

April 8, 2024

Dear Parent:

Your student has indicated an interest in running for a student body office at Olympus Junior High. A copy of the election rules and regulations, election calendar, and election application are attached. Please be aware that every candidate who is elected will be required to enroll in the student government class for the 2024-2025 school year. The elected officers must meet with the counseling office after the final election results are announced to add this class to their schedules for the upcoming school year.

Please understand that being a student body officer is a time commitment. SBOs are required to have excellent attendance and should not be absent more than 10 days during the school year (see rules and regulations). Student body officers will also be required to meet with their Student Government Advisor, Ms. Fulton, prior to the official beginning of the 2024-2025 school year to plan and prepare for the beginning of school. In addition to this, there will be times when SBOs are required to be available after school for assembly rehearsals and to support OJH teams and activities.

There are many responsibilities that student body officers must fulfill. Student government members work together to help plan and run school service projects, assemblies, spirit events, grade events, and fundraisers. In addition, they are responsible for daily announcements, photographing school activities, fostering school spirit, supporting school teams, and modeling good citizenship. As our student leaders, they are held to a higher standard.

Each primary SBO candidate is limited to creating one poster and one Google slide for their campaign. These are both due on Monday, April 15. There is a spending limit of \$10 for every candidate's poster and candidates will be asked to provide receipts for all expenses incurred for their poster. Please read the elections rules and regulations attached to this packet for detailed poster and Google slide requirements. Please be aware that distributing fliers, food, campaign buttons or other campaign items is not allowed.

Creating campaign videos is for the SBO General Election only, which is limited to the top two finalists from the primary election for president, vice president, secretary, mascot, and historian, and the top four finalists for school pride representative. Video details and requirements are provided in the attached election rules and regulations.

The SBO election results for both the primary and general elections are made up of 60% popular vote and 40% teacher evaluation scores. Teacher evaluation forms will be provided to each candidate's eight current teachers by the Election Committee. The candidate is not responsible to provide these forms to the teachers.

Please read over the election rules and regulations and election calendar before you fill out and turn in the attached Student Body Office Election Application. The completed application for all candidates must be turned in to Mr. Hutchins in the main office by 3:30 p.m. on Wednesday, April 10, 2024. We ask for your support in making sure there is clear understanding and strict compliance with all the rules. If you have any questions, please email Mr. Hutchins at jlhutchins@graniteschools.org or Ms. Fulton at cfulton@graniteschools.org.

Sincerely,



Ms. Fulton, Student Government Advisor



Mr. Hutchins, Vice-Principal

OLYMPUS JUNIOR HIGH SCHOOL
2024-2025 STUDENT BODY ELECTION CALENDAR

Date	Activity
Monday, April 8	<ul style="list-style-type: none"> ● SBO Application, SBO Election Calendar, and Elections Rules and Regulations available in the main office and on the school website.
Wednesday, April 10	<ul style="list-style-type: none"> ● SBO Applications with attached copy of report card due at the main (administrative) office by 3:30 p.m.
Friday, April 12	<ul style="list-style-type: none"> ● A list of those eligible to run for student body office will be posted in the main office by 12:30 p.m.
Monday, April 15	<ul style="list-style-type: none"> ● <u>CAMPAIGN SLIDES AND POSTERS DUE</u> <ul style="list-style-type: none"> ○ <u>Campaign Google Slides:</u> All eligible candidates will submit a Google campaign slide by 7:45 a.m. Each candidate is limited to one slide - <i>see Election Rules and Regulations for details.</i> ○ Using the submitted and approved campaign slides, the Election Committee will create an OJH Google Slides SBO Primary Election Presentation representing the candidates. This presentation will be available on the school website by 8 a.m. on Tuesday, April 16. This presentation can also be seen on the commons screen at that time. ● <u>CAMPAIGN POSTERS:</u> All eligible candidates will submit a campaign poster from 7:00 a.m. – 7:30 a.m. in Rm. 315. ALL SBO POSTERS AND RECEIPTS ARE DUE BY 7:45 a.m. Candidates will hang posters as directed in the commons after they are approved.
Tuesday, April 16	<ul style="list-style-type: none"> ● OJH GOOGLE SLIDES SBO PRIMARY ELECTION PRESENTATION is available on school website and on the screen in the commons for students to see the SBO Primary Election candidates. ● Teachers will turn in evaluation forms to Mr. Hutchins by 8 a.m.
Thursday, April 18	<p><u>SBO PRIMARY ELECTION -</u></p> <ul style="list-style-type: none"> ● <u>SBO Primary Elections:</u> Elections will be held during advisory. Only 6th and 7th grade students will vote. At the end of announcements, students will look at the OJH Google Slides SBO Primary Election Presentation provided to them on Canvas and then vote using the online ballot. Online voting will be available from 9:00 a.m. – 12 p.m. on April 18th only. ● <u>SBO Primary Election Results:</u> All candidates will meet in Rm. 315 at 2:30 p.m., where they will be informed of the primary election results. The SBO finalists will be

