

2021-2022 Miraleste Associated Student Body

Executive Officer Petition

Thank you for your interest in running for a position on the ASB Executive Council. Representing the Miraleste ASB Executive Council is not only an honor but a great experience; however, it requires a substantial amount of time and work from those students who serve. Please be sure to carefully consider the time commitment that comes with serving the Associated Student Body. Miraleste ASB Executive Council will include the four 8th Grade positions of President, Vice President, Recording Secretary, and Treasurer which will be elected by all students from ALL grade levels. In addition, 6th and 7th grade students will elect two Grade Level Representatives. Only students from those respective grade levels will vote for their representative. Each elected officer will be required to perform his/her duties during snack breaks, lunch periods, and throughout the school day.

For any students not elected to a position or who decides not to run, multiple other opportunities are available for staying connected with the school community that are also vital to the success for students and are equally great experiences. Booster Club activities and functions, lunch time clubs, intramural contests, and the ASB General Council are a few of these options.

Please contact Mr. Hernandez at any time with questions and comments at: hernandezd@pvpsd.net

A digital copy of this packet is also available on the Miraleste Edlio school website. Please take the time to print an additional copy for your own reference and records.

Calendar

Please write all of these dates on your calendar. All candidates are responsible for meeting the following deadlines and meeting dates. Failure to meet these due dates WILL RESULT IN DISQUALIFICATION.

DATE	TIME	LOCATION	EVENT
Wednesday, September 1st	Lunch	Room 605	Mandatory Meeting to review campaign speeches and election timeline. Students MUST attend meeting on 9/2 to be eligible.
Friday, September 3rd	By Midnight	MIS Front Office	Petitions and final draft of campaign speeches are due in the front office
Monday, September 6 th through Friday, September 10 th	Friday at Midnight	ASB Google Classroom (Link will be provided)	Speeches will be filmed by candidates and shared with Mr. Hernandez for election week.
Monday, September 13th through Thursday, September 16 th	Monday - Thursday	MIS ASB Google Classroom Page	Campaign speeches will be broadcast from Monday, September 13 th through Thursday, September 16 th
Friday, September 17 th	By 6 th Period	N/A	Winners will be announced online

For the 2021-2022 School Year, this petition will correspond with a Google Form Posted to the ASB Google Classroom or shared with student candidates by Mr. Hernandez.

ASB Officer Job Descriptions

Please read the description for each ASB office carefully. If elected, you will be held accountable for fulfilling the responsibilities listed below for your respective office. All officers will sign and adhere to the ASB Code of Conduct. All elected ASB Executive Officers shall maintain eligibility of grades (academic and citizenship) throughout their term. Failure to adhere to the ASB Code of Conduct or maintain eligibility will result in removal from the Executive Council.

- **ASB President (8th Grade Only)**

1. Preside over Executive Council meetings, General Council meetings, and oversee all ASB assemblies/activities. These events often take place during lunch periods.
2. Create special committees, with the approval of the Executive Council, as necessary.
3. Official student representative at inter-school and intra-school events.
 - a. This includes but is not limited to PTSA meetings, Boosters, School Site Council, etc.
4. Official correspondence with other schools (RIS, PVIS, PVPHS, PVHS) when necessary.
5. Delegate responsibilities to other officers should the need arise.
6. Be in regular communication with the Activities Director (Mr. Hernandez)
7. Foster an inclusive and caring environment for students at Miraleste Intermediate.

- **ASB Vice President (8th Grade Only)**

1. Assume the duties and/or the office of the president in his/her absence.
2. Responsible for coordinating ASB committees with clubs and groups (WEB, Boosters, PTSA, PBIS, etc.).
3. Carry out tasks delegated by the President or Activities Director.
4. Team with the President overseeing all ASB assemblies, fund-raisers, spirit activities, and other events
 - a. Additional representative to School Site Council meetings.
5. Director of advertisements and publicizing ASB events such as Marauder Madness, dances, spirit days, etc.
6. Foster an inclusive and caring environment for students at Miraleste Intermediate.

- **ASB Recording Secretary (8th Grade Only)**

1. Shall keep records of and make available, upon request, all Executive Council decisions and actions.
2. Shall prepare, distribute, and publicize agenda and minutes for the Student Council.
3. Shall document Executive voting matters and financial voting matters, and distribute said documentation to groups involved in the vote.
4. Keep a record of all ASB decisions and actions including statement of purpose, charter and by-laws.
5. Have the option of obtaining assistants to aid in performing of duties
6. Assist the Vice President in publicizing ASB events such as Marauder Madness, spirit days, dances, etc.
7. Foster an inclusive and caring environment for students at Miraleste Intermediate.

