

# 2022 - 2023 WRLHS Student Council Handbook



Approved: 4/12/2021  
6/7/2022

## **Mission Statement**

The Mission of Wolf River Lutheran High School is to provide a quality Bible based Christian education which will prepare students to attain their life goals and lead productive Christian life goals and lead productive Christian lives in an ever-changing world under God's grace in Jesus Christ.

## **Core Values**

- Christ-centered: WRLHS challenges individuals to grow and live their faith through instruction in the Word of God, as well as through example.
- Community: The Holy Spirit renews our lives through faith, and we strive to share this joy through serving others in our community.
- Connects: WRLHS connects students academically, emotionally, socially, and spiritually in meaningful ways
- Creates: WRLHS creates the skills necessary for student success.

## **STATEMENT OF PHILOSOPHY**

Wolf River Lutheran High School (WRLHS, Lutheran High School) is a segment of the body of Christ that serves to educate students in grades 9-12. The school's philosophy of education is based on the Holy Scriptures as the Word of God and centers in Jesus Christ to whom all Scripture bears witness.

WRLHS accepts that the primary purpose of the Church, as the body of Christ, is to testify to God's riches and promises. Then, working through the Means of Grace, the Church provides opportunities for people to find their identity, meaning, purpose, and power for their lives. Active faith in Christ always finds fruitful expression in everyday life (James 2:18). Therefore, the function of Wolf River Lutheran High, as part of this body, is to provide Christian education designed to help students live out the opportunities given to God's people.

WRLHS is a Lutheran school for a Christian community. It is a place where the assembly of believers, encouraged by the Word, works to grow in personal relationships with Christ as Lord and Savior. As such, the role of the staff is to use God's Word, in every discipline, for teaching, reproof, correction, and training in righteousness (2 Timothy 3:16). At the same time, the role of the student is to develop their God-given gifts and abilities so that they may be equipped to bear fruit that will last (John 15:16). We believe high school is more than college preparation. It is about grounding students in the values that create happy, healthy, productive lives wherever God would lead them with an emphasis on serving their fellow man.

## **Non-discrimination Policy**

Lutheran High School admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality or ethnic origin in school-administered programs.

## **I. Election Process**

**Section 1:** Within the first three weeks of the academic school year, a sign-up will be posted for student council positions. Only those students eligible may sign up. After a certain amount of time determined by the student council advisor, the sign-up will be taken down. Note: the President and Vice President positions may only be applied for by a Junior or Senior. Within one to two weeks of that point, there will be an election. The election will be held at a point in the school day determined by the staff, most likely during lunch time. Students may vote for every officer position and only their class representative. Staff may vote for every position. Within one week of the election the results will be announced. In the event of a tie, re-elections may be held depending on the office. If a student does not follow these guidelines, their ballot will be thrown out.

**Section 4:** Candidates running for an officer position (President, Vice President, Secretary, Treasurer), unless unopposed, will have the option to make a campaign speech at a time determined by the staff. The speech can include but is not limited to:

- Who are you? What office are you running for and why?
- What leadership qualities do you have?
- How will you use your positive qualities to make a difference at WRLHS?
- What is one program/activity you would focus on? Why / How?

**Section 5:** When running for a position on the Student Council, a candidate should be aware that, if possible, no more than  $\frac{2}{3}$  (two thirds) of the Student Council should be of one gender. This is a guideline, not a rule. No more than  $\frac{1}{2}$  (one half) of the officer positions (President, Vice President, Secretary, Treasurer) can be of one grade. This is a rule, not a guideline.

## **II. Eligibility and Principles**

### **Eligibility**

1. Students must maintain at least a 2.5 GPA and have no current failing grades. In certain circumstances (illness, family death, etc.), exceptions may be made by the advisor and principal.
  - 1.1. For the positions of President and Vice President, the GPA requirement is 3.0, not 2.5.
2. A transfer student may not run for a student council officer position (President, Vice President, Secretary, Treasurer) their first year at WRLHS. They may run for a representative position if they are so inclined.
3. Students must have no repetitive office referrals for misconduct or suspensions during the previous quarter.
4. Based on leadership qualities of each student, those running for Student Council must receive the majority vote of the staff and students.
5. Student council officers must attend both semesters at WRLHS unless extenuating circumstances apply (expulsion, illness, or other circumstances outside of the student's control). If a student is or thinks they may want to graduate early then they are discouraged from running for student council.

### **Principles**

1. The Council will be student-centered. Students will drive event planning and event suggestions. New ideas will always be considered.
2. When applicable, the community will always be considered and/or involved in Student Council events.
3. When possible, ideas and suggestions will be taken from the entire student body.
4. The purpose of all Student Council activities is for student involvement, community benefit, social interaction, learning, and fun.
5. Officers will be the lead decision-makers of the Student Council.

