

WESTMINSTER HIGH SCHOOL

ASB APPLICATION

2019-2020



Our goal as an ASB is to unify our students and staff through activities that build school culture, increase school spirit, and create an environment that is accepting of students from all backgrounds.



WESTMINSTER HIGH SCHOOL

ASSOCIATED STUDENT BODY

Dear ASB Applicants,

Thank you for your interest in WHS Associated Student Body! Being an ASB member is an important job that requires a lot of time, effort, dedication and responsibility. ASB members are enrolled in the Principles of Leadership course, which is a “G” approved elective course. In addition, the class is not only informative and rewarding but also filled with memorable opportunities to have fun while allowing students to be involved in the school and to make decisions that affect every student. ASB members serve for the entire school year, beginning in the preceding summer of that year.

Please read this packet carefully. Failure to comply with the rules and regulations will result in disqualification. Be mindful that you must meet the GPA and attendance requirements. If you have any questions, please see Ms. Karpinski in the Activities Office, or email at kkarpinski@hbuhd.edu. Thank you for being a proactive Lion, and good luck as you embark on this process.

Sincerely,

Ms. Karpinski - Activities Director

ASB Selection Timeline (Executive Board + Class Council - Elected)	Checklist
<p>Monday March 4 - Mandatory Informational Meeting for ALL POSITIONS (elected or appointed) during lunch in room F3. Tuesday March 5 - Applications available for pick up in the Activities Office. Wednesday March 13 - Applications for ALL POSITIONS (elected or appointed) due by 3:00pm in the ASB room. Thursday March 14 - Interview List posted outside of Activities Office at 3pm Friday March 15 - Teacher Recommendations Due (turned in by teacher) Mon-Wed March 18, 19, 20 - Executive Board + Class Council interviews by appointment - Submit campaign plan during interview. Thursday March 21 - Executive Board + Class Council Candidates posted outside of Activities Office at 8am Thursday March 21 - Mandatory meeting for Executive Board + Class Council Candidates at lunch in F3 Monday March 25 - All posters, campaign materials and MANDATORY election video must be submitted on or before 3pm in the Activities Office. Tuesday March 26 - Activities issues revisions - “OK/Approval” of campaign materials Wed-Fri March 27-29 - Campaigning begins at 7am on Wednesday, 3/27 and concludes on Friday, 3/29. ALL campaign materials need to be removed no later than 3pm on Friday, 3/29. Friday March 29 - Election Day. Polls open at 6:30am and close at 3pm. Monday April 1 - Newly elected Executive Board + Class Councils will be announced.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Read the entire packet! <input type="checkbox"/> Decide if you’d like to run for an elected position (Executive Board + Class Council) or interview for an appointed position (Administrative Council). <input type="checkbox"/> Attend the MANDATORY informational meeting on Monday March 4 in room F3. <input type="checkbox"/> Complete the application on pages 6-12 <input type="checkbox"/> Get all the necessary signatures <input type="checkbox"/> Have two of your <u>current teachers</u> fill out a Teacher Evaluation Form. <input type="checkbox"/> Turn in application on or before Wednesday March 13 to the red box in the ASB room (outside Ms. Karpinski’s office).
<p style="text-align: center;">ASB Selection Timeline (Administrative Council - Appointed)</p> <p>Monday March 4 - Mandatory Informational Meeting for ALL POSITIONS (elected or appointed) during lunch in room F3. Tuesday March 5 - Applications available for pick up in the Activities Office. Wednesday March 13 - Applications for ALL POSITIONS (elected or appointed) due by 3:00pm in the ASB room. Friday March 15 - Teacher Recommendations Due (turned in by teacher) Tuesday April 2 - Interview List Posted. Wed April 3 - Friday April 12 - Administrative Council interview by appointment Monday April 22 - Applicants will be notified of results. Tuesday April 23 - 2019-2020 ASB roster will be sent out to all students and staff</p> <p style="text-align: center;">MAKE SURE TO MEET ALL DEADLINES</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Elected Candidates - <i>Monday March 25</i> - All posters, campaign materials and MANDATORY election video must be submitted on or before 3pm in the Activities Office.



