

# ASB STUDENT EXECUTIVE COUNCIL

## GENERAL INFORMATION:

Gunn's Student Executive Council (S.E.C.) is a one-year course. The primary responsibilities of the Officers include communicating with and representing the Student Body, as well as the planning and production of all-school activities. Through this process, we seek to promote citizenship, scholarship, leadership, and human relations. While organizing and promoting various events is the main focus of the class, you will be expected to complete some specific academic assignments as well.

## LEADERSHIP PHILOSOPHY:

Gunn ASB Officers work hard at creating innovative activities and projects, and we want to see the tradition of quality continue. It is important to remember that the "quest for excellence" can also breed a divisive feeling of elitism and exclusiveness. We must always work to include, rather than exclude, as many members of our student body as possible in our activities.

It is always our goal to offer enough different events that all students will have found something that appeals to them personally. To do this, we must work hard to identify and meet the needs of the students we serve. We also need to balance sensitivity to the wishes of our "constituents" (otherwise known as your friend circles) with our responsibility to the whole school and community. There will probably be times when we have to do what we feel is the right thing, despite social consequences.

## ADVISOR ROLE:

Remember, the leadership projects and activities you undertake are **your** responsibility. The ASB Advisors' role is to help you avoid organizational, logistic, and legal problems and to serve as an advocate to the staff and administration. I should not, cannot, and will not be the one responsible for the project or activity; I am here to facilitate your doing that and to hold you accountable for your role as an Officer. For me to be effective, it is expected that all officers keep me informed of projects, plans, and proposals that impact SEC and school activities.

### **Personal Behavior as an ASB Officer:**

Being on SEC carries special responsibility. Because much of your work takes you away from class, there is plenty of opportunity to take advantage of the trust of the Student Activities and Administrative staff during the year. This means...

**Your actions determine the manner in which the students and staff perceive SEC.** ASB officers serve as an example to others, including behavior at activities, events and in class. You will be viewed as a role model and should remember this even outside of class. Misusing your position as a SEC member not only will have personal consequences, but also undermines the credibility of our Leadership program and makes it more difficult for SEC to do their jobs properly.

Much of our success depends on effective communication, so make it a point to see to it that the presentation and content of your communications are as "professional" as possible. Whatever you say or do should offer the best possible representation of you and the Gunn HS student activities program. Although there are some perks, SEC students should not expect special privileges and exceptions from rules that apply to the student body.

## COURSE REQUIREMENTS:

**Required SEC Activities:** The following activities will be assessed participation points for the year, which will be applied to your final grade.

1. **Board Meetings/ Site Council Meetings:** Every SEC class member must attend at least one of each of these meetings per year. The intent is to allow you to observe the process by which the school and district are managed and to provide support for our student representatives. In order to help you avoid procrastination, you are required to attend at least one of these meetings before the end of the first semester.

Mrs. Lisa Hall \* Room P-105/SAO \* 650 / 354-8228 \* [lhall@pausd.org](mailto:lhall@pausd.org) \* Prep periods: A, D, E, F, and G

2. **SEC Activities on Campus:** SEC students are expected to support activities sponsored by SEC on our campus. Support means helping to either setup and/or cleanup for the activity, as determined by the officer in charge of said event. ***Each student is required to earn a set number of activity points for these types of events*** (ex. BTSN, Homecoming, Dances, Turkey Feast, Rallies, etc.), as determined by SEC.

**Officer Responsibilities/ Event Team Work:** Each officer has been elected or appointed to execute a specific job for the school and Student Body and your grade is based on your successful completion of these responsibilities, as well as your contributions to SEC as a whole (discussions, attitude in class and groups, level of participation and attendance at events, etc.) Work on activities, events, and projects will be delegated through Event Teams. Everyone will be expected to experience the joys/frustrations of leading or participating in an event team.

**Table Topics/Impact Projects/ Legacy Portfolio/ Other Leadership Assignments:** We will be building on your leadership skills throughout the year with a variety of activities. You will be expected to update your officer Legacy Portfolio regularly as part of your class grade. Additionally, all SEC members will be participating in the year-long Impact Project. **Late work will be accepted at half-credit.**

### CLASS POLICIES:

**Attendance/ Unexcused Absences:** If you are absent, it is up to you to find out what is to be made up and arrange a time and place to do so. Assignments assigned before you were absent will be due on your return to class. Because of the importance of regular attendance in SEC, **the school attendance policy will be in affect – be sure to read through this policy so you know the consequences.**

**Study periods during SEC:** Everyone gets (2) study periods a semester on campus. You must check in with Mrs. Hall at the start of class and tell her you are taking a study period, otherwise you will be marked absent. A maximum of 5 people will be allowed to take a study period on the same day – first come first served.

**Tardies:** You are expected to be in class on time. If you must be late on SEC business, be sure to clear it with Mrs. Hall in writing (note or email) beforehand. If a teacher or staff member detains you, ask for a note from them including the date and time.

**Missing Academic Classes:** Occasionally, you will find it necessary to ask to be excused early from or arrive late to one of your other classes due to an activity. Missing time in another teacher's class is a privilege, not a right. It is essential that you make prior arrangements with your teacher in either case (you will generally know you are participating in something in advance, so tell you teacher beforehand). You are responsible for any work missed in your other classes as a result of SEC class work.

**Expectations for digital communications:** At this time, personal email, the Facebook Group and Facebook Messenger will be the main forms of communication for class business. We will also be using Trello this year for planning work. You are expected to check all these frequently and respond in a timely manner.

**Grading:** Although everyone starts the year with an “A”, keep in mind that SEC is a real class; just being elected or appointed does not guarantee you an “A” or “B” grade. You must complete all assigned tasks/ job responsibilities if you want to earn a particular grade. Missing required assignments will result in a “No Mark” for the Quarter/ Semester until turned in. Your letter grade will be determined by the following:

- Attendance at SEC sponsored activities
- Officer Responsibilities/ Team Leader Work
- Event Team Member Work
- Various Leadership Projects/ Legacy Binder

I am looking forward to working with you, as you grow in your leadership skills this year. Welcome to SEC!