



NHS STUDENT COUNCIL CODE OF CONDUCT 2020-21

PURPOSE STATEMENT

The purpose of the North High School Student Council is to serve as a representative arm of the student body of North High School, and to work to better both the school and the community through its actions.

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NHS STUDENT COUNCIL GOALS

The goals of NHS Student Council are expansive. They rest on the notion that co-curricular activities are central to a high school experience, both for the individuals participating and for those who benefit from the work done and advancements made by those participating. Some of the specific goals of NHS Student Council for its representatives include, but are not limited to:

- developing leadership skills in the form of interpersonal and mass communication, time management, networking and relationship maintenance, event planning and organization, critical thinking, and peer and pupil management.
- promoting a positive culture/atmosphere for an organization.
- dedicating time and effort to an organization.
- learning how democracy impacts society and promoting civic duty.
- demonstrating recognizing, petitioning and advocating for the needs of others as their representative.
- demonstrating respect for peers and pupils.
- demonstrating respect for those in positions of authority.
- representing an organization and the community it serves.

GOALS OF NHS STUDENT COUNCIL CODE OF CONDUCT

The purpose of the NHS Student Council Code of Conduct is to support the Advisor(s), Executive Board and representatives in achieving the goals of NHS Student Council. This Code of Conduct document is intended to provide guidance to representatives in four core areas as they pertain to the goals of NHS Student Council. These four core areas include:

- attendance.
- academics.
- behavior.
- participation.

Additionally, this Code of Conduct document is intended to provide the Advisor(s) with guidance in shaping pupils, holding pupils accountable in the event of a violation, and maintaining the decorum and notoriety of the organization so that it may continue to achieve its aforementioned goals.

ATTENDANCE REQUIREMENTS

NHS Student Council representatives are to be held accountable for both their attendance of NHS Student Council activities and NHS scholastic activities. Identified below are the NHS Student Council Code of Conduct requirements for each of these categories.

NHS STUDENT COUNCIL ACTIVITIES

Requirements of NHS Student Council representatives for all NHS Student Council activities are clearly defined in Article II, Section II of the Constitution of the Eau Claire NHS Student Council. They state that:

- all representatives are required to attend all events, including but not limited to meetings, event set-up and tear-down, and other activities deemed mandatory as indicated by the Advisor(s).
- all absences shall only be excused if the representative submits an Absence Verification Form on the NHS Student Council webpage, which is corroborated by the email of a parent, guardian, coach or other individual leading the activity for which the NHS Student Council event was missed. This is to be completed no more than two weeks from the occurrence of the absence, with limited exceptions based on circumstances, at the discretion of the Advisor(s) and Executive Board.
- all representatives are also required to personally notify the Advisor(s) of their absence (including the use of electronic communication forms employed by NHS Student Council).
- absences shall only be excused if:
 - the representative is not present at school that day and the absence is considered excused by NHS attendance and guidelines.
 - the representative has and provides written/electronic communication from a staff member requesting the representative remain in class.
 - the representative is legally bound or ordered by NHS Administration to be elsewhere.
 - other extreme circumstances occur that are approved at the discretion of the Advisor(s) and the Executive Board.
- work shall only be allowed as an excuse for either event set-up or tear-down if a representative has and provides a written/electronic notice of the absence prior to the event.
- if a member arrives to an early bird or regular school day meeting more than 10 or 5 minutes, respectively, after it has been called to order (without the aforementioned requirements), the representative shall be considered “unexcused” for that meeting.

NHS SCHOLASTIC ACTIVITIES

As leaders of their classes, NHS Student Council representatives are expected to attend classes. Absences can be categorized as *excused* or *unexcused*. It is expected that NHS Student Council representatives shall:

- have no *unexcused* absences.
- ensure any absences are *excused* (for a list of all absence *excuses*, see ECASD Policy 431-Compulsory Attendance).

Upon notification from the Advisor(s) and/or Executive Board at an “Eligibility Verification” time, a representative must clear any *unexcused* absences within two weeks. To correct a mistaken *unexcused* absence, a representative must:

- visit the Attendance Office the next school day to identify the class from which the mistaken absence occurred. After receiving an Absence Verification Form, the representative must have the document signed and returned to the Attendance Office.
- have a parent/guardian contact the Attendance Office and provide a legitimate excuse for the absence.
- provide proof of corrected attendance to the Advisor(s) and Executive Board within the required timeframe.

