

## **STUDENT REPRESENTATIVES TO THE SCHOOL BOARD REGULATIONS AND APPLICATION**

The following regulations support the annual appointment of two (2) high school Student Representatives to the School Board, to be made at a School Board Meeting each June. Student Representatives serve annual terms from July 1 through June 30 of the school year of their appointment, and may reapply to be considered for a second term. Student Representative positions are open to rising junior and senior students of T.C. Williams High School. Students may apply at the end of their sophomore or junior year.

Student Representatives sit at the dais during Board Meetings. As a standard agenda item, they present a report on behalf of all of the students in the Division. Each report should be approximately three (3) minutes in length. Although they participate fully in agenda item discussion, Student Representatives do not vote on any issue. As representatives of the T.C. Williams High School student body, they are given equal opportunity to voice their opinions and those of the student body they represent on any and all issues brought before the Board, except as precluded by law or policy.

Student Representatives are required to attend at least 75% of regular School Board Meetings. Additionally, they may choose to attend any School Board Work Sessions or Special Called Meetings with full participatory, non-voting rights. Student Representatives may leave any meeting at their discretion after 10:00 pm due to school work obligations. If a Student Representative fails to maintain the required 75% participation at regular Board Meetings, the position will be re-opened for the selection of a replacement representative.

All applications are reviewed by a Student Representative Selection Committee (SRSC) at T.C. Williams High School. The committee's membership may include:

- Any Superintendent's Student Leadership Committee (SSLC) member and its middle school liaisons;
- Any T.C. Williams club president;
- Any T.C. Williams class president;
- The T.C. Williams Student Government Association (SGA) President; and
- The current senior Student Representative to the School Board (who will serve as the SRSC Chair).

The SRSC solicits applications from rising juniors and seniors each spring. Applications are submitted via the online form, located on the School Board web page, and are due in April of each year. The submission deadline is posted with the online application. The SRSC selects the five most qualified applicants and submits their applications to the Superintendent for review. The Superintendent then forwards the applications to the Board leadership each May. (Minor deviations in the application timeline may occur from year to year.) The Board Chair and Vice Chair (or designees) conduct in-person interviews with the top five (5) applicants, and

recommend the two (2) best qualified applicants to the full Board for approval. The School Board votes on the recommendations prior to July 1.

The Board Chair and Vice Chair oversee the induction process for the Student Representatives, which includes a review of *Roberts Rules of Order*, School Board policies and protocols, and related information.

Among other factors, students who serve as representatives to the School Board are chosen based on evidence of exemplary character, high personal standards of conduct, and adherence to school policies and regulations.

In addition to the two (2) (high school) Student Representatives to the School Board, there are four (4) Student Representative positions for middle school students. These students serve in an advisory capacity to the (high school) Student Representatives to the School Board, and do not participate in Board Meetings. Regulation BBBB-R2 outlines the duties and application process for the Middle School Student Representative positions.

Established: June 18, 2015  
Revised: April 6, 2018  
Revised: April 17, 2018  
Revised: April 4, 2019  
Revised: May 23, 2019

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-86.1.

Cross Refs.: BBBB Student Representatives to the School Board  
BBBB-R2 Middle School Student Representatives Regulation and Application

ALEXANDRIA CITY SCHOOL BOARD  
STUDENT REPRESENTATIVE APPLICATION

Please complete this form online at <https://www.acps.k12.va.us/board>

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

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (M.I.): \_\_\_\_\_

Address: \_\_\_\_\_

City: Alexandria State: VA Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

How long have you lived in the City of Alexandria? \_\_\_\_\_

Have you ever served the City of Alexandria in any capacity? (Yes/No) \_\_\_\_\_

If yes, please explain:

\_\_\_\_\_

(Please attach additional paper if needed to complete your answer.)

*Please attach your resume, including work experience, schools attended, any awards/ recognitions received, extracurricular activities, volunteer/community activities, and any honors or AP courses taken.*

What are your top three goals if selected for this position?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Why did you apply?