<p>Thursday, April 18 continued . . .</p>	<p>announced to the student body at the end of 7th period. The SBO candidates who were not finalists will need to remove their posters right after school.</p> <ul style="list-style-type: none"> ● SBO Finalist Candidate Video Meeting: After the results are given, finalists will attend the video meeting in Rm. 315 from 2:45 - 3:15 p.m. Instructions and questions regarding the general election candidate videos will be discussed. Details on video rules and regulations are also included in the SBO Election Packet.
<p>Friday, April 19</p>	<ul style="list-style-type: none"> ● OJH GOOGLE SLIDES SBO GENERAL ELECTION PRESENTATION is available on the school website by 8 a.m. and is on the screen in the commons for students to see the SBO General Election candidates.
<p>Sunday, April 21</p>	<ul style="list-style-type: none"> ● General Election Videos due for finalists: Finalist candidates will upload their videos to their school Google Drive and share their videos with Ms. Fulton at cfulton@graniteschools.org. These videos will be included in an SBO General Election Video Presentation representing the candidates that will be shared with the 6th and 7th grade voters for viewing on Wednesday, April 24, prior to voting.
<p>Wednesday, April 24</p>	<p><u>SBO GENERAL ELECTION -</u></p> <ul style="list-style-type: none"> ● The SBO General Election will be held during advisory after announcements. Only 6th and 7th grade students will be voting. Students will have advisory time and Canvas access to the OJH Google Slides SBO General Election Campaign Slides Presentation and the SBO General Election Video Presentation to view prior to voting. The SBO General Election voting ballot link will also be provided on Canvas. Online voting will be available from 9 a.m. – 12 p.m. on Wednesday, April 24 only.
<p>Friday, April 26</p>	<p>PM Announcement Assembly (general election candidates will meet with the administration for results prior to the assembly). SBO 2024-2025 Election results announced to the student body during the assembly.</p> <p>The General Election results will be posted on the school website after the Announcement Assembly is over.</p>

OLYMPUS JUNIOR HIGH SCHOOL
ELECTION RULES AND REGULATIONS
2024-2025 STUDENT BODY OFFICERS

I. QUALIFICATIONS

- A. Each candidate must submit an application to run for **one** of the following student body offices: Student Body President, Student Body Vice-President, Student Body Secretary, Student Body Historian, Student Body Mascot or School Pride Representative.
 - 1. The election application will be available in hard copy form in the main office and on our school website on Monday, April 8, 2024. The application is located within the SBO Election Packet.
 - 2. The election application must be turned in to the main office by 3:30 p.m. on Wednesday, April 10, 2024.
 - 3. A list of those eligible to run for student body office will be posted in the main office by 12:30 p.m. on Friday, April 12, 2024.
- B. SBO candidates must be current 7th grade Olympus Junior High School students who will be attending Olympus Junior High as an 8th grader during the entire 2024-2025 school year.
- C. A candidate must have a cumulative PBL academic grade average of 2.5 or higher. No rounding up is allowed.
- D. A candidate must have a cumulative citizenship grade average of 2.5 or higher (no rounding up is allowed) with no more than one "1" and no "0's" for the term prior to the election in any of the individual categories. This rule exempts the "Dependability" category that is auto populated by the computer, based on attendance.
- E. Candidates are **not** allowed to request academic or citizenship grade changes from teachers for eligibility.
- F. All candidates must be willing to:
 - 1. Set a good example, uphold the school constitution, and obey all school rules and regulations at all times.
 - 2. Maintain a 2.5 cumulative PBL academic grade average during their term of office in 2024-2025.
 - 3. Maintain a 2.5 cumulative citizenship grade average, with no more than one "1" and no "0's" per term in any of the individual categories (with the exception of the

“Dependability” category that is auto populated by the computer, based on attendance) during their term of office in 2024-2025.