ACADEMIC REQUIREMENTS

While NHS Student Council recognizes that academic performance is one of several tiers that contribute to success, the Council deems it particularly significant, especially considering the leadership role of representatives. As leaders in their school and community, it is expected that NHS Student Council representatives perform at high levels and model appropriate academic behavior to their peers. Identified below are the NHS Student Council Code of Conduct requirements for academic performance.

APPLICATION REQUIREMENTS

At the time of application for the following year's term, prospective NHS Student Council representatives must have:

- a minimum grade point average (GPA) of 2.5.

Students earning less than a GPA of 2.5 at the time of application shall be deemed *ineligible* for NHS Student Council membership and shall not be added to the ballot for the following year's term, unless the deficient GPA is rectified one week prior to election dates. Further GPA stipulations are applied for members elected to the Executive Board. See "Constitution of the Eau Claire North High School Student Council," Article III, Section III.

TERM REQUIREMENTS

In addition to time of application requirements, current NHS Student Council representatives must have:

- a minimum grade of "C-" in all classes at designated eligibility verification times (see "Eligibility Verification & Process" for more details).

NHS Student Council representatives earning less than a "C-" at the "Eligibility Verification" time shall be deemed *ineligible* to be a representative of NHS Student Council, and consequences of a code violation shall begin unless the deficient grade is rectified (see "Code Violation Consequences & Process" for more details). Any NHS Student Council representative who has rectified their deficient grade:

- shall provide proof of the rectified grade to the Advisor(s) and Executive Board within the required timeframe.

BEHAVIOR REQUIREMENTS

NHS Student Council representatives present themselves not only to their peers, but to members of the community. Their behaviors contribute largely to perceptions of the facility, its organizations, faculty and students. It is expected that the behavior exhibited by NHS Student Council representatives shall be exemplary, and commensurate to their position of leadership, always. Identified below are the NHS Student Council Code of Conduct requirements for behavior.

PROHIBITED BEHAVIORS

At any given time, no NHS Student Council member shall be found committing:

- academic dishonesty.
- interpersonal dishonesty.
- bullying or harassment of any type.
- any punishable crime (vandalism, property destruction, theft, etc.).
- use of contextually inappropriate language or gestures.
- acts of physical violence or aggression.
- an alcohol, tobacco or drug violation of any kind.
- immoral or unacceptable conduct contrary to the ideals, principles and standards of the ECASD.
- an act in violation of any other code sworn to, for another organization (i.e. athletics, music).

Any individual that has been suspended or expelled from North High School shall be deemed *ineligible* to be a representative of NHS Student Council. If they are a representative of NHS Student Council when the suspension or expulsion occurs, termination proceedings shall begin immediately (see “Code Violation Consequences & Process” for more details).

REQUIRED BEHAVIORS

It is expected that NHS Student Council representatives demonstrate the highest levels of integrity. It is expected that NHS Student Council representatives shall always:

- be truthful.
- be forthright.
- be cooperative.
- be polite and respectful to all.

Furthermore, it is expected that NHS Student Council representatives shall always present the best version of themselves. NHS Student Council representatives shall always attempt to:

- exhibit a positive attitude.
- demonstrate awareness of their context when selecting language.
- exercise judgement requisite of a leader.

Termination proceedings shall be activated for any NHS Student Council representative found exhibiting behaviors contrary to the required behaviors (see “Code Violation Consequences & Process” for more details).

***If a representative of NHS Student Council finds themselves in a compromising situation, it is the responsibility of the representative to remove themselves from that situation immediately. Being party to a prohibited act while not engaging in the act shall produce a consequence equal to actively engaging in that prohibited act (see “Code Violation Consequences & Process” for more details).**

PARTICIPATION REQUIREMENTS

Civic duty is a sense NHS Student Council aims to instill in all its representatives. Through school volunteer service, community service and committee organization, it is expected that all NHS Student Council representatives shall participate in the process necessary to build a school and community. Identified below are the NHS Student Council Code of Conduct requirements for participation.

COMMITTEE REQUIREMENTS

Every NHS Student Council representative shall do at least one of the following:

- Be a member of a Year-Long Committee.
- Be an understudy OR chair of a Year-Long Committee.

Every NHS Student Council representative shall do at least one of the following:

- Be a member of at least one Short-Term Committee.
- Be an understudy OR chair of at least one Short-Term Committee.