\_\_\_\_\_

\_\_\_\_\_

(Please attach additional paper to complete your answer.)

**Attendance Requirements:** Appointees are required to attend at least 75% of regular School Board meetings per year. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled or unforeseen school trips, and emergency work assignments only. All other absences are recorded as unexcused.

**In light of the above, will you be able to attend at least 75% of the regular meetings of the Alexandria City School Board? (Yes/No) \_\_\_\_\_**

It is expected that prior to applying you will attend at least one (1) School Board Meeting. Have you done so? (Yes/No/Plan to) \_\_\_\_\_ (Date) \_\_\_\_\_

*Time Commitment: Approximately 6-10 hours/month are required for attendance at regular Board Meetings, plus student outreach. Any additional time commitment to attend Work Sessions or Special Called Board Meetings is optional.*

*Recommendations should be returned in sealed envelopes with the author's signature across the back seal of the envelope. Recommendations will be opened and reviewed for those students selected as finalists to be interviewed by the School Board Chair and Vice Chair or designees.*

1. **Student Counselor** Recommendation (Required)

Name: \_\_\_\_\_

2. **Teacher** Recommendation (Required)

Name: \_\_\_\_\_

3. **Teacher** Recommendation (Required)

Name: \_\_\_\_\_

4. Recommendation (Optional)

Name: \_\_\_\_\_

## **MIDDLE SCHOOL STUDENT REPRESENTATIVES REGULATIONS AND APPLICATION**

The following regulations support the annual appointment of four (4) Middle School Student Representatives, to be selected by the principal of their respective school and the Student Representatives to the School Board for appointment by the School Board each June. One student from each middle school and K-8 school shall be appointed. They shall serve an annual term from July 1st until June 30<sup>th</sup>, after which they may reapply to be considered for another term.

Middle School Student Representatives shall serve in an advisory role to the Student Representatives to the School Board. They shall write a monthly report on behalf of the students at their school, to be presented to the Student Representatives to the School Board.

Middle School Student Representatives are responsible for attending scheduled, periodic meetings with the principal and Student Representatives to the School Board. If a Student Representative fails to maintain the required 75% attendance at such meetings, or is unable to serve, the principal will select from the previously interviewed candidates for a replacement representative.

Middle School Student Representative positions will be open to students at George Washington Middle School, Francis C. Hammond Middle School, Jefferson Houston School, and Patrick Henry School. Students may apply at the end of their 6th or 7th grade year.

The principal of each middle and K-8 school will solicit applications from rising 7th and 8th grade students each spring. Applications will be submitted via the online form, located on the School Board web page, and are due in May of each year.

The principal at each school shall select 3 finalists to be interviewed by a panel consisting of:

- The principal or designated administrator; and
- The incumbent (high school) Student Representatives to the School Board.

If any interview panel member is unable to participate, a School Board Member may serve as his/her designee.

The interview panel members will then nominate the most qualified candidates and forward them to the School Board for appointment in June.

The principal and Student Representatives to the School Board shall serve as mentors to the Middle School Student Representatives.

Established: April 4, 2019  
Revised: May 23, 2019

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-86.1.

Cross Refs.: BBBB Student Representatives to the School Board  
BBBB-R Student Representatives to the School Board Regulation and Application

ALEXANDRIA CITY PUBLIC SCHOOLS  
MIDDLE SCHOOL STUDENT REPRESENTATIVE APPLICATION  
Please complete this form online at <https://www.acps.k12.va.us/board>

Date: \_\_\_\_\_ School Currently Attending \_\_\_\_\_

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_ (M.I.): \_\_\_\_\_

Address: \_\_\_\_\_

City: Alexandria State: VA Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Year of Graduation (from High School): \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

How long have you lived in the City of Alexandria? \_\_\_\_\_

*Please attach a list of schools attended, any awards/recognitions received, extracurricular activities, and any honors classes taken.*

What are your top two goals if selected for this position? (Respond in 150 words or less. Please attach additional paper to complete your answer.)