HOUSE OF LORDS

EXECUTIVE BOARD (ELECTED POSITIONS)	ADMINISTRATIVE COUNCIL (APPOINTED)**
<p>*Prime Minister:</p> <ul style="list-style-type: none"> • Preside over all meetings of the House of Lords. • Represent the students of Westminster High School as the student body president at off campus events. • Prepare and agenda for all House of Lords meetings. 	<p>Minister of Assemblies</p> <ul style="list-style-type: none"> • Be responsible for organizing all pep rallies and assemblies. • Be inclusive of all student groups and increase participation.
<p>*Chancellor</p> <ul style="list-style-type: none"> • Preside at all meetings in the absence of the Prime Minister. • Perform the duties of the Prime Minister during his/her absence, disabilities, disqualification, or upon the resignation of the Prime Minister. • Plan volunteer events 	<p>Minister of Athletics</p> <ul style="list-style-type: none"> • Work with the Athletic Director to schedule Game of the Week and maintain accurate rosters of in seasons sports • Collaborate to advertise upcoming athletic competitions and report on achievements. • Coordinate with team captains and coaches
<p>*Records</p> <ul style="list-style-type: none"> • Record and keep a file of all proceedings of the House of Lords • Keep a file of the policies established by the House of Lords. • Handle and keep a file of all correspondence of the Associated Students. 	<p>Minister of Clubs</p> <ul style="list-style-type: none"> • Keep an accurate file of all active clubs on campus. • Supervise all fundraising done by clubs • Assist in coordination of Club Rush
<p>*Exchequer</p> <ul style="list-style-type: none"> • Compose a block motion at least twice a week to be approved by the House of Lords. • Send out financial statements to all club and activity advisors. • Provide reports of financial standings to the House of Lords monthly. 	<p>Minister of Education</p> <ul style="list-style-type: none"> • Responsible for recognizing outstanding student achievement • Motivate academic excellence • Liason for Administration and the student body
CLASS COUNCIL (ELECTED POSITIONS)	
<p>Class Presidents</p> <ul style="list-style-type: none"> • Relay information between House of Lords and class committee. • Lead class committee meetings at least once a month with supervision by the class advisor. • Hold events (i.e. fundraisers or bondings) that directly benefit the class. • Work in any capacity as appointed by the Prime Minister. 	<p>Minister of Events</p> <ul style="list-style-type: none"> • Create and present dance proposals • Establishes budget for dances • Coordinate all dances • Organize spirit weeks
<p>Class Vice Presidents</p> <ul style="list-style-type: none"> • Work in any capacity as appointed by the class president. • Assist the president in class committee duties. • Perform the duties of the President in his/her absence. 	<p>Minister of Publicity</p> <ul style="list-style-type: none"> • Design flyers upon request • Ensure availability of supplies • Create new ways to reach the student body
	<p>Minister of School Culture</p> <ul style="list-style-type: none"> • Help recognize non-sport programs (band, cheer, FFA, etc.) • Thank you cards for people who help ASB • Teacher of the Month
	<p>Minister of Technology</p> <ul style="list-style-type: none"> • Document all events • Make promotional videos for student body related events • Be in charge of WHS social media

*Must have one year of experience in ASB.