4. All candidates must be willing to enroll in the student government class for the 2024-2025 school year.
5. All candidates must be willing to maintain an excellent attendance record during the 2024-2025 school year with no more than 10 absences for the entire school year. This includes excused absences. Emergency exceptions may be reviewed by the administration.

II. CAMPAIGN ORGANIZATIONS

- A. Each candidate may choose one and only one campaign manager to help them with campaign ideas and designs for their campaign. No present student body officer, class officer or ambassador may serve as a campaign manager.
- B. A candidate may have a campaign committee consisting of the campaign manager and no more than two other present members of the Olympus Junior High School student body to help with ideas and designs for their campaign. No present student body officer, class officer or ambassador may serve on a campaign committee.
- C. The campaign manager and members of the campaign committee must be present members of the Olympus Junior High School student body.

III. CAMPAIGN REGULATIONS AND ACTIVITIES FOR STUDENT BODY OFFICE ELECTIONS

- A. Google Campaign Slide. All candidates will be creating a Google campaign slide that will be shared with and submitted to Ms. Fulton at cfulton@graniteschools.org by Monday, April 15 at 7:45 a.m.
 1. Each candidate’s Google campaign slide must be approved by the Election Committee. The Election Committee will put together an OJH Google Slides SBO Primary Election Presentation representing the candidates. This presentation will be made available on the school website on Tuesday, April 16.
 2. The Google slide theme and design must be created by the candidate. The candidate may receive help and assistance from their campaign manager and committee members with ideas and images.
 3. All themes, slogans and images must reflect school appropriate standards of dress and respectful behavior.
 - a. Themes, slogans and images used cannot be sexually suggestive; include or infer profanity; depict or infer alcohol or drug use; depict weapons or violent acts or negatively target individuals or groups.
 4. Images found online may be used to help design the slide if they are creative commons – free to use, share or modify.

5. Any images used of the candidates must be recent images taken in 2023-2024.
 6. If a candidate wishes to use images that include any additional students or family members, informed permission from these individuals must be given to the candidate to use the images. Images used cannot include current student body officers, class officers or ambassadors.
- B. SBO Candidate Poster. All candidates are limited to ONE campaign poster that they will create and display in the commons in a location specified by the Election Committee.
1. The poster board used for the campaign poster should be standard size (22" x 28").
 2. Each candidate will have a \$10 spending limit toward supplies for their poster. The receipts for these purchases will be turned in to Mr. Hutchins or Ms. Fulton in Rm. 315 by 7:45 a.m. on Monday, April 15.
 3. No campaign poster may be put up until the completed work has been approved by the Election Committee. Posters will be turned in for approval by 7:45 a.m. on Monday, April 15, in Rm. 315.
 4. The poster theme and design must be created by the candidate. The candidate may receive help and assistance from their campaign manager and committee members with ideas and images.
 5. All themes, slogans and images must reflect school appropriate standards of dress and respectful behavior.
 - a. Themes, slogans and images used cannot be sexually suggestive; include or infer profanity; depict or infer alcohol or drug use; depict weapons or violent acts or negatively target individuals or groups.
 6. All work on posters should not exceed the edges, nor is the surface work to extend more than two inches.
 7. Images found online may be used to help design the poster if they are creative commons – free to use, share or modify.
 8. Any images used of the candidates must be recent images taken in 2023-2024.
 9. If a candidate wishes to use images that include any additional students or family members, informed permission from these individuals must be given to the candidate to use the images. Images used cannot include current student body officers, class officers or ambassadors.
 10. Once the Election Committee has approved the candidate's poster, the candidate will hang their poster in the commons on the wall designated by the Election Committee. OJH will provide tape for hanging the posters.

