Student Council Handbook

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Section 1: Course Description and Application Information

Eagle Ridge Academy Student Council

Student Council meets as an elective class during the school day. We will meet as a year-long class, and you will earn 0.5 elective credits per semester.

Course Objectives:

1. Promote student leadership through the development of strong skills in communication, creative problem solving, and critical thinking
2. Actively encourage and vigorously support individual and collective involvement of the student body in school culture and extracurricular activities
3. Establish and maintain positive working relationships with the administration, faculty, parents, and the community at large on behalf of the students of Eagle Ridge Academy
4. Develop real-world/business skills such as fundraising and budgeting
5. Establish a strong sense of commitment to public service

Instructions for Application to Student Council/Leadership Class:

1. Review the Student Council Code of Conduct. You and your parent/guardian will be required to sign the Code of Conduct upon admittance to the class.
2. Fill out the “Application for Student Council” form.
3. Read and sign the “Personal Commitment Statement,” and have your parent/guardian read and sign it as well. This tells us that you are willing to take the time required to be a part of student council.
4. Fill the “student name,” “teacher name,” and “class” lines of all three “Recommendation for Student Council” forms.
5. Give a copy of the “Recommendation for Student Council” form to three different teachers. Then have each teacher initial and date the back side of your “Application for Student Council” form. This is to help you out in case one of your forms does not end up getting turned in. DO NOT COLLECT THE RECOMMENDATION FORM FROM YOUR TEACHER.
6. Make sure both sides of the “Application for Student Council” form are filled in, then return that form and the “Personal Commitment Statement” to Ms. Willson or the front office.
7. Interviews are required for all new applicants.

*The Friday before Homecoming is Homecoming set-up from 4:30-11:00 PM. This is the only REQUIRED event for the school year, and Student Council representatives are expected to be there. Missing this set-up will negatively affect a member’s grade.

Section 2: Code of Conduct

Eagle Ridge Academy Student Council Code of Conduct

Your membership in the Student Council of Eagle Ridge Academy is a commitment to improving the school community and representing the student body you have been selected to serve. Your position on Eagle Ridge Academy's Student Council is an exciting honor and an important responsibility. Student leaders have high expectations, and each representative is held accountable both inside and outside of school. Due to your leadership role within the school, you will be expected to abide by the ERA Student Council Code of Conduct.

As a member of the Eagle Ridge Academy Student Council, I accept my role as a leader in my school. I will represent Eagle Ridge Academy in a positive manner. I understand that my actions at home, at school, and in the community affect the reputation of Eagle Ridge Academy Student Council.

ERA Student Council Expectations:

- I represent ERA Student Council, Eagle Ridge Academy, and the Brighton 27J school district at all times, both inside and outside of class.
- I will maintain academic integrity.
- I will forego alcohol, drugs, tobacco and vape products, and avoid places or activities that would raise questions as to my character.
- I will maintain an appropriate and positive social media presence on all platforms.
- I will avoid participation in, and actively discourage, any conversations which belittle or degrade others.
- I will not participate in bullying, fighting, or violence of any kind.
- I will provide support for all council activities through my conduct inside and outside of class.

I, _____, understand that as a Student Council representative, I am responsible to my fellow representatives, and to the ERA student body and community, to present myself in a manner that conveys my leadership position. I am making the commitment to act as a leader and role model in my school.

I acknowledge that my failure to meet any of the expectations outlined in this Student Council Code of Conduct will result in disciplinary action and may result in my removal from Eagle Ridge Academy's Student Council program at the discretion of the advisor and/or administration.

_____ _____

Representative's Signature *Date*

_____ _____

Parent/Guardian Signature *Date*

Section 3: Lettering Requirements

Eagle Ridge Academy
Student Council
Lettering Requirements

Student Council lettering is a way to honor those students dedicated to positively impacting their school through multiple avenues.

Requirements:

- ❏ Participate as an active member in Student Council and be enrolled in the course for both semesters of the 2026-2027 school year
- ❏ Meet grade-level or advanced benchmarks for each Leadership Standard as outlined in your Leadership Portfolio
- ❏ Meet additional requirements for select standards as outlined in this form
- ❏ Maintain academic eligibility (first semester grades and in-progress grades as of 5/12/27)
- ❏ Submit all paperwork with appropriate signatures and documentation

All lettering paperwork must be submitted to Ms. Willson by Wednesday, May 12, 2027. Missing this deadline will result in ineligibility for lettering.

Service Requirement

- ❏ Complete 30+ hours of school and/or community service and complete your reflection. Attach a copy of your completed service form with appropriate signatures.

Standard 1: Communication

- ❏ Meet advanced benchmark

Standard 2: Organization, Planning, and Managerial Skills

- ❏ Meet advanced benchmark

Standard 3: Goal Setting and Evaluation

- ❏ Meet advanced benchmark, semester 1 and semester 2

Standard 4: Group Process and Decision-Making

- ❏ Meet advanced benchmark

Standard 5: Citizenship

- ❏ Meet advanced benchmark

Standard 6: Spirit and Sportsmanship

- ❏ Meet advanced benchmark
- ❏ Participate in at least 80% of Student Council-sponsored spirit days
- ❏ Attend at least 5 school events for sports and clubs outside of Student Council or other clubs in which you participate. For example, fall sports games, spring sports games, the musical, improv shows, Fall Fest, NHS Study Party, the talent show, etc. Collect signatures from an ERA staff member on duty to verify attendance.

Date	Event	Staff Signature

- ❏ Actively attend and participate in at least 5 Student Council events outside of the school day. For example, Homecoming, Prom, Peach Fuzz, trivia night, etc. You must help with setup, attend the event, and help with cleanup to qualify for lettering credit.

Date	Event	Advisor Signature

Standard 7: Diversity, Belonging, and Issues Awareness

- ❏ Meet advanced benchmark

Standard 8: Leadership Development

- ❏ Meet advanced benchmark
- ❏ Attend a leadership development conference or seminar outside of school. For example, CHSAA Summer Conference, CHSAA Fall Conference, TedX Boulder or Denver, or other pre-approved event. Provide documentation of attendance.

Date	Event	Advisor Signature

Section 4: Awards

Eagle Ridge Academy
Student Council Awards

I. Paper Plate Awards: Awarded to each Student Council representative by the Awards Banquet Team highlighting the unique contributions and characteristics of our council members.
II. White Honor Cords: Awarded to graduating seniors who have served their school as representatives in Student Council for at least one year.
III. Red and White Honor Cords: Awarded to graduating seniors who have served their council in an elected officer position.
IV. ERA Varsity Letter: Awarded to Student Council representatives who have met advanced requirements in all eight leadership standards, as well as additional leadership, spirit, and service requirements as outlined in the ERA Student Council Lettering Requirements paperwork and verified by staff and/or advisor signature.
V. Senior Award: Presented to the senior who has displayed constant development of positive council and school culture throughout his or her high school experience.
VI. Advisor Award: Awarded by the Student Council Advisor to one underclassman and one upperclassman who have demonstrated consistent commitment to ERA's student council.
VII. President's Award: Awarded by the Student Council President recognizing the representative who has demonstrated excellence in student leadership through council and campus involvement. These students have exhibited integrity, collaboration, and intellectual, emotional, and social growth.
VIII. Special thanks to families
    A. Special thanks from Ms. Willson and Student Council

Section 5: Constitution

The Constitution of the Eagle Ridge Academy Student Council

Created: September 2010

Last Revised: December 2024

Last Reviewed: March 2025



Preamble

We, the students of Eagle Ridge Academy, in order to foster friendly relations among pupils, faculty, and community, to create group unity and develop school devotion, and to further the mission of Eagle Ridge Academy by helping to develop students who exhibit exemplary citizenship by being culturally literate, prepared for college, and virtuous in character, and to be of the greatest service in our school, do organize ourselves under the following constitution.

It is the mission of Eagle Ridge Academy's Student Council to promote school spirit and pride, serve the student body through the planning of events, set the example for behavior, foster an environment of positivity and acceptance in the school, and inspire students to voice their opinions.