1. \_\_\_\_\_

2. \_\_\_\_\_

What do you believe is the top issue facing your school and what would you propose as possible solutions? (Respond in 300 words or less. Please attach additional paper to complete your answer.)

1. \_\_\_\_\_

Please attach one teacher recommendation.

# Buckingham County School Board

## Governance Norms & Protocols

We agree to employ the following norms in all our interactions:

- **We will hear each opinion, but ultimately act as one.** We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to depersonalize disagreements. Once we reach a decision or compromise as a board, we will each support the will of the board in word and deed.
- **The chairman (or designee) will speak as the official voice of the board.** A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state that these statements are their opinion and not the position of the board.
- **We will be mindful of the different roles and responsibilities throughout the school system and maintain a focus on policy and governance.**
- **We will be aware of the different roles that we play as individuals (board member, citizen, parent, etc.).**
- **We will be focused on our work as a board and not interfere with the day-to-day operations of the school system, which is the responsibility of the superintendent.**
- **We will maintain open communication with each other, the administration, and the community-at-large.** Information shared with one board member will be shared with all members. If considerable work or time is required to generate data, the full board must endorse the request.

We agree to follow the following protocols:

<b>Developing the board agenda</b>	The chairman, vice chairman and the superintendent work to develop the board agenda.
<b>Placing items on the board meeting agenda</b>	Board members will contact the superintendent for any items they wish to put on the agenda.
<b>Obtaining information about board meeting agenda items before the meeting</b>	The board members will contact the superintendent prior to the meeting with any questions.

<b>Responding to staff or community complaints at board meetings</b>	Board members will not comment to staff or community during board meetings. <u>A statement will be made prior to each public comment period to ensure the community is aware of the procedure.</u>
<b>Responding to staff or community complaints outside of board meetings</b>	Concerns will be forwarded to the superintendent.
<b>Communications between and among board members</b>	Board members are encouraged to communicate to one another via phone, email and text.
<b>Communications between board members and the superintendent</b>	Board members are encouraged to communicate to the superintendent. All communication is encouraged to take place via the school board email account.
<b>Communications between board members and staff (including requests for information)</b>	Board members should go directly to the superintendent for requests for information. If there is a request for information that takes 20 minutes or longer to put together, the entire school board must approve the request.
<b>Assignment of committee members</b>	Committee members are assigned on a volunteer basis.
<b>Committee reporting expectations</b>	Board members will give an update after each committee meeting at the next board meeting. <u>A list of committee membership will be established annually and a place to make a report will be a part of each board meeting's agenda.</u>
<b>Responding to media inquiries</b>	The chairman will respond on behalf of the board. The superintendent is the spokesperson for the day to day operations of the school division.
<b>Use of social media</b>	Social media use is discouraged. Social media may be used to push out positive messages about the division.
<b>How, when and whom to notify about visiting school sites</b>	Board members will inform the superintendent as soon as possible prior to any visits to school sites or any school division property.

<b>How, when and whom to notify about volunteering in schools or at school events</b>	Board members will follow the student handbook guidelines for volunteering in schools.
<b>How, when and whom to notify about attending school events (concerts, sporting events, etc.)</b>	Board members are encouraged to attend school events.
<b>Expectations for participation in professional development</b>	Board members are encouraged to follow through with training.
<b>Expectations for participation in meetings and conferences</b>	Board members are encouraged to attend meetings and conferences.
<b>When and how the board evaluates the superintendent</b>	The superintendent is evaluated <u>biannually in January and June</u> . In <u>December/May</u> , the board members will complete their individual evaluation documents for discussion. In <u>January/June</u> the board will meet to discuss the evaluation. The chairman will follow up with the superintendent to discuss the results of the evaluation.
<b>When and how the board conducts a self-evaluation</b>	<u>The board will conduct a self-evaluation in April each year effective 2020.</u>
<b>When and how the board monitors and updates the school board's strategic plan</b>	The board will <u>create a strategic plan and monitor it</u> throughout the year.