## **III. Student Council Code of Conduct**

**Section 1:** Elected student council officers are required to maintain passing grades at Wolf River Lutheran High School as well as being in good standing. Any elected representative may be removed from their position for failure to carry out their duties, accumulating 5 or more points, or by obtaining two or more unexcused absences. The elected representative may be removed from the Student Council by a  $\frac{3}{4}$  (three fourths) majority vote of those attending a special meeting and the approval of the advisor.

**Section 2:** Any valid proof (pictures, parental notification, and/or report) of any underage drinking, criminal activity, fighting, or inappropriate behavior, pictures, and/or words will result in a meeting with the staff or board of education and possible removal from office.

**Section 3:** All council members are expected to arrive promptly and on time to all meetings.

**Section 4:** Members of the student council that are not meeting expectations, such as lack of participation, tardiness, etc. may be asked to forfeit their membership rights for the remaining school year.

#### **IV. Removal From Office**

##### **Section 1: Impeachment: (6.7.2022)**

- a. If a student council member feels that another member is not fulfilling his/her role, the issue will be addressed to the advisor.
- b. The Student Council President will bring the issue to the Student Council Advisor to try to rectify the situation before impeachment happens.
- c. If members of the Student Council agree that someone within the student council is not fulfilling his/her role, the issue will be addressed to the floor during a meeting.
- d. If problems are not resolved, voting will occur. If majority rules for impeachment, that individual will be removed from the student council, and other members will fill the role accordingly.
- e. The advisor will oversee the process and ensure that it is done in a godly manner.

##### **Section 2: Resignation: (6.7.2022)**

If a member of the student council resigns from his/her position in student council, that member will not be able to run in future elections. Unless there are special circumstances, to be approved by the advisor, that student cannot serve as a council member.

#### **V. Officer Roles:**

##### **1. President**

- a. Must be a junior or senior
- b. Leads the agenda with advisor and other officers
- c. Works closely with advisor and principal
- d. Calls each meeting to order
- e. Listens carefully to the discussion and summarizes the discussion
- f. Delegates responsibilities: who will work on what committee, who is in charge of what activities during an event, etc.
- g. Make speeches at school functions—introduces games, explains what events are in what rooms, announces teams for team games, etc
- h. Ensures an even distribution of work and tasks among the Student Council members
- i. Participates in all Student Council Activities
- j. Must have good communication skills

##### **2. Vice President**

- a. Must be a junior or senior
- b. Helps lead the meeting and activities with other officers
- c. Serves as chairperson for some committees
- d. Takes the lead when the president is absent
- e. Make speeches at school functions if president is absent
- f. Makes sure absent members are informed of activities
- g. Participates in all Student Council Activities
- h. Must have good communication skills

##### **3. Secretary**

- a. Must be organized and have strong writing skills
- b. Must take minutes during the meeting
- c. Responsible for reviewing minutes from the previous meeting

- d. Distributes materials to staff if necessary
- e. Will write letters (to staff, community, thank-yous, etc.) as needed
- f. Participates in all Student Council Activities
- g. Must stay focused during meetings.
- h. Must have good communication skills

#### 4. Treasurer

- a. Must have strong math skills
- b. Must be organized and keep accurate records and accounts
- c. Responsible for knowing the Student Council's available funds at all times
- d. Responsible for collecting and counting all monies
- e. Responsible for expenditures and receipts
- f. Responsible for accurately maintaining Student Council accounts receivable/accounts payable ledger
- g. Participates in all Student Council Activities
- h. Must have good communication skills

#### 5. Representatives

- a. Must be of the grade they represent (freshman for freshman rep, sophomore for sophomore rep, junior for junior rep, senior for senior rep)
- b. Brings the ideas, interests, and concerns of their classmates to the student council meeting
- c. Keeps their class updated with Student Council activities either through a weekly report during organizational time or some other means.
- d. Assists with committees as needed
- e. Participates in all Student Council Activities

### VI. Vacancies

1. In the case of officer vacancies, the student council officers (President, Vice President, Secretary, Treasurer) may appoint members until the spots are filled accordingly.
2. In the event that there is a representative vacancy, the appropriate class will appoint a new representative without intervention by the Student Council.
3. In the event of a President vacancy, the Vice President shall assume the Presidency after which normal vacancy procedures follow.
4. In the event that both the President and Vice President become vacant simultaneously both positions will be selected by the student body in a special election.
5. Vacancies do not have to be filled if both the President and advisor deem it is not a necessity.

