

## **Manzano High School**

### **Student Senate**

Jessica Carr

559-2200 ext. 23216

jessica.carr@aps.edu

### Class Syllabus

Student Leadership/Government I, II, III, IV

Meeting Times in Senate Room:

★ *OPEN (Mon) 7:50-8:30*

★ *Officers (Tues) 7:40am-8:30 am*

★ *Senators (Weds-Fri) 7:40am-8:30 am*

★ *Google Classroom Code: 4o56o2mm*

<https://classroom.google.com/c/NzY5MTU2ODY2MDE2?cjc=4o56o2mm>

★ *Remind Code: text @2bd6f88 to the number 81010*

#### ***Motto:***

Where excellence reigns and pride roars.

#### ***Vision:***

Manzano will be an exemplary high school where every student is a model of excellence, leadership, and service.

#### ***Mission:***

Manzano High School is dedicated to an inclusive college-bound and career-ready culture. We are socially responsible, globally-minded individuals who embrace integrity, diversity, and achievement for all students.

**CURRICULAR STATEMENT:** Student Government, the focal point for the student activity program, is a duly credited class. Members earn ½ credit per semester. The course is mainly restricted to elected and selected student leaders (Senators) and shall be guided by the Activities Director. This Student Government Class shall be considered an elective course and may not be taken in lieu of any required class. The class will combine classroom instruction with leadership practice in the school and community.

**CLASS OBJECTIVE:** To train student leaders in various aspects of leadership and provide regular class time for the performance of tasks. Specific areas of instruction include:

- Proper completion and evaluation of assigned duties
- Learning and performing the duties of the office/committee for which you were elected/selected
- Actively participating in decision-making and problem-solving
- Developing skills in delegation, personal organization, and public speaking
- Fostering relationships with the public, MHS administration, staff, and student body
- Utilizing teamwork and group process
- Learning to evaluate progress in terms of set goals.
- Enhance camaraderie with student leaders of other schools is encouraged through participation in student leadership conferences within APS and at the district and state levels.

**Areas of Responsibility of Student Senators:**

1. To aid in setting citizenship standards.
2. To develop and promote school pride, spirit, and morale.
3. To encourage service to the school and the community.
4. To sponsor social and recreational activities for the student body.
5. To promote school/community relations.
6. To promote care of buildings and equipment.
7. To foster good student-student and student/staff relations.
8. To beautify the school environment.
9. To foster camaraderie within the Student Senate Class as well as with student leaders throughout the city and state.
10. To develop a sensitivity to and awareness of the needs and problems of others.
11. To fundraise as necessary to financially accommodate set goals.
12. To set a high example of good sportsmanship.

**GRADING SYSTEM:** Each event, assignment, or activity will be assigned points based on the number of hours required to complete the project as indicated on the six-week grading sheet.

**PARTICIPATION:** Every Senator will be evaluated on his/her individual participation in standing committees and special committees/projects and participation in the performance of the office elected/selected. Evaluations will be by the Activities Director, committee chairperson/class president and the class sponsor.

ASSIGNMENTS: Fulfilling obligations for assigned committees/projects/class assignments to include (but not limited to) the following each six weeks:

- Snack bars: Work as required (will vary according to class)
- Community service
- Banners: Two per six weeks
- Committee projects
- Athletics: Attend two sporting events
- Fine Arts: Attend one fine arts event
- Purple Fridays: Wear purple five out of six Fridays (each 6 week period)
- Class projects: Homecoming, Winter Ball, Prom, benefit dances, car washes, working state fair, help with hosting Central District etc. (Projects will vary per six weeks)

ATTENDANCE: Attendance will be taken at every Senate class/function. Class presidents will take attendance every morning during Senate class time to be verified by the Activities Director. **Arriving 5 minutes late to class will constitute an absence.** Sign-in sheets will be available at all functions. Senators will be responsible for signing in as well as signing out. Senators will be given a semester grade based on class attendance not to weigh more than 20% of the semester grade. **More than 3 unexcused absences and/or tardies combined (per 6 weeks period) will result in removal from Senate.** **Attendance is critical for all of you classes.**

CELL PHONE POLICY: These devices shall be **kept out of sight and silenced or powered off** during class unless otherwise permitted by Ms. Carr.

TREAT SENATE LIKE A JOB: Senators will need to treat this class as a job. You need to come prepared to work and follow guidance from your immediate supervisors. Any persons not fulfilling their responsibilities as a senator and/or officer will be subject to a write-up and/or withdrawn from the class.

MAKE-UP WORK: It is the responsibility of any Senator who is unable to fulfill any of his/her obligations (committee/project work, community service, etc.) to contact the Activities Director for a make-up assignment. **Lunch bars and snack breaks must be completed per six-week period. Substituting another assignment for working snack bar/break will not be allowed.**

SENATE SNACK BAR WORK: Each Senator is responsible for signing up for 4 lunch bars per 6 weeks. The sign up sheets will be posted in the activities office. Please write all dates down that you have signed up to work. Each student who works that lunch bar will receive a slice of free pizza when working. Eating during the lunch bar is not allowed while working the bar.

**STUDENT CONDUCT:** Each student is responsible for their own personal conduct when representing Student Senate. It is the expectation that **ALL SENATE follow the Manzano HS Student Handbook**. It is the expectation that Student Senate members be role models in any event they are apart of. If a Senate member is not following the moral and behavior expectations, it is up to the discretion of Ms. Carr to remove that student from Senate and not be awarded the ½ credit for any behaviors that do not support the mission of Senate.

How to Letter in Senate:

A. Point System

- a. To earn a letter, each senator must earn a total of 100 points\*. Opportunities for points are as follows:

\*For the first year this point system is in operation, it may be altered to solve any issues that arise during its experimentation (by vote of Senate).

Attended 90% or more of zero hour classes..... 10

Attended 90% or more of class meetings..... 10

Attended 90% or more of Senate events ..... 10

Attend Additional school events (sporting, clubs, academic, etc.)\*... 2

\*As an official Senate representation working to complete the goal(s) as set by officers or the activities director

Attended Summer Workshop ..... 5

Attended 3 of 4 Central District Conferences ..... 10

Attended State Conference ..... 5

Successfully complete at least 6 committee projects ..... 10

Each additional committee project ..... 3

Successfully complete at least 4 community service projects ..... 10

Each additional community service project ..... 3

Participate in all required class events ..... 10

Hold a class officer position ..... 5

Hold a student body officer position..... 7

Being the mascot (per event)..... 2

School Involvement\* ..... 5

\*If you are involved in another group, you must be in good standing with both groups to earn the points.

I understand that by signing this document, I agree to the above-mentioned requirements and expectations.

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardians Signature: \_\_\_\_\_ Date: \_\_\_\_\_