- **ASB Treasurer (8th Grade Only)**

1. Must work with the ASB Business Manager, Mrs. Cross, on a regular basis to assist in the handling of all ASB monies. This includes reviewing, and signing all monetary approvals in Council Minutes.
2. Maintain a monthly record of all ASB expenditures and income that must be available, upon request, to anyone affiliated with Miraleste Intermediate School. This information can be obtained by working with the ASB Business Manager, Mrs. Cross.
3. Support the Executive Council in multiple and various capacities, when needed.
4. Foster an inclusive and caring environment for students at Miraleste Intermediate.

- **Grade Level Representatives (6th and 7th grade only)**

1. Support the Executive Council in multiple and various capacities, when needed.
2. Contribute ideas that will be inclusive to all students of all grades who attend Miraleste Intermediate School.
3. Foster an inclusive and caring environment for students at Miraleste Intermediate.

Campaigning Rules, Guidelines, and Eligibility

- All candidates must:
 - Be currently enrolled at Miraleste Intermediate School
 - Maintain cumulative GPA of 3.0 or higher, and be passing all classes at all times
 - Have no citizenship grades lower than an “S” (an “N” or “U”) during the current, or previous school year
 - Not have any disciplinary concerns for the past 12 months including suspensions, multiple detention periods, or excessive paper pick-up assignments
 - Fulfill all officer responsibilities and expectations, which *may* (on very rare occasions) include time beyond the regular school day
 - Have the attached petition completed and ALL the required teacher signatures and thirty student signatures, gathered from the grade level students supporting this candidacy.
- Candidates may NOT campaign before Monday, September 13th. Candidates are to conduct a “clean” campaign highlighting their own leadership qualities. Derogatory or insensitive comments about election opponents will not be tolerated, and may result in disqualification.
- Candidates are limited to three (3) campaign posters of standard size that must be approved by Mr. Hernandez. **ALL POSTERS WILL BE POSTED BY MR. HERNANDEZ NOT BY CANDIDATES.**
 - All campaign posters must be in good taste, include no profanity/vulgarity.
- No stickers, pins, buttons, pencils, candy etc. can be handed out during the campaign.
- Candidates must submit their final draft of their speech to Mr. Hernandez by Friday September 3rd. Speeches can be emailed to Mr. Hernandez at hernandezd@pvpusd.net
 - Speeches will be filmed by the candidate themselves, and will be due by September 10th.
 - Speeches will be posted to Mr. Hernandez Edlio page and possibly through other school approved methods.
 - Results will be announced on Friday, September 17th by 6th Period via school communication
- Failure to follow ALL the rules and guidelines may result in disqualification. You are responsible for ALL campaigning done on your behalf.

The election committee (Miraleste administration and the ASB advisor) reserves the right to remove or relocate any inappropriate campaign literature or any campaign material posted in an inappropriate location and/or disqualify any candidates for inappropriate behavior or actions.

Please fill out and return the completed petition to Mr. Hernandez in Room 605.

Name: _____

Candidate Office: _____

- President, Vice President, Recording Secretary, Treasurer, 7th Grade Representative, 6th Grade Representative

I have read and agree to follow all of the aforementioned rules and guidelines that pertain to the Miraleste ASB student election for the 2021-2022 school year. I understand that if I fail to follow said guidelines, then I may be disqualified from consideration for ASB office.

Student Signature

Date

Parent Signature

Date

ASB OFFICER CANDIDATE SPEECH

All candidates will have their speeches recorded by the candidate and submitted to Mr. Hernandez by September 10th. Students can do an audio-visual recording, or just an audio recording over 3-5 JPG images of the candidate as background during the recorded speech. Please email these videos to Mr. Hernandez at hernandezd@pypusd.net.

Speech Requirements

- Speeches should:
 - Be in good taste with no profanity, vulgarities, or inappropriate content.
 - Be about the candidate's qualifications and goals for Miraleste. There should be NO negative reference to other candidates, students, teachers, Miraleste, or school culture.
 - Be between 60 and 90 seconds. Please do not exceed 90 seconds to respect class time.
- Speech Prompts to Consider:
 - What has been your most meaningful moment in school and how can you use that moment in your school leadership?
 - Who is the most influential person in your life, and how can that influence reflect in your work as an ASB officer?
 - How can your character and leadership be applied to serve the Miraleste Student Body?
 - How do you envision an ideal school year? How can you use your position to make that vision a reality at Miraleste?
- Speeches that exceed the specified time limit or deviate from the agreed upon speech content will not be shown. Please see Mr. Hernandez with any questions.

All speeches must be emailed to Mr. Hernandez by September 10th or earlier. Speeches may be delivered electronically to hernandezd@pypusd.net.

A digital copy of this packet is also available on Mr. Hernandez' teacher page on the Miraleste Edlio school website. Please take the time to print an additional copy for your own reference and records.

MIRALESTE ASB OFFICER APPLICATION

All paperwork is due by Friday, September 3rd by the end of the day. You cannot change your desired position after you have submitted your application. No late applications will be accepted.

Candidate Name: _____ Position: _____

Parent Permission:

I have reviewed and understand the expectations and requirements for the position my son/daughter is applying for and allow him/her to campaign for the respective office.