Article I: Name and Purpose

Section I

The name of this organization shall be Eagle Ridge Academy Student Council. This organization will be composed of the following two bodies:

A. Executive Board -- This includes the elected officer positions of President, Vice President, Secretary, Historian, and Publicist; the appointed position of CHSAA State Representatives; and the advisor(s).
B. Representatives -- This includes students who have applied, met all requirements stated in Article III, and have been approved by the advisor(s) of Student Council.

Section II

The purpose of this organization shall be to provide an orderly means by which the members of this student body may participate in governing themselves, implementing and coordinating their activities and organizations, and developing leadership skills.

Article II: Membership

Section I

Officers elected by the Student body shall include the following:

- ❖ President
- ❖ Vice President

Officers elected by the Student Council shall include the following:

- ❖ Secretary
- ❖ Historian
- ❖ Publicist

Section II

Representatives from each class shall consist of an equitable number of freshmen, sophomores, juniors, and seniors, who file for representation, meet the requirements for running, and are accepted by the student council advisor(s) and application reviewing committee, unless otherwise stated by the advisor(s) or administration.

Section III

Membership packets must be filled out completely and turned in on time in order for a prospective representative to qualify for membership.

Section IV

Advisor(s) appointed by the Principal shall advise and help present subject material to the council.

Article III: Qualifications and Duties of Members

Section I
All Student Council members shall maintain an overall 2.0 grade point average, and officers shall maintain a 3.0 grade point average.

Section II
All student council members are expected to adhere to the Eagle Ridge Academy Student Code of Conduct.

Section III
Members will bring suggestions of their own accord and on their peers' behalf to the attention of the council for its consideration.

Section IV
All members must participate in each spirit day that Student Council hosts, to the best of their abilities.

Article IV: Probation

Section I
Dismissal from Student Council must be approved by the advisor(s) on a case by case basis.

Article V: Elections

Section I
The Student Council officer positions of President and Vice President will be elected by the student body; The positions of Communications Officer, Historian, and Publicist will be elected exclusively by the council. Officers will submit a completed application to qualify as candidates, give a speech before the student body or council, and may campaign for one week prior to the election. Official votes will be counted by the Student Council Advisor and/or electronic voting.

Section II
Any candidate campaigning for the position of President must be a rising senior.

Section III

Any campaign materials must be approved by the advisor, and no food or edible items may be used.

Section IV

Committee chairpersons will be selected by the advisor(s) as needed.

Section V

If there is only one candidate qualified for an officer position, that candidate will be elected by acclamation.

Section VI

The candidates will be restricted to a maximum $50.00 budget on campaign materials, bought or donated, excluding materials beyond common access.

Article VI: Duties of Officers

Section I

All elected officers are required to attend a leadership workshop if made available.

Section II

All elected officers will be members of the Executive Board. The Executive Board will set the agenda prior to regular meetings. Officers are required to attend a regularly scheduled meeting outside of class. CHSAA State Representatives will serve on the Executive Board.

Section III

To be eligible for an officer position, a representative must have participated in Student Council for a full year, including the semester prior to their election unless granted special permission by the advisor.

Section IV

The Executive Board shall take responsibility of, and adhere to, their respective duties, listed in the following sections of Article VI.

Section V

Student Body President

1. Represents the student body at school, district, and civic meetings
2. Knows the basic rules of Robert's Parliamentary Procedure
3. Serves in a leadership role for the council by attending weekly officer meetings
4. Develops agendas for Student Council meetings
5. Makes decisions at the executive level in the best interest of the council and the student body
6. Conducts themselves with academic integrity and exemplary conduct
7. Strives to uphold the mission of Eagle Ridge Academy
8. Conducts weekly meetings, unless otherwise stated
9. Is responsible for keeping track of committee updates, deadlines, and progress
10. Coordinates senior class and student body events and traditions

Section VI

Student Body Vice President

1. Serves in absence of the President
2. Knows the basic rules of Robert's Parliamentary Procedure
3. Serves in a leadership role for the council by attending weekly officer meetings
4. Makes decisions at the executive level in the best interest of the council and the student body
5. Develops agendas for Student Council meetings
6. Conducts themselves with academic integrity and exemplary conduct
7. Strives to uphold the mission of Eagle Ridge Academy
8. Coordinate student body events and traditions with the president

Section VII

Secretary

1. Keeps accurate minutes of meetings, both for the executive board and council meetings
2. Knows the basic rules of Robert's Parliamentary Procedure
3. Serves in a leadership role for the council by attending weekly officer meetings
4. Makes decisions at the executive level in the best interest of the council and the student body
5. Develops agendas for Student Council meetings
6. Reports at each meeting the minutes from the previous meeting
7. Works with the advisor(s) to present proposed budgets to the council
8. Conducts themselves with academic integrity and exemplary conduct
9. Strives to uphold the mission of Eagle Ridge Academy

Section VIII

Historian

1. Keeps newspaper clippings and council photos in an organized notebook or computer file
2. Knows the basic rules of Robert's Parliamentary Procedure
3. Learns and instructs the council on the rules of Robert's Parliamentary Procedure
4. Serves in a leadership role for the council by attending weekly officer meetings
5. Develops agendas for Student Council meetings
6. Makes decisions at the executive level in the best interest of the council and the student body
7. Keeps record of all Student Council sponsored events and spirit weeks
8. Leads semi-annual meetings dealing with the review and revision of this constitution
9. Serves as the Committee Head for National Council of Excellence Award
10. Conducts themselves with academic integrity and exemplary conduct
11. Strives to uphold the mission of Eagle Ridge Academy

Section IX

Publicist

1. Manages Student Council social media and communication
2. Works with administration to approve council advertising initiatives
3. Serves as Committee Head for advertisement committees
4. Serves as Committee Head for all dance tickets and invitations
5. Knows the basic rules of Robert's Parliamentary Procedure
6. Serves in a leadership role for the council by attending weekly officer meetings
7. Develops agendas for Student Council Meetings
8. Makes decisions at the executive level in the best interest of the council and the student body
9. Serves in absence of the Secretary
10. Conducts themselves with academic integrity and exemplary conduct
11. Strives to uphold the mission of Eagle Ridge Academy

Article VII: Meetings

Section I

A. Official meetings will be held once weekly, unless otherwise specified.
B. Official meetings may be called with the approval of the advisor(s) and/or majority vote of the council.

Section II:

A. One-half of the membership will constitute a quorum.
B. The Constitution will be reviewed annually according to Robert's Parliamentary Procedure.

Article VIII: Committees

Section I

Student Council committees shall be dependent upon the event that is being sponsored by Student Council. The Executive Board will choose the committees to best suit the event. Each committee will be dissolved after the event has finished.

Section II

A. Committee meetings may be held outside of official council meetings.
B. Committee meetings outside of council hours will be held at the discretion of the committee chairperson.
C. Committee chairmen will keep notes on committee progress and report to the Executive Board, advisor(s), and council.
D. A file shall be kept by the chairman on the work done by their committee, including specification of each individual's project(s).
E. Committee chairmen shall designate another committee member to conduct committee meetings should they be unable to attend.

Article IX: Duties of the Eagle Ridge Academy Student Council

Section I

The Student Council will make reports of its activities to the student body when necessary.

Section II

The Student Council will be in charge of planning and coordinating assemblies, activities, and special events of the student body.

Section III

The Student Council will plan and participate in at least two community service projects annually. This will consist of the annual state project and at least one other community outreach event.

Section IV

The Student Council will be in charge of conducting elections and voting for Student Council officers and will set forth all rules and requirements for carrying out these elections.

Section V

At the end of the year, the Student Council will prepare a full report of its activities for its own evaluation and the student body that it serves.

Article X: Veto Power

Section I

The administration or advisor(s) will have the power of veto on all that is proposed by the Student Council.

Article XI: Amendments

Section I

This constitution may be amended and ratified by a three-fourths majority vote in the Student Council and approval of the advisor.