**This is not a comprehensive list of all of your duties as Minister, just an overview for your reference.



QUALIFICATIONS & EXPECTATIONS

- **Each ASB member must be an active member of Westminster High School at the time of candidacy and tenure of office.**
- **Prior to the election/appointments, all ASB candidates MUST BE eligible to participate in co-curricular activities:**
 - o The student received satisfactory or above marks in citizenship and work habits in all course work at the completion of the most recent grading period.
 - o All students in ASB are required to maintain a “C” or better in ALL classes and maintain a 2.0 GPA with no more than one ‘D’ and no F’s at any point at the completion of the most recent grading period. The candidate must maintain a minimum 2.0 GPA if elected/appointed to office.
 - o Student maintains a satisfactory attendance record with no excessive tardies and/or absences.
 - o Student has had no history of discipline violations (no more than 10 hours of detention/Saturday School AND/OR has not been suspended at any point in high school.)
 - o Attend an ASB Leadership Retreat in the summer (dates TBD).
- **Activities Director and/or Administration reserve the right to remove elected or appointed members from their positions if they fail to maintain the qualifications of their job.**

CAMPAIGN REQUIREMENTS

Election Requirements:

1. Must pass the application and interview process first.
2. Completed application turned in ON, or BEFORE, the deadline. **No late applications accepted whatsoever.**
3. 2.0 cumulative, unweighted high school GPA
4. Appropriate discipline and attendance records
5. You must record and election video, minimum of 30 seconds and maximum of 45 seconds. Election videos will be posted on the school website and social media.

Campaign Posters & Strategy:

1. Candidates must submit a campaign plan to the Activities Director during their scheduled interview. **What is your campaign about? Do you have a slogan?**
2. All election materials MUST be approved by the Activities Director. Posting unapproved posters on campus will result in a disqualification for the candidate.
3. Poster Regulations
 - a. You are only allowed **2** posters that are to be posted on the Main Hallway of WHS.
 - b. Size - not to exceed 22”x 28”
4. No distribution of FOOD, STICKERS or any GIFTS are allowed on campus as part of your campaign. Failure to comply with this regulation will result in disqualification of the candidate.
5. Candidates must campaign as a single candidate; No party tickets are allowed.
6. No ASB materials are allowed in any campaign.
7. Blue painter’s tape only for all posted materials (no stickers!).
8. NO flyers allowed.
9. All campaign material (printed or spoken) must be positive in nature, tone, and presentation. All candidates must remain focused on their campaign only and may not use negative personal attacks against an opponent, including but not limited to covering or removing other candidates’ posters or flyers.
10. Campaign materials may go up starting at 7:00am on Wednesday of election week.
11. **All materials must be removed by 3:00pm on Friday of election week.**
12. Results of elections will be announced on Monday April 1.



LEADERSHIP VIDEO

MANDATORY ELECTION VIDEO

Executive Board + Class Councils (Elected) Only

Each applicant MUST turn in a 30-45 second ELECTION video. This video will be seen during elections on the school website and on social media.

The following criteria must be met:

- 30 seconds minimum
- 45 seconds maximum
- Must be entirely school appropriate
- You MUST have a portion in your video where you say or show, "Vote for..."
- Creative freedom is yours (see guidelines below)

OPTIONAL LEADERSHIP VIDEO

Administrative Council (Appointed) Only

Each applicant has the option to turn in a 30-45 second LEADERSHIP video.

If you choose to make the video, the following criteria must be met:

- 30 seconds minimum
- 45 seconds maximum
- Must be entirely school appropriate
- Creative freedom is yours (see guidelines below)
 - Introduce yourself?
 - How can you connect yourself to leadership?
 - What position are you applying for?
 - Are you involved at WHS?
 - What do you want to showcase about yourself through this video?
 - Think outside the "box", what makes you a good candidate for ASB?

VIDEO GUIDELINES

NO PERSON, OTHER THAN YOURSELF, MAY APPEAR IN YOUR VIDEO.

- NO sexual innuendos
- NO non-dress code attire
- NO ethnic humor
- NO gang related behavior
- NO bodily function humor
- NO violence, real or inferred
- NO being hit with objects thrown or held
- NO profanity
- NO singing/rapping
- Must portray school appropriate behavior!

****IF YOU VIOLATE ANY OF THESE GUIDELINES, YOUR VIDEO WILL NOT BE SHOWN!**

****Videos can be emailed to Ms. Karpinski - kkarpinski@hbuhd.edu**



WESTMINSTER HIGH SCHOOL

ASB Application 2019-2020

Only completed, accurate applications will be accepted. No late applications, no excuses. Complete the application in PEN/INK ONLY.

Must be received in the ASB Room (G1) by **Wednesday March 13th at 3:00pm.**

There will be a red box for you to drop your application in outside of Ms. Karpinski's office.

Name:	Grade:	ID #:
Address:	City:	Zip:
Phone Number:	Student Email:	

CANDIDATE BIOGRAPHY ESSAY

Please respond to the below questions in paragraph form to the best of your ability. Each response should be typed and approximately ½ to a full page. In total, your essay should be no more than 5 pages. Here are your questions;

1. Introduce yourself and explain why you would want to be on ASB next year.
2. What does leadership mean to you and what experiences have you had that exhibit those leadership qualities. If you have never been in a leadership role, please discuss the impact those qualities have had on you.
3. If elected/appointed, how would you use the ASB platform to improve on or change one aspect of Westminster High School. Please be specific and reasonable in your analysis.
4. What do you think is one problem/issue that we have on our campus and how do you, pending your election/appointment, propose to address it as a member of ASB next school year.
5. Please describe in detail the academic, athletic, artistic, extracurricular, personal vacations and professional working experiences that you can foresee for the next *ASB year (June 2019 to June 2020)*.

Note: Your essay will be reviewed by Ms. Karpinski, members of the Administration, and some WHS teachers as preparation for your candidate interview.

****Staple your typed essay at the end of your application packet.****



DECLARATION OF CANDIDACY

Note: This form must be completed and turned in with your application. Circle the box that applies for your candidacy. Failure to do so will result in the Applicant not being allowed to run for this election/be appointed to office.

ASB Executive Board Elected Positions:

- Prime Minister • Chancellor • Records • Exchequer

ASB Class Council Elected Positions:

- Senior Class President • Junior Class President • Sophomore Class President
- Senior Class Vice President • Junior Class Vice President • Sophomore Class Vice President

ASB Administrative Council Appointed Positions

• I am seeking one of the positions below

*During the appointment process, it is possible that while you may be going for a specific position, you might be offered to take the role of another position on the Administrative Council.

Minister of Assemblies	Minister of Education
Minister of Athletics	Minister of Publicity
Minister of Clubs	Minister of School Culture
Minister of Dances	Minister of Technology

Current Grades

Per	Subject	Present Grade	Citizenship	Work Habits	Teacher Name	Teacher Signature
0						
1						
2						
3						
4						
5						
6						
7						

I, _____, hereby declare my intent to run for the office of _____ and promise to abide by the rules and regulations relative to student conduct as established by the Huntington Beach Unified High School District. I affirm that I have a GPA of at least 2.0 for the last semester prior to the elections, I have no "U's" in citizenship for any class, and I have no F's in any class in the semester prior to elections nor do I have more than one D. I also certify that I have never been suspended from school.

Student Signature

hbuhsd email account

Current Grade Level

Date



ACADEMIC ELIGIBILITY

I, _____ am running for the position of _____. Please verify by signing below that I have a GPA of at least 2.0 in the previous semester, no 'U's' in citizenship in the previous semester, no 'F's' in the previous semester, and no more than one 'D' in a class the previous semester. Please also verify that I have not been suspended from school. Also, please confirm that I have not had an excessive amount of attendance issues as well as having a minimal discipline record that includes no more than 10 hours of detention/Saturday School during the current school term.

Thank you.

Sincerely,
Above candidate

The following signatures are MANDATORY:

Student Services/Discipline - See Supervision Office (Ms. Marsh)

Signature:	Discipline Concerns (If any)
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GPA Verification – See Registrar (Ms. Hartley)

Signature:	GPA
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**Please attach your transcript. You can print an unofficial transcript from Aeries.