C. General Election Candidate Videos for finalists.

1. The two finalists for president, vice-president, secretary, historian, and mascot from each of the student body office positions from the primary election will have the opportunity to create a short election video. The four finalists for school pride representative can also create a short election video. Election videos are to be **no longer than 20 seconds**. The purpose of the election video is for the candidate to introduce themselves to the voters. They should include the office they are running for, their slogan, and at least one thing they like about Olympus Junior High. Candidates can include props or costumes if they wish to do so. Only the candidate is allowed in the video. The following rules also apply:
 - a. All introductions, slogans, props, costumes and performances must reflect appropriate standards of dress and respectful behavior.
 - b. Introductions, slogans, props, costumes and performances cannot be sexually suggestive; include or infer profanity; depict or infer alcohol or drug use; depict weapons or violent acts; or negatively target individuals or groups.
2. There will be a short finalist candidate video meeting after school on Thursday, April 18, immediately after the finalists are announced. This meeting will be held in room 315 and will last from 2:45 – 3:15 p.m. Instructions and questions regarding the general election candidate videos will be discussed.
3. Candidate videos need to be completed and uploaded to the candidate's school Google Drive and then shared through the "share" option in Google Drive with Ms. Fulton at cfulton@graniteschools.org by Sunday, April 21.
4. Candidate General Election videos will be incorporated into an SBO General Election Video Presentation. This presentation will be made available to 6th and 7th grade student voters to view through Canvas during advisory on Wednesday, April 24, prior to voting in the General Election.

D. Miscellaneous Campaign Rules

1. No election handbills, handouts, buttons or campaign items of any kind are to be distributed by candidates or campaign committee members in the name of the candidate either on or off school grounds.
2. No election campaign websites or social media accounts are to be created and advertised for this election.
3. No favors or bribes, including candy or gum, are to be distributed in the name of the candidate either on or off school grounds.

4. No sound system or video displays advertising the candidates are allowed, other than the finalist candidate videos provided in the SBO General Election Video Presentation.

E. SBO Primary Election

1. The primary election vote for student body officers will be made up of 60% popular vote and 40% teacher evaluation form for both the primary and general elections. Only current sixth and seventh grade OJH students will be allowed to participate in the popular vote.
 - a. Teacher evaluation forms will be delivered to the teachers by the Election Committee. The Election Committee will also gather the evaluations forms from the teachers. Candidates do NOT provide the evaluations to the teachers or gather them.
2. SBO Primary Elections will be held during advisory at the end of announcements on Thursday, April 18. Sixth and seventh grade voting students will be able to access the OJH Google Slides SBO Primary Election Presentation and election voting ballot link on Canvas. The voting ballot for the SBO primary election will be available from 9 a.m. – 12:00 p.m. on April 18 only.
4. SBO candidates will meet in Rm. 315 at 2:30 p.m. on Thursday, April 18, where they will be informed of the primary election results. The SBO candidate finalists will be announced to the student body at the end of 7th period. SBO candidates who are not finalists will need to remove their posters right after school.
5. The top two finalists for President, Vice President, Secretary, Historian, and Mascot will advance to the General Election. The top four School Pride Representatives will advance to the General Election as well. These finalist candidates will attend the candidate video meeting on Thursday, April 18, from 2:45 - 3:15 p.m., to discuss the candidate video requirements for the SBO General Election Video Presentation.

F. SBO General Election

1. The general election vote for student body officers will be made up of 60% popular vote and 40% teacher evaluation form for both the primary and general elections. Only current sixth and seventh grade OJH students will be allowed to participate in the popular vote. The teacher evaluation forms that were filled out by the candidate's current seventh grade teachers and used for the primary election will be used again for the general election.
2. The SBO General Election will be held on Wednesday, April 24 in advisory. Sixth and seventh grade students will be voting and can access the OJH Google Slides SBO General Election Presentation, SBO General Election Video Presentation, and ballot voting link on Canvas. Online voting will be available from 9 a.m. – 12 p.m. on Wednesday, April 24 only.
3. SBO General Election results will be announced to the OJH student body during the PM Announcement Assembly on Friday, April 26.
 - a. SBO General Election candidates will meet with the administration right before the announcement assembly and will be informed of the election results before the results are announced during the assembly to the student body or posted on our school website.

- b. The SBO General Election results will be posted on our school website after the assembly is over.

IV. MISCELLANEOUS – STUDENT BODY OFFICERS

- A. Candidates shall comply with any other rules and regulations as announced by the Election Committee.
- B. The penalty for violation of the election rules and regulations may be eliminated from running for an office. Failure to meet the standards in the rules after being elected may result in not being allowed to assume office.
- C. Any questions regarding campaign techniques, procedures, or materials should be resolved first with a member of the Election Committee before it is used to avoid the possibility of disqualification.
- D. No parties or celebrations are to be held after elections.
- E. Candidates are required to maintain their posters during the election process.