Parent/Guardian Signature: _____ Date: _____

Activities Director (Mr. Hernandez): _____ Date: _____

Candidate Statement:

I have read the entire Miraleste ASB application and understand the rules and expectations for the given position, including election procedures. If elected, I realize that I must maintain a 3.0 or higher cumulative GPA, maintain citizenship grades that are Satisfactory or better, and abide by the ASB Code of Conduct. I understand that if I am unable to fulfill ANY of these expectations, I may be removed from service on the ASB Executive Council.

Candidate Signature: _____ Date: _____ Position: _____

Candidate Student Email: _____

Miraleste Associated Student Body Student Leadership Code of Conduct

As a student leader, I have the responsibility to show positive leadership and act as a role model to the Miraleste student body. I understand and agree to abide by the standards of the conduct outlined below:

1. I agree to abide by all rules set forth by Miraleste Intermediate School and the Palos Verdes Peninsula Unified School District. I also agree to abide by all local, state, and federal laws. If I fail to follow these requirements, I understand that I may be removed from service on the ASB Executive Council.
2. I agree to remove myself immediately from any situation where persons are engaging in conduct that violates school or district rules, or local/state/federal laws. I understand that the community encourages students to report any situation which poses a danger to the health and/or safety of themselves and/or fellow students and the surrounding communities which includes, but is not limited to, the Miraleste Public Library, local stores and restaurants, and the public transit system.

I have reviewed the Miraleste Intermediate School ASB Code of Conduct and I understand that my failure to abide by the rules and standards of conduct may result in the removal of office under the terms of Administrative Procedure.

Discipline of School Student Officers/Leaders

Students elected by their peers to hold positions representing their class, Miraleste Intermediate School, or other school groups usually become role models to other students and have an opportunity to further the educational climate of their school and the school district by acting in a positive and responsible manner. On the other a class officer or leader who engages in misconduct, particularly with respect to the educational process and/or extracurricular activities, is likely to encourage breaches of discipline by other students. Hence, a student representative should expect an appropriate disciplinary measure, usually a loss of his/her office or leadership position for flagrant and/or frequent misconduct.

An "office" as used in this policy is a position to which a student is selected, elected, or appointed by staff or the student body attending Miraleste Intermediate School.

Student Signature

Date

Printed Student Name

Position

Parent Signature

Date

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Discipline of Student Officers

- Suspensions and Other Serious Behavioral Incidents **Initial: Student _____ Parent/Guardian: _____**
 - A student officer who receives a suspension or another serious behavior infraction will forfeit any office he/she holds unless the school administration determines there are extenuating circumstances justifying the student retaining the office. If the school administration determines that there are extenuating circumstances, they will be explained to the ASB advisor. Otherwise, the given office will be vacated immediately. Serious behavioral incidents include, but are not limited to, physical fighting, use of illegal substances (including nicotine products), theft, vandalism, etc.
- Lesser Disciplinary Measures **Initial: Student _____ Parent/Guardian: _____**
 - Any lesser disciplinary action will not necessarily result in a student officer forfeiting his/her office unless school administration or ASB advisor determines the act of misconduct, standing alone or considered with other misconduct, is inconsistent with the student holding office.
 - Lesser disciplinary measures include, but are not limited to, detention periods, campus beautification, excessive referrals to the office, etc.
 - Other misconduct may include behavioral incidents in the community surrounding Miraleste Intermediate School before and after school. This includes the Miraleste Public Library, Teen Scene, local stores and business, and adjacent neighborhoods.
 - Lesser disciplinary measures may be accompanied by at least one but not more than three warnings before forfeiture of office is assessed.
- Right to Contest Forfeiture of Office **Initial: Student _____ Parent/Guardian: _____**

In general, forfeiture of a student office will be a result of discipline stemming from serious behavioral incidents, or repetitive lesser disciplinary measures.

 - A student has the right to contest forfeiture of office as follows:
 1. Where the forfeiture does not constitute a consequence of substantial impact, the incident will still be subject to a warning to the student officer.
 2. Where the student maintains innocence of the incident in question. The incident may still be subject to a warning to the student officer.
 3. Miraleste administration and ASB advisor will always hear forfeiture contests to determine the course of action that will be best for the Miraleste, for students, and for school culture.
- Miscellaneous **Initial: Student _____ Parent/Guardian: _____**
 - Nothing in this section shall limit the authority of the faculty, Miraleste Administration, or District Administration to remove a student from a position to which he/she was appointed by that person or persons or to determine the qualifications of students representing Miraleste Intermediate School or Palos Verdes Peninsula Unified School District at a public function where the student's actions or words would likely be construed to be representing the standards of Miraleste and/or the Palos Verdes Peninsula Unified School District.
 - This includes actions and words demonstrated within and around the surrounding community; including but not limited to the Miraleste Public Library, local stores and businesses, surrounding neighborhoods, parks, canyons, and the public transit system.

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End of Petition