### VII. Student Council Committees

**Section 1:** As the President and advisor deem necessary, members of the Student Council may be asked to be on a committee to plan and head up certain events. Committees may include, but are not limited to, any of the following:

- Homecoming Dance
- Student council led events
- Lock-In
- Set-up/Clean-up
- National Lutheran Schools Week

**Section 2:** The duties and members of the committee will be discussed by the Advisor, President, and Vice President prior to the announcement of members. Every committee, no matter the importance, must include at least one officer to be the head of the committee and at least two other members, at least one of which must be a Student Council member. Other students may be asked to be on a committee at the discretion of the Student Council.

**Section 3:** The head of a committee is expected to organize and run meetings for the committee. It is expected that the head will report to the Advisor and President any decisions made at that meeting, as well as to the entire council when appropriate. If the head of the committee has issues setting up a meeting, the Advisor can be petitioned to intervene and assist the head in ensuring all members of the committee attend the future meeting(s).

**Section 4:** If a committee cannot acquire the minimum of three members to either discuss, plan, or participate in the event, then the event the committee would have been in charge of will be canceled.

**Section 6:** If duties during an event are not fulfilled accordingly, service hours will not be allotted pending the advisor's approval.

### **VIII. Student Council Activities**

Student Council members are expected to participate in all activities that are listed below. If such an event is handled by a committee rather than the whole council, only those on the committee are expected to participate. Other members, though, are still encouraged to participate.

- Student council meetings
- Spirit assemblies
- Spirit week activities
- Lock-in night(s) set-up and clean-up
- Homecoming set-up and clean-up
- National Lutheran Schools Week activities
- Fundraisers
- Any other duties assigned by the student council advisor or brought up in meetings

### **IX. Meetings of the Student Council**

#### **Section 1: Regular Student Council Meetings**

1. The Student Council shall meet at least once a month during the school year. Meetings dates shall be approved by the faculty advisor.
2. A minimum of at least two-thirds of the Student Council must be present in order to have a meeting.
3. The faculty advisor or a substitute must be present at all meetings.
4. Regular meetings of the Student Council shall be conducted according to the following format: call to order, prayer, reading of the minutes, reports of officers and committees, old business, new business, miscellaneous, adjournment.
5. All general assembly meetings shall be conducted by the President. In the absence of the President, the order of succession shall be the Vice President, Secretary, Treasurer. In special circumstances, the President may allow for exceptions by appointing a designee to run a meeting.

#### **Section 2: Special Meetings**

The President, faculty advisor, or the principal may call Special Meetings of the Student Council.

#### **Section 3: Postponed or Cancelled Meetings**

Meetings, which have been postponed or cancelled, may be rescheduled by the President with the approval of the faculty advisor.

#### **Section 4: Meeting Guidelines and Expectations**

1. All student council members are expected to actively participate in any scheduled meetings. This means that members of the Student Council must keep all of their attention on the meetings, and cannot be doing other tasks such as homework, eating (unless the meeting is during lunch), playing games, sleeping, and other non-council related tasks.
2. Members of the Student Council are expected to be courteous and civil in all discussions. This means no yelling, no talking over another member, no untoward insinuations, no gossip, no interrupting another member, and no

other comments or actions which may be construed as derogatory or rude toward a fellow member of the council or another student.

3. All members are expected to contribute to discussions on decisions made by the student council. This includes officers as well as representatives. As the officers are the main decision making body, they are all expected to contribute to the main points of the discussion. As the representatives represent the interests of their class, they are expected to bring up any issues or concerns they may have or may foresee a member of their class having.
4. All officers of the Student Council are expected to make an informed vote on any and all decisions made by the council. All representatives of the council are expected to vote on general items and items that will affect their class. Representatives may vote on matters outside of these bounds at the discretion of the student council Advisor.
  - 4.1. During a vote, each member of the Council may either vote aye (yes) or nay (no) to a decision. A majority of the forum is needed to pass any decision made by the council members present.
  - 4.2. At any time after a vote has been made, the Student Council advisor may overrule a decision made by the Student Council. This does not have to be at the meeting the decision was made, but should be done no more than two meetings after the decision was made.
5. Student Council Meetings should not take up class time if at all possible. As such, students on the student council should not be late to class.
  - 5.1. Prior to the meeting, if teachers are informed and agree to allow the students to be late, the Student Council may hold longer meetings.
  - 5.2. If a student is required to be in class for a prior engagement, they must leave the meeting early and go to class.

## **X. Limitations of Power**

Any action taken by the student council is subject to the approval of the faculty advisor, the staff (if applicable), and the principal. The advisor must explain why a decision was revoked.

## **XI. Advisor**

The student council advisor will be a current full-time staff member of Wolf River Lutheran High School. The advisor will promptly report to the rest of the staff members about any issues or events discussed at student council meetings. The advisor can be thought of as a representative to the staff for the council and a representative for the council to the staff. In most cases, the advisor is expected to arrive promptly and on time to all student council meetings.

An advisor to the student council should be a sounding board for all student council members. Students should feel comfortable coming to their advisor with ideas, for issues they need help resolving, and for guidance when they are weighing choices. The advisor must be able to listen carefully and provide sound advice, instilling a sense of trust in student council leaders.

An advisor should help students brainstorm ideas for events such as dances and after-school activities. The advisor should provide strategies for completing all project tasks without taking over from the governing body.

A student council advisor should be the council's greatest publicity asset. The advisor should promote participation in student council events and projects to students, teachers and administrators. The advisor should publicize the organization's activities and take pride in their role, ensuring that the school has a positive view of their student council.

Student council advisors should always keep an eye out for teachable moments during council activity or conflict. Advisors should encourage students to develop their talents and try new things.

At the end of each event and activity, the student council advisor should lead students in a discussion of how the event went, what worked well and what could be improved in the future. It is important for the advisor to provide constructive criticism as well as positive feedback. This allows students to continue to grow without feeling defeated or run down in the process.

## **XII. Faculty/Staff Relations**

**Section 1:** The advisor is expected to promptly inform the staff of any major decisions made by the Student Council. As stated previously, any action taken by the Student Council is subject to the approval of the faculty advisor, the staff (if applicable), and the principal. If the principal or staff decides to nullify an action taken by the student council, the advisor is expected to inform the student council officers as soon as possible.

**Section 2:** When deciding on activities during the school day, **with the approval of the faculty**, the student council can take no more than 2 hours per school day and no more than 6/7 hours per school week (4 day schedule/5 day schedule) for said activities. If a special schedule must be made, an officer and Advisor or approved staff member must work together to come up with a schedule that benefits all parties involved.

**Section 3:** The President of the student council is expected to inform the staff no later than two calendar weeks prior to any major events decided upon by the council. This is to give staff time to adjust their schedules (if necessary), discuss any issues they may see, and, should the decisions be revoked, the officers time to appeal the decision to the principal and advisor to attempt to compromise before the events are expected to take place. Members of the student council are expected to abide by any decisions made by the principal and staff.

**Section 4:** The Student Council president/vice president may be asked to join staff in discussing certain matters during staff meetings at the discretion of the principal and staff. The president/vice president may only join when asked, not when they want to.

**Section 5:** Should the Student Council officers all agree that their current advisor is doing a poor job, they may petition the principal or school board for a new advisor. If their request is approved, then the faculty and staff will choose a new advisor from amongst themselves for the student council. The student council will not have a say in who their new advisor is.

## **XIII. Proceeds and Expenditures**

**Section 1:** All student council events shall have an approved budget by the student council members and the advisor.

**Section 2:** The monetary proceeds from the Sundrop soda machine and snack sales in the office are solely for the Student Council after all expenditures are reimbursed. The Student Council may decide where to spend the proceeds after the approval of the principal.

**Section 3:** Expenditures made by members of the student council must have prior approval on all purchases. Student council members are expected to purchase items themselves and bring the receipt and reimbursement form to the principal to be approved for reimbursement. (6.7.2022)

If a student does not have the funds to make the purchase himself/herself, they need to speak to the advisor.

## **XIV. Amendment Process**

1. The proposed amendment shall be submitted in writing to the Student Council by a Representative or Officer. If the amendment is passed by a  $\frac{2}{3}$  (two-thirds) vote of the Student Council, it shall be forwarded to the student body for consideration.
2. If the amendment is passes by a  $\frac{2}{3}$  (two-thirds) vote of the student body, it shall be made part of the Student Council Handbook.
3. Unless a proposed amendment violates the policies set forth by the school, the faculty and staff shall have minimal involvement in amending the handbook.



4. The overall approval of the Student Council Handbook will be given by the Board of Directors and any revisions will be accepted and approved. (6.7.2022)

#### **XV. Oath of Office**

Students who become Student Council officers may take an oath of office at a place and time to be determined by the staff and advisor. It is as follows:

As an officer of Wolf River Lutheran High School's Student Council, I will keep my grades within what is outlined in this handbook to be satisfactory, and my behavior will be honorable at all times. Should my grades or behavior fall seriously below what is expected of an officer of the Student Council, a conference may be held with me, my parent(s)/guardian(s), and any staff the faculty advisor deems necessary. I understand that in this situation I may be asked to resign immediately from the office that I hold. Should my behavior or grades be such that the advisor and the principal think that my holding office is no longer beneficial for the school or for me, I understand that I will be asked to resign from office and will accept that resignation for the good of the school.

**XVI Terms and Conditions**

I, as an elected member of the student council of WRLHS, have read the terms and conditions outlined in this handbook and promise to uphold and abide by them. Should I fail to do so, I acknowledge that I may be asked to resign or may be terminated as a student council member for the good of the school.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_