 <p>ASB PROCEDURES MANUAL</p>	<p>STUDENT INVOLVEMENT</p>	<p>REVISED 10/18</p>
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INTRODUCTION


All activities of a secondary school ASB's, in grades 7 through 12, must have student approval and supporting documentation must bear evidence of student engagement. Student authorization may be satisfied by signatures on requisitions, purchase orders, payment orders, or disclosure in the minutes of the ASB student council. Students authorized to approve transactions in the cultural, athletic, social and recreational areas of the ASB should be designated by the ASB governing body.

For schools with grades lower than sixth grade, the board may designate the Principal to act as the ASB. Refer to RCW 28A.325.020.

RESPONSIBILITIES

The ASB fund is for the extracurricular benefit of the students and their involvement in the decision-making process is an integral part of associated student body government. The students must have adult supervision to properly administer the associated student body programs, but that supervision must not exclude student participation in determining the use of the money. Refer to WAC 392-138-120, WAC 392-138-125 and WAC 392-138-210. The following events must show evidence of student approval in schools with 7th grade and above:

- Budget
- Collection of private money
- Constitution and By-laws
- Disbursements
- Election of student officers
- Fundraisers
- Transfers

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EMPOWERMENT AND AUTHORITY OF STUDENT COUNCIL

A student council needs to understand the parameters within which it functions at school. Failure to understand these can lead to a breakdown in communication between the principal and the council. The result can be discontent and frustration. Positive school climate may become impossible under such circumstances. Ultimately, the public is “in charge” in a public school system. Their desires are reflected in the policies adopted by the Board of Education and executed by the administration. State and federal laws also impact the system. With this in mind, a student council can actually function on three participatory levels within the school.


Level One: Students have been “empowered” by the principal to conduct their activities with nearly complete authority. Nearly complete because they are subject to the approval of their advisor and the principal.

Level Two: Students have been empowered by the principal to share authority with the staff and administration.

Level Three: Students have been empowered to give input but have no control over decision making.

Levels of empowerment in most schools include:

Authority	Shared Authority	Input Authority (No Authority)
Council Projects	School Climate	Grades
Elections	Event Scheduling	Discipline
Homecoming	Student Scheduling	Hiring/Firing
Constitutional Revision	Fund Raising	Cafeteria
Council Operation	Athletic Expenditures	Maintenance
Publicity	Announcements	Vacation
Evaluation	Assemblies	National Organizations
Dances	Traditions	Day Length
		Credit Requirements

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For sample forms used by student councils please go to ASB Manual webpage of the Puyallup School District:

<https://www.puyallup.k12.wa.us/cms/One.aspx?portalId=141151&pageId=158602>

The Association of Washington Student Leaders (AWSL) is a part of Association of Washington Principals and provides training and resources to student council leaders through camps, retreats, workshops, conferences and publications.