Attendance - See Attendance Office (Ms. Reid)

Signature:	Truancy #:	Tardy #:
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Any comments you would like to make:



Dear Parent/Guardian:

Your son/daughter is applying for a position with Westminster High School's Associated Student Body. If elected/appointed to a position within the student government, he/she will be working hard to plan and to put on numerous student body activities throughout the upcoming year, which will require before and after school hours participation as well as summer participation.

While it is an honor to be part of his/her school's ASB, your son/daughter will need to put in a tremendous amount of time. Due to the amount of time and costs associated with being a part of ASB, we require parental approval.

Upon signing this form, you are acknowledging that you have read this entire packet and that you understand the time commitment and costs that are necessary for your son/daughter to apply for a position with WHS ASB. There will be a mandatory parent meeting in June (date and time TBD). The meeting is required to remain a member of WHS ASB for 2019-20.

Estimated Costs:

ASB Summer Leadership Retreat and/or Camp	Approx. \$100-300
Lion Spirit Apparel	Approx. \$40
ASB Card (due at registration)	\$40
ASB Banquet	Approx. \$30

***Fundraising will be available in lieu of a portion or all of these costs.**

Applicant Signature _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent Contact Information

Name _____ Relation: _____

Best contact telephone number: _____

Email address: _____

Are you willing to help throughout the year? _____



STUDENT-PARENT CONTRACT

Prospective Candidates for Westminster ASB Parent and Student ASB Criteria Contract

Before a student can run or apply for an ASB position, he or she must demonstrate an active willingness to perform many of the duties that will be required next year. Below is a list of criteria upon which the students will be judged. All of the criteria is based on the California Association of Student Leaders' Leadership and Student Activities Standards Manual.

ASB Eligibility Criteria:

- Turn in all necessary paperwork by respective due date (see election calendars)
- Public Speaking (Leadership Video) - MANDATORY for elected candidates, OPTIONAL for appointed positions
- Teacher Recommendations
- Candidate Interview

Next year's ASB has room for 20-25 students. Please keep in mind that being a member of Westminster's ASB requires an immense commitment, physically, emotionally, and intellectually. *It is not uncommon for ASB students to spend 10-15 hours a week outside of the school day organizing, planning and managing various events over the course of a school year.* We recommend that only those students who are 100% committed to making Westminster the best possible place to attend school apply. Please discuss this packet with your family prior to turning it in on its due date. Also, know that if you are not chosen to be a member of ASB, there are excellent opportunities for students to get involved as members of various other organizations.

We greatly appreciate your energy and efforts in the selection process. If you have any questions, please contact me directly by phone at (714) 893-1381 x4634 or via email at kkarpinski@hbuhsd.edu.

Thank you,
Ms. Karpinski

<p style="text-align: center;">Parent's Statement</p> <p>"I understand that my son/daughter is applying for an ASB position. I have read and understand the criteria by which the ASB students are selected. I understand this requires total commitment and dedication, as well as a lot of extra time and energy. My signature acknowledges that I am willing to adhere to the criteria and that I will support whatever is necessary to see that these responsibilities are met."</p> <p>Parent Signature:</p>	<p style="text-align: center;">Assistant Principal (Student Services)</p> <p>"I certify that the above named student has had a satisfactory or outstanding citizenship record during this school year."</p> <p>Assistant Principal Signature:</p>
<p style="text-align: center;">Student's Statement</p> <p>"I have read and understand the criteria by which the ASB students are selected. My signature acknowledges that I am willing to adhere to the criteria and If I am elected or appointed into office, I promise to fulfill my duties as an officer to the best of my ability. I will also do my best to support and uphold the concepts stated in the ASB Constitution."</p> <p>Student's Signature:</p>	<p style="text-align: center;">Activities Director Statement</p> <p>"I certify this student introduced himself/herself to me prior to the packet due date."</p> <p>Activities Director's Signature:</p>



WESTMINSTER HIGH SCHOOL

ASB Code of Conduct

Being a good leader means being responsible and effective. As a Leadership student I understand that I am expected to abide by the following requirements and expectations.