Representatives must be actively engaged in the Committees in which they are involved (see “Active Participation Requirements”). See “Eligibility Verification & Process” for clarification on determining any representative’s status at “Eligibility Verification” times.

VOLUNTEER & COMMUNITY SERVICE HOURS REQUIREMENTS

Requirements of NHS Student Council representatives for volunteer and community service are clearly defined in Article II, Section II of the “Constitution of the Eau Claire NHS Student Council.” They state that:

- members will be required to complete, submit and verify 20 hours of service per academic year.
 - A minimum of 10 hours must be completed, submitted and verified for each semester.

See “Eligibility Verification & Process” for clarification on proceedings if any representative is found to be deficient in service hours at “Eligibility Verification” times.

ACTIVE PARTICIPATION REQUIREMENTS

Requirements of NHS Student Council representatives for event active participation are clearly defined in Article II, Section II of the Constitution of the Eau Claire NHS Student Council. They state that:

- all NHS Student Council representatives are required to attend all events, including but not limited to meetings, event set-ups, event tear-downs and other mandatory activities.
- when attending NHS Student Council events, it is expected that each representative shall be actively participating in all aspects of the event.

Furthermore, as active participation requires the commitment of time, NHS Student Council representatives shall be required to complete specific volunteer service hours. All NHS Student Council representatives shall complete, submit and verify a minimum of:

- 3 hours of volunteer (NHS Student Council Booth) service each semester (6 for the academic year).
- 2 hours of volunteer (NHS Student Council Committee or *Extra Session*) service for each semester (4 for the academic year).

See “Eligibility Verification & Process” for clarification on proceedings if any representative is found to be deficient in service hours at “Eligibility Verification” times.

ELIGIBILITY VERIFICATION & PROCESS

To determine if NHS Student Council representatives meet the expectations of the NHS Student Council Code of Conduct, eligibility shall be verified for attendance, academics, behavior and participation. Identified below are the processes of the NHS Student Council Code of Conduct Eligibility Verification.

ATTENDANCE ELIGIBILITY VERIFICATION

“Attendance Eligibility” of NHS Student Council representatives shall be verified for NHS Student Council activities by:

- the Advisor(s), Vice President and Treasurer.
- assessing the “Attendance Records” maintained by the Vice President and Secretary.
- assessing the “Activity Attendance” and “Hours Submission Form” records maintained by the Treasurer.

“Attendance Eligibility” of NHS Student Council representatives shall be verified for NHS scholastic activities:

- by the Advisor(s) and members of the Executive Board.
- at select academic year intervals (Q1, Q2, Q3, PR4).
- by generating an “Attendance Detail Report” in the NHS Student Council “Activity Roster” in Skyward.
- by assessing absences indicated for each representative on the “Attendance Detail Report.”

NHS Student Council representatives that are found to meet the NHS Student Council and scholastic activities requirements identified in “Attendance Requirements” shall be considered *eligible*. NHS Student Council representatives that are found to be in violation of the NHS Student Council and/or scholastic activities requirements identified in “Attendance Requirements” shall be considered *ineligible*, and “Code Violation Consequences” shall be enacted.

ACADEMIC ELIGIBILITY VERIFICATION

“Academic Eligibility” of prospective NHS Student Council representatives shall be verified:

- at the time of application submission.
- by the Advisor(s).
- by requesting a “GPA Report” from the Registrar.
- by assessing the GPA on the “GPA Report”.

Prospective NHS Student Council representatives that are found to meet the application requirements identified in “Academic Requirements” shall be considered *eligible*. Prospective NHS Student Council representatives that are found to be in violation of the “Application Requirements” identified in “Academic Requirements” shall be considered *ineligible*, and their name shall not appear on the ballot, or be considered by the “Selection Committee” (see “Constitution of the Eau Claire North High School Student Council, Article III, Section IV).

“Academic Eligibility” of NHS Student Council representatives shall be verified during the current term:

- by the Advisor(s).
- every five weeks (Q1, Q2, Q3, PR4).
- by generating a “Report Card Summary” in the NHS Student Council “Activity Roster” in Skyward.
- by assessing academic performance for each representative on the “Report Card Summary.”

NHS Student Council representatives that are found to meet the term requirements identified in “Academic Requirements” shall be considered *eligible*. NHS Student Council representatives that are found to be in violation of the term requirements identified in “Academic Requirements” shall be considered *ineligible*, and “Code Violation Consequences” shall be enacted.