**OLYMPUS JUNIOR HIGH SCHOOL
STUDENT BODY OFFICE ELECTION APPLICATION
2024-2025**

Application due by Wednesday, April 10, 2024, by 3:30 p.m.

I am currently a 7th grader at Olympus Junior High and will be attending Olympus Junior High during the 2024-2025 school year. I am officially applying to run for a student body office at Olympus Junior High for the 2024-2025 school year:

STUDENT NAME:

Student Email & Contact Number:

Parent Email & Contact Number:

Position you are running for – choose one option only by placing an "X" on the appropriate line:

- STUDENT BODY PRESIDENT (1)**
- STUDENT BODY VICE PRESIDENT (1)**
- STUDENT BODY SECRETARY (1)**
- STUDENT BODY HISTORIAN (1)**
- STUDENT BODY MASCOT (1)**
- STUDENT BODY SCHOOL PRIDE REPRESENTATIVE (2)**

Cumulative Grade Instructions: Each candidate needs to attach a printed copy of their 3rd quarter report card. If you cannot print one from home, please go to either the main office or counseling office and politely ask them to print your report card for you. You should also use this report card information to help you figure out your cumulative PBL grade average and citizenship average information that is required on the next page.

You can figure out your cumulative PBL grades by totaling up your PBL academic grades on your report card for these three quarters and then dividing this total grade number by the number of how many classes you have added together to get your average. For example, this year during your 3 terms, you have had the chance to earn 24 PBL grades (8 classes for each term) . So add up all of your grades (PBL) for each term and then divide that total number by 24 to get your average PBL grade. Do the same thing with your citizenship grades. Remember, you will need to staple a copy of your 3rd term report card to the application when submitted.

If you were given a letter grade for a class instead of a PBL grade, you will need to convert that letter grade to a PBL grade to help you determine what your PBL cumulative academic grade average is. Here are the letter grade to PBL equivalents to help you:

A	3.51 - 4.0	B-	2.50 - 2.66	D+	1.66 - 1.99
A-	3.00 - 3.50	C+	2.34 - 2.49	D	1.33 - 1.65
B+	2.84 - 2.99	C	2.17 - 2.33	D-	1.00 - 1.32
B	2.68 - 2.83	C-	2.00 - 2.16	F	0.00 - 0.99

CUMULATIVE (1st, 2nd & 3rd term) PBL ACADEMIC GRADE point average _____ (must be at least 2.5, no rounding up)

CUMULATIVE (1st, 2nd & 3rd term) CITIZENSHIP GRADE point average _____ (must be at least 2.5, no rounding up)

1. I fully understand that all candidates for student body office must currently be Olympus Junior High School students attending 7th grade who will be attending 8th grade at OJH.
2. I fully understand that the cumulative proficiency-based academic grade average requirement (1st, 2nd & 3rd term) to run for student body office this year is 2.5 or above (NO ROUNDING UP).
3. I fully understand that the cumulative citizenship requirement to run for student body office this year is 2.5 or above (1st, 2nd & 3rd term - no rounding up), with no more than one "1" and no zeroes in any individual citizenship category for the term prior to the election. This rule exempts the "Dependability" category that is auto populated by the computer, based on attendance.
4. I understand that candidates are not allowed to request academic or citizenship grade changes from teachers for eligibility.
5. I fully understand that all student body officers must maintain these academic and citizenship requirements throughout the 2024-2025 school year.
6. I fully understand that the elected student body officers will be required to enroll in the student government class for the 2024-2025 school year.
7. I fully understand that being a student body officer is a time commitment and that I am not to be absent for more than 10 days during the 2024-2025 school year (emergency exceptions may be considered by the administration). I also understand that there will be times I need to fulfill responsibilities prior to the beginning of the 2024-2025 school year and will periodically need to be available after school during the 2024-2025 school year.
8. I agree to follow and comply with all election rules and regulations, established by the Election Committee, if declared eligible to run for student body office.

DATE: _____

STUDENT SIGNATURE: _____

PARENT SIGNATURE: _____