1. All students in ASB are required to maintain a "C" or better in ALL classes and maintain a 2.0 GPA with no more than one 'D' and no F's throughout the school year. If I earn less than a 2.0 GPA or receive more than one D or any F's in any semester, I understand that I can be dismissed from office. Failure to meet this requirement may result in PROBATION the following quarter and then removal from office if the requirements are not met at the end of the probationary period.
2. I understand that I will be asked to submit a record of my progress at all grading periods.
3. I will remember that I am a representative of Westminster High School, the students, faculty, and staff. I will behave in such a way as to bring respect to that position, to my school, and to myself.
4. I will follow the rules established in the school handbook and in each of the classes of which I am a member.
5. I will share equally in all duties of this class which include attending class activities, being an ambassador for new students, participating in spirit day functions, and being a positive influence on and off campus.
6. I will attend school and class unless I have an excused absence.
7. If I have specific responsibilities and have no other choice than to be absent, I will find someone to take my place and let the advisor know as soon as possible.
8. I understand that with the freedom this class often allows: walking the halls, leaving a class early or showing up late because of ASB activities, using the phone, handling and spending money, etc. comes with great responsibility. I will not abuse these freedoms.
9. I will be open and honest with my advisor in all matters. If something is bothering me, I will go directly to the advisor rather than "cause waves" within the class.
10. I will do my best to meet new individuals on campus and broaden my friendships so that I can truly represent the student body.
11. I understand that I am a leader on campus and will be held to a higher standard of accountability than a regular student. My position makes me more visible and thus more responsible.
12. Failure to conduct myself accordingly as related to the above items may result in my removal from ASB.
13. Complaints about my conduct from members of the faculty and staff or members of the student body may result in my removal from ASB.
14. Any involvement in insubordination, intimidation, confrontations (fighting), dring, drug abuse, smoking or stealing may be grounds for my immediate removal from ASB.
15. Any involvement in insubordination, intimidation, confrontations, negative attitude/behavior over the Internet, social media, etc. may be grounds for my immediate removal from ASB.

Candidate

I, _____ (Print Name), understand the requirements and expectations listed within the Code of Conduct. I further understand that my active and consistent involvement/attendance is crucial to my personal success as well as the success of the group as a whole. In addition, as a role model and leader, I understand that I am expected to know and abide by all school rules as outlined in the Westminster High School Student Handbook. **I also understand that ASB is a year-long commitment and requires many hours of mandatory hard work outside of the classroom and that my grade in ASB will be partially dependent upon my participation outside of class.**

X _____
(Student Signature)

Date _____

Parent/Guardian

I, _____ (Print Name), understand the requirements and expectations listed within the Code of Conduct. **I also understand that ASB is a year long commitment and requires many hours of mandatory hard work outside of the classroom and that my student's grade in ASB will be partially dependent upon his/her participation outside of class.** I support my student in his/her decision to be a part of the Leadership/ASB class. If my student is elected/appointed, I will continue to support his/her endeavors with ASB.

X _____
(Parent/Guardian Signature)

Date _____



Please read and initial each line; your initial indicates you have read and understand the expectations of a WHS ASB Member.

As a member of Westminster High School's ASB, I promise to:

1. Show dedication and responsibility

- I will attend ALL required ASB meetings/events
- In the rare event I have to be absent, I will get prior approval from Ms. Karpinski.
- I will do my part in all ASB related activities.
- I will actively find answers to any ASB related questions.
- I will regularly keep in contact with the student body throughout the year.

2. Show respect

- I will deal with people and situations in a way that reflects positively on WHS.
- I will set a good example with my behavior—*in and out of school.*
(A Leader all the time! This includes social media!!!)
- I will actively stand up against any type of bullying on campus and social media.

3. Show enthusiasm

- I will display a positive and spirited attitude toward our school.
- I will help all students see what a great place Westminster High School is.