Addendum I: Code of Conduct

BEHAVIOR ELIGIBILITY VERIFICATION

Behaviors of NHS Student Council representatives shall be observed by:

- the Advisor(s).
- members of the Executive Board.
- NHS staff.
- peers of the representatives.
- pupils of the representatives.
- members of the community.

“Behavior Eligibility” of NHS Student Council representatives shall be verified:

- by the Advisor(s).
- by members of the Executive Board.
- without identified time intervals.

NHS Student Council representatives that are found to meet the NHS Student Council “Behavior Requirements” shall be considered *eligible*. If a prohibited behavior is observed/reported, or a required behavior is not observed, action will be taken by the Advisor(s) or members of the Executive Board. NHS Student Council representatives that are found to be in violation of the items identified in “Behavior Requirements” shall be considered *ineligible*, and “Code Violation Consequences” shall be enacted.

PARTICIPATION ELIGIBILITY VERIFICATION

Participation eligibility of NHS Student Council representatives shall be verified:

- by the Advisor(s), Executive Board and Committee Chairs.
- by assessing the “Year-Long Committees Report”.
- by assessing the “Short-Term Committees Report”.
- at select academic year intervals (Q1, Q2, Q3, PR4).

Volunteer and community service eligibility of NHS Student Council representatives shall be verified:

- by the Advisor(s), Vice President and Treasurer.
- by assessing the “Meeting Attendance” records maintained by the Vice President.
- by assessing the “Hours Tracker Form” records maintained by the Treasurer.
- at select academic year intervals (Q1, Q2, Q3, PR4).

Active participation eligibility of NHS Student Council representatives shall be verified:

- by the Advisor(s), Executive Board and Committee Chairs.
- by assessing the “Meeting Attendance records maintained by the Vice President.
- by assessing the “Hours Tracker Form” records maintained by the Treasurer.
- by frequent communication with Committee Chairs.
- by reviewing submitted “Bi-Weekly Reports.”
- at designated Executive Board meetings.

NHS Student Council representatives that are found to meet the NHS Student Council “Participation Requirements” shall be considered *eligible*. NHS Student Council representatives that are found to be in violation of the items identified in “Participation Requirements” shall be considered *ineligible*, and “Code Violation Consequences” shall be enacted.

CODE VIOLATION CONSEQUENCES & PROCESS

As a respected member of NHS Student Council, representatives earn positive consequences observed academically, personally and professionally. Likewise, it is the philosophy of NHS Student Council that representatives found to be in violation of the “Constitution of the Eau Claire North High School Student Council” and/or its “Code of Conduct” must have clearly defined consequences to provide direction to the Advisor(s), Executive Board and representatives regarding rectification of those behaviors, or in the absence of rectification, subsequent termination proceedings. Identified below are the consequences and processes associated with violation NHS Student Council Code of Conduct.

ATTENDANCE & ACADEMIC VIOLATION CONSEQUENCES & PROCESS

Any NHS Student Council representative found to be in violation of “Attendance/Academic Requirements” at an “Eligibility Verification” interval shall experience the following consequences, in the order in which they are identified.

1. The representative shall be provided a verbal warning, by the Advisor(s) and Executive Board, of their violation.
 - a. If the “Attendance/Academic Requirement” violation is not rectified within two weeks of verbal notification, the following shall occur.
2. The representative shall be provided a formal written warning, by the Advisor(s) and Executive Board, of their violation.
 - a. If the “Attendance/Academic Requirement” violation again remains unrectified within two weeks of written notification, the following shall occur.
3. The representative shall be provided a formal letter of termination, by the Advisor(s) and Executive Board.

BEHAVIOR VIOLATION CONSEQUENCES & PROCESS

Any NHS Student Council representative found to be in violation of “Behavior Requirements” at any time shall experience the following consequences, in the order in which they are identified.

MINOR BEHAVIORS

If the behavior exhibited is considered *minor* (slightly inappropriate or less than acceptable), and supported by at least one line of credible evidence:

1. the representative shall be provided a verbal warning, by the Advisor(s) and Executive Board, of their violation.
 - a. If the “Behavior Requirement” violation is not rectified within two weeks of the verbal notification, the following shall occur.
2. the representative shall be provided a formal written warning, by the Advisor(s) and Executive Board, of their violation.
 - a. If the “Behavior Requirement” violation again remains unrectified within two weeks of written notification, the following shall occur.
3. the representative shall be provided a formal letter of termination, by the Advisor(s) and Executive Board.

