



Executive Board Handbook 19/20

Name _____ Date _____ Period _____

General Information

Class Goals:

- Develop leadership skills
- Become strong student leaders
- Develop & implement activities & events for the student body/staff
- Create unity on campus
- Be active in the community

Grade Breakdown:

Weighted Scale (out of 100%).

Breakdown subject to change.

	V	N
• Committee Work	30%	10%
• Class Participation	40%	40%
• Leadership Lessons	<u>30%</u>	<u>50%</u>
	100%	100%

Class Breakdown:

- Newbie: Period 1 & 5
- Veteran: Period 3 & 7
- **Committees:** Spirit, Service, PR, Fundraising & School Involvement
- **Special Committees:** Homecoming, Lightning Oscars, Dance Marathon & Camp Cypress

Requirements

Being a member of Cypress Bay SGA requires commitment. As a student leader, you must always act as a role for your peers in addition to being an active member of your class and organization. Other requirements include...

Events & Activities:

- 1 Stay-after per semester
- Monthly E-Board meetings
- 1 County meeting per year (Vets only)
- 1 Harvest Drive Day (October/November)
- Lightning Oscars (January)
- Dance Marathon (March)
- Camp Cypress (April)
- Earn at least 10 opp points per semester

Other:

- Curriculum Fee (Vets: \$30/Newbies: \$60)
 - Includes shirt, polo (newbies), folder, app access, socials
 - Optional Windbreaker: \$30
- Participate in 2 of 3 individual fundraisers (Sept - April)
- Obtain 1 SGA Sponsor (\$50 or more) (by Nov.)
- Raise minimum of \$25 for Dance Marathon (by March)
- Always participate in all dress-up days (all day)

Behavioral Standards:

- Adhere to all SBBC/Code of Conduct rules & policies
- Behave in a manner that reflects leadership, responsibility, & maturity in and outside of school
- Demonstrate good citizenship
- Be respectful to all teachers, staff and peers
- 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 includes but are not limited to:
 - Illegal substances
 - Provocative images
 - Evidence of cyber-bullying
 - *Content is not considered appropriate even if blurring, emojis and other altering techniques are used
- Do not participate in any type of cheating and/or plagiarism

Leadership Lessons & Industry Certifications:

- Topics to be covered: goal setting, time management, organization, team dynamics, communication, parliamentary procedure, public speaking, presentations, etc.
- Students will have leadership assignments in addition to their class participation assignments
- SGA students will be taking Microsoft Office industry certifications each year.
 - 1st Year: PowerPoint
 - 2nd Year: Word
 - 3rd Year: Excel
- SGA Vets will also be creating a leadership portfolio to be submitted to the NASC Distinguished Leaders Program (2nd - 4th year)

Organizational Procedures

Daily:

- Attendance/Being on time is important
- By bell: check mailbox, get folder & be seated
- All SGA business must be conducted AFTER soapbox
- When leaving the room, ALWAYS sign out with pass
- Be engaged in daily activities (lesson, committees, etc)

Meetings:

- Must attend all E-board meetings
- 1 County meeting (per year; Vets only)
- Be attentive; no cell phones, talking, etc.
- Always wear your SGA polo

Stay-Afterers:

- Must complete 1 stay-after per semester where you stay afterschool for 1 hour to complete specified SGA tasks
- Must clock in and out using time card
- Sign up for your day via Canvas (first come, first serve)
- Need to switch day? Cancel reservation on Canvas and choose open day. Or switch with another Eboard member.
- Turn in time card during Quarter 2 and 4
- Students can not be in room without adult supervision

Assignments:

- Turn in completed assignments to proper period bin
- Many assignments must be submitted through Canvas
- Whale Passes: "Oops" passes
 - 5 per semester
 - 1 missed Eboard meeting per semester
 - Missed dress up day
 - Missed social media post
 - Late assignments (to get full credit)
 - Turn in to President mailbox
- Grade Issue Forms: Any issue or mistake with your grade? Complete form & place in President's mailbox

Communication:

- Communication #1!
- SGA App is used for most communications between all eboard members
 - Post: Post info on feed for all members
 - Calendar: Pay attention to all important dates
 - Members: Member contact info
 - Messages: DM eboard members are create group chats
- Always allow 1-week notice if you require class participation (place on app calendar & soapbox)

Service Hours:

- Students can earn service hours for any activity they participate in before school, afterschool, weekends, etc.
- To earn hours, student MUST clock in and out using time cards
- Students will transfer time card hours to service hour sheets at the end of Quarter 2 and 4
- Nascimento will sign off on hours and then service hour sheets can be turned into Guidance

Rewards & Consequences

Students are observed daily to recognize demonstrated leadership skills and positive/negative behaviors. An "Eboard Report Card" documents this information and is used as one of the many tools when evaluating each student during the application process the following year. Report cards can be viewed by request.

Rewards:

- Merits:
 - Can be recommended by any member to another for RAK, Above and Beyond, etc.
 - Requires teacher approval
 - Equal to 1% grade increase at end of quarter
- Member of the Month
- Project of the Month
- Officer of the Month

Consequences:

- Demerits:
 - Can be recommended by any member to another for a negative behavior (leaving area messy, poor meeting etiquette, leaving class without permission/pass, etc)
 - Requires teacher approval
 - Equal to 1% grade decrease at end of quarter
- Probation/Dismissal from Class
 - Reasons: reoccurring tardiness/absences, improper use of SGA materials/property, social media issue, etc.
 - While on probation, student prohibited from participating in any SGA activity

Human Resources:

- HR is a special department chosen by the Eboard
- In charge of developing member motivation activities for the Eboard
- Manages the Eboard Report Card
- Manages monthly recognitions
- Oversees Big/Little program