Westminster High School's ASB Academic Honesty Policy

ASB Members are expected to read, understand, and abide by Westminster High School's Academic Honesty policy. Committing acts of academic dishonesty, aiding others in acts of academic dishonesty, or failure to notify staff of any observations of acts of academic dishonesty will result in immediate review and may lead to removal from ASB.

Westminster High School's ASB Drug, Alcohol, and Tobacco Policy

Each selected member of Westminster High School's ASB understands that the following policy exists. Any inappropriate behavior—including but not exclusively limited to possession of drugs, drug paraphernalia, alcohol, or tobacco; or use of drugs, alcohol, or tobacco—that comes to the attention of the Activities Director or Assistant Principal will result in an immediate review of said behavior and *may* lead to removal from ASB.

As a Westminster High School ASB Member, I have read and understand the school rules and the consequences if I choose to violate them. I am aware that failure to adhere to these guidelines may result in my dismissal as an ASB Member.

Student Signature: _____

Date: _____



TEACHER EVALUATION

ASB Candidate

CONFIDENTIAL

Dear Teacher,

It is important that you have an opportunity to help in the ASB evaluative process of candidates for office. Often there are areas of a student’s citizenship that need to be addressed. Unfortunately, the normal application process does not allow for the information listed below. Your completion of this information will play an important role in the selection process and will be kept confidential. *Please feel free to leave any additional comments on the back.*

Please return to Kourtney Karpinski’s mailbox by Friday March 15. Thank you for your help!

Kourtney Karpinski
Activities Director

Candidate’s Name

Teacher’s Name

Scoring: 1 = Below Average; 3 = Average; 5 = Above Average

	<u>Score</u>
1. Student’s ability to communicate with other students and/or instructor	_____
2. Student’s attentiveness and participation in class i.e. alert, attentive to classroom learning experiences, not working on homework from another class, etc.	_____
3. Student’s responsibility i.e. course work completed on time, books or materials brought to class, student comes prepared	_____
4. Student’s attendance record (also truancies, tardies)	_____
5. Quality of the student’s work – does the student complete work as assigned or use class time wisely? (Does student work to get it done – or work to learn the material)	_____
6. Student is self-motivated	_____
7. Student’s willingness to take leadership role i.e. help other classmates when applicable or when in a group does student take a positive leadership role	_____
8. Student’s general attitude is positive	_____
9. Student would represent our school well	_____
10. Would you recommend this student?	Yes /No



TEACHER EVALUATION

ASB Candidate

CONFIDENTIAL

Dear Teacher,

It is important that you have an opportunity to help in the ASB evaluative process of candidates for office. Often there are areas of a student’s citizenship that need to be addressed. Unfortunately, the normal application process does not allow for the information listed below. Your completion of this information will play an important role in the selection process and will be kept confidential. *Please feel free to leave any additional comments on the back.*

Please return to Kourtney Karpinski’s mailbox by Friday March 15. Thank you for your help!

Kourtney Karpinski
Activities Director

Candidate’s Name

Teacher’s Name

Scoring: 1 = Below Average; 3 = Average; 5 = Above Average

	<u>Score</u>
1. Student’s ability to communicate with other students and/or instructor	_____
2. Student’s attentiveness and participation in class i.e. alert, attentive to classroom learning experiences, not working on homework from another class, etc.	_____
3. Student’s responsibility i.e. course work completed on time, books or materials brought to class, student comes prepared	_____
4. Student’s attendance record (also truancies, tardies)	_____
5. Quality of the student’s work – does the student complete work as assigned or use class time wisely? (Does student work to get it done – or work to learn the material)	_____
6. Student is self-motivated	_____
7. Student’s willingness to take leadership role i.e. help other classmates when applicable or when in a group does student take a positive leadership role	_____
8. Student’s general attitude is positive	_____
9. Student would represent our school well	_____
10. Would you recommend this student?	Yes /No