If a *minor* behavior occurs more than twice, it shall be considered a *major* behavior, and treated accordingly.

MAJOR BEHAVIORS

If the behavior exhibited is considered *major* (very inappropriate or unacceptable), and supported by at least one line of credible evidence:

1. the representative shall be provided a formal written warning, by the Advisor(s) and Executive Board, of their violation.
 - a. If the “Behavior Requirement” violation again remains unrectified within two weeks of written notification, the following shall occur.
2. the representative shall be provided a formal letter of termination, by the Advisor(s) and Executive Board.

Addendum I: Code of Conduct

SUSPENSION/EXPULSION

If the behavior exhibited leads to suspension or expulsion, the representative shall be provided a formal letter of termination, by the Advisor(s) and Executive Board.

PARTICIPATION VIOLATION CONSEQUENCES & PROCESS

Any NHS Student Council representative found to be in violation of "Participation Requirements" at an "Eligibility Verification" interval shall experience the following consequences, in the order in which they are identified.

1. The representative shall be provided a verbal warning, by the Advisor(s) and Executive Board, of their violation.
 - a. If the "Participation Requirement" violation is not rectified within two weeks of verbal notification, the following shall occur.
2. The representative shall be provided a formal written warning, by the Advisor(s) and Executive Board, of their violation.
 - a. If the "Participation Requirement" violation again remains unrectified within two weeks of written notification, the following shall occur.
3. The representative shall be provided a formal letter of termination, by the Advisor(s) and Executive Board.

CONSTITUTION VIOLATION CONSEQUENCES & PROCESS

Any NHS Student Council representative found to be in violation of the "Constitution of the Eau Claire North High School Student Council" at any time shall experience the following consequences, in the order in which they are identified.

UNIMPEACHABLE OFFENSE

1. The representative shall be provided a verbal warning, by the Advisor(s) and Executive Board, of their violation.
 - a. If the "Participation Requirement" violation is not rectified within two weeks of verbal notification, the following shall occur.
2. The representative shall be provided a formal written warning, by the Advisor(s) and Executive Board, of their violation.
 - a. If the "Participation Requirement" violation again remains unrectified within two weeks of written notification, the following shall occur.
3. The representative shall be provided a formal letter of termination, by the Advisor(s) and Executive Board.

IMPEACHABLE OFFENSE

1. The representative shall be subject to impeachment proceedings as determined by the Advisor(s) and/or Executive Board, and defined in the "Constitution of the Eau Claire North High School Student Council," Article IV, Section VI.

For information regarding modification of termination proceedings, see "Appeals."

NOMINAL PROBATION

Following any of the aforementioned notifications of violations, a representative of NHS Student Council may be placed on conditional probation, wherein certain requirements must be completed, as deemed appropriate by the Advisor(s) and Executive Board, prior to full reinstatement into NHS Student Council. These requirements will be specifically designed to rectify the initial violation.

APPEALS

Eligibility verification, code violation consequences and terminations shall always be assessed with careful consideration, and no decision shall be taken lightly. However, if a representative of NHS Student Council or his/her parent/guardian disagree with a decision of the Advisor(s) and Executive Board relating to eligibility verification, code violation consequences or termination, the decision may be appealed. Identified below are the NHS Student Council Code of Conduct requirements for appeals.

PETITIONING THE SCHOOL

A representative of NHS Student Council or his/her parent/guardian may appeal a decision relating to eligibility verification, code violation consequences or termination by contacting North High School within one week of the verification, consequence or termination notification.

ARRANGING THE APPEALS MEETING

The NHS Student Council Advisor(s) and building administrator shall schedule a meeting, within two weeks of contact, by corresponding with the representative or parent/guardian. The representative must attend the meeting and may be accompanied by his/her parent/guardian. The representative shall have the opportunity to present evidence and/or challenge evidence presented against him/her at the meeting.

DECISIONS

Following the meeting, the NHS Student Council Advisor(s) and building administrator shall decide regarding the matter. Prior to final confirmation, the decision must be approved by a vote of not less than 3/5 of the Executive Board members. Following this process, decisions may not be contested, and the matter shall be considered closed.

COMMUNICATING DECISIONS

The building administrator shall notify the NHS Student Council representative and/or his/her parent/guardian of the final decision.