probation**
 - An SGA member may be placed on “Probation” for certain behaviors.
 - During probation, a member is not allowed to participate in any SGA event, activity, project, etc. Alternate work will be given during this time
 - Probation time periods are TBD based on behavior
 - Reasons for probation include (but are not limited to):
 - Reoccurring behavioral issue (ex: tardiness, improper care/use of SGA property, materials, etc)
 - Inappropriate social media behavior (see ethical standards)

Human Resources

A Human Resources department purpose is to...

- Motivate members
- Create member activities and programs
- Oversee Bigs/Littles
- Celebrate member and organization success
- Document member accomplishments & shortcomings and/or issues

The HR department will be maintaining folders on each member. Member folders will be used as one of the evaluation tools when selecting next year’s E-board roster. The following will be documented in the folder:

- Volunteering
- Merits & other random acts of kindness
- Committee project evaluations
- Social media issues
- Demerits

Supplies & Folder/Organization Requirements

- Each member of the Executive Board must maintain an organized folder which will be provided to you.
- Supplies: Dues (includes SGA t-shirt, polo, folder, app and socials) & Composition Notebook. Please see Sheff privately if you have any issues.
 - Vets: \$30
 - Newbies: \$60
 - Optional Windbreaker: \$30



Honors Requirements



The Vet class is an honors level course. With that, it is required to complete the National Association of Student Council leader certification requirements. Completion of the NASC requirements will result in a National Leadership Certification which can be used for future college resumes. You will also receive class credit for all certification requirements and assignments.

Committees

There are 5 standing committees:

- Spirit: focus on sports and school spirit activities
- Public Relations: focus on showing support and appreciation for all staff members
- Service: focus on on-campus and off-campus service for different organizations
- Fundraising: focus on events and activities that raise money for SGA
- School Involvement: focus on school wide involvement and recognition

Some things to remember...

- Chairs oversee projects, however committee members should treat each project like their own
- Soap box will be daily - please make sure you are in your seat & ready for soap box by the late bell.
- Committee chairs need to report dates for the app calendar every Friday.
- Committee need to use and review the Opportunity Board to...
 - Get volunteers needed for projects
 - To volunteer for others’ projects (volunteering will be tracked by HR)
 - All opps must be approved by Sheff prior to publicizing



SGA Handbook Acknowledgement Form

I, _____, understand and agree to abide to the information in this document. I understand that as a member of Cypress Bay SGA, I am held to a higher standard as a leader of Cypress Bay High School. In addition, I understand that failure to meet the requirements, rules and standards within this document will result in one or more of the following consequences:

- Immediate dismissal from SGA and the Executive Board
- SGA probation period (length of time TBD)
- Jeopardy of future acceptance(s) into SGA and the Executive Board
- Class grade lowering

Student Name _____ Period _____

Student Signature _____

Parent Name _____

Parent Phone Number _____ Parent Email _____

Parent Signature _____

Supplies:

_____ Composition Notebook

_____ SGA Dues (Vets: \$30 | Newbies: \$60) *Pay via online E-store at cypressbayhigh.com
Please attach your online receipt to this form*

Optional Jacket - \$30:

_____ Yes, I would like an SGA Windbreaker **Size:** XS S M L XL 2XL 3XL

_____ No, I do not want an SGA Windbreaker

Supplies and Acknowledgement form are due by Period 3+4: Friday, August 25th and Period 6+7: Monday, August 28th