Violation of these norms and protocols will result in the following actions:

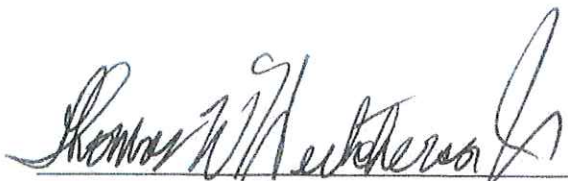
VIOLATION 1 - The chairman or designee will discuss the violation with the board member.

VIOLATION 2 - The full board will discuss the violation with the board member.

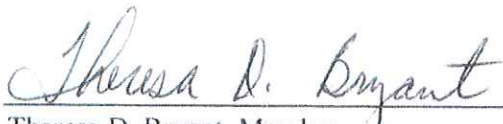
VIOLATION 3 - The board member will be removed from all committees at a public meeting.

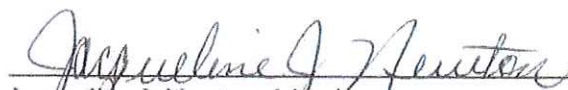
ADOPTED: March 8, 2017

REVISED: February 13, 2019


  
Thomas W. Hutcherson, Jr. Chairman

  
Sherry S. Ragland, Vice Chairman

  
Theresa D. Bryant, Member

  
Jacqueline J. Newton, Member

  
John W. Goodman, Member

  
Kathy F. Mickiff, Member

  
H. Ed Wise, Member

## STUDENT REPRESENTATIVE TO THE SCHOOL BOARD

The opinions and concerns of the students in the Charlottesville City school division are important to the Charlottesville City School Board. Therefore, the School Board selects a student representative.

The Student Government Association, through an application process, will select three students who can serve as student representatives to the School Board. These names will be given to the Principal of Charlottesville High School who will review and approve the names and submit them to the Superintendent. The Superintendent will nominate these students to the School Board for approval.

Each student representative serves in an advisory capacity and does not vote. The student representative does not attend closed meetings. The school division provides the meeting agenda and other public materials to the student representative in advance of each open meeting. The student representative does not have access to confidential information, including student or personnel records. The student representative is expected to attend all regular, open meetings, including work sessions and complete assignments for research and data collection when requested by the School Board. Although all student representatives may attend any meetings, only one student will sit with the School Board at any meeting.

Adopted: May 5, 2016

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Legal References: Code of Virginia, 1950, as amended, § 22.1-86.1

## STUDENT REPRESENTATIVES TO THE SCHOOL BOARD

The objective of a student representative is to be a voice for student interests when decisions are made.

The SCA fully supports this position and recommends the following:

- Three students rotating every three months
- No grade requirements, selection should be the three most qualified people
- All three students will serve a year-long term, but the “chairperson” rotates every three months.

The selection process will be as follows:

Beginning in April of each year, the faculty advisor of the Student Government Association will coordinate with the members of the SGA to advertise and set a deadline for applications for consideration to serve as a student representative of the School Board. Once the applications are received, a panel of SGA members, advisors, principal, class presidents, and a School Board member will review the applications and interview candidates. A part of the interview process will be an essay. The topic will be “what is one policy change you would propose in Charlottesville city Schools?”

The panel will select three members and a possible fourth as an alternate to be submitted to the Superintendent.

The Superintendent will recommend the student representatives to the School Board at the July or August Board meeting for approval by the Board.

Following approval, the School Board clerk will notify the students of their approval. The Superintendent or designee will schedule a meeting to identify the monthly schedule for the students. The Superintendent or designee will also share information with the students regarding School Board protocol and operations.

Each student shall serve a one-year term. Students may apply for a second term using the same procedure as stated above.

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

### **School Board Bylaws**

#### **Student Representative to the School Board**

This policy supersedes Policy 1802.11.

#### **I. PURPOSE**

To establish the position of student representative to the School Board. The student representative is not a member of the School Board but serves in a nonvoting, advisory capacity, representing the interests of the students of Fairfax County Public Schools, as authorized by the Code of Virginia.

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

- A. Section III.A. has been revised for clarity.
- B. Sections III.B. and III.C. have been added and subsequent paragraph has been re-numbered.
- C. Section IV.D. has been deleted because the term information has been added in section III.C. Subsequent paragraphs have been re-numbered.

#### **III. SELECTION PROCESS**

- A. Beginning April 2017, the student representative shall be elected during the month of April for a term beginning July 1, 2017.
- B. Each subsequent annual election will be held in April and the student representative will begin service on July 1 of the same year.
- C. The student representative shall serve not more than a single one-year term.
- D. The election shall be by a convention of the Student Advisory Council (SAC). The voting delegates will consist of the four SAC representatives elected to represent each school during the school year in which the election is held. The county SAC officers, with the approval of the county SAC sponsor, shall determine the procedures for the election.

#### **IV. ROLE**

The student representative shall:

- A. Be a resident of Fairfax County and a student in Fairfax County Public Schools.

- B. Be elected by the convention of the SAC.
- C. Be known as the student representative to the School Board and not as a member of the Board.
- D. Serve as a liaison with the SAC. After the student representative election in April, the student representative-elect will attend regularly scheduled meetings thereafter until the end of the elected term.
- E. Receive materials provided to School Board members, with the exception of materials relating to individual students, individual employees, and other confidential matters exempt from disclosure by law.
- F. Receive services and support from the School Board office and staff members, with the prior approval of the School Board chairman.
- G. Be reimbursed for all expenses incurred while on School Board business, with the prior approval of the School Board chairman.
- H. Attend and be compensated for participation in all public meetings with compensation not to exceed \$50 per day.
- I. Sit with Board members at the Board table.
- J. Participate in Board discussion.
- K. Be eligible to propose resolutions for consideration. (The introduction of motions and formal resolutions is restricted to members of the Board.)
- L. Be eligible to state how he or she would have voted, had the student representative been eligible to vote, following the Board vote on any matter.

#### **IV. OTHER**

The chairman of the School Board, with the assistance of the clerk of the Board, shall serve as mentor to the student representative.

Legal reference: Code of Virginia, Section 22.1-86.1

#### **Policy**

adopted: July 1, 1986  
Revised: December 1, 1988  
Revised: November 16, 1989  
Revised: April 30, 1992  
Revised: September 12, 1996  
Revised: April 27, 2000  
Revised: January 11, 2001  
Revised: July 25, 2003  
Revised: July 10, 2008  
Revised: September 12, 2013

Revised: February 18, 2016  
Revised: June 30, 2016  
Revised: October 20, 2016

FAIRFAX COUNTY SCHOOL BOARD

Policy BBBB  
Former FCCPS Bylaw 2.15  
STUDENT REPRESENTATIVE TO THE SCHOOL BOARD

The opinions and concerns of the students in the Falls Church City Public school division are important to the Falls Church City Public School Board. Therefore, the School Board selects a student representative upon the recommendation of the Superintendent and George Mason High School Principal. The student representative, who shall reside in the Fall Church City School Division, serves for a one-year term beginning July 1.

The student representative is not a member of the School Board but instead serves in a nonvoting, advisory capacity, representing the interests of the students of Falls Church City Public Schools. The student representative does not attend closed meetings. The school division provides the meeting agenda and other public materials to the student representative in advance of each open meeting. The student representative does not have access to confidential information, including student or personnel records. The student representative is expected to attend all regular, open meetings, participate in discussion as appropriate, complete assignments for research and data collection when requested by the School Board and serve as the liaison to the SGA. The student may receive community service hours as allowed by George Mason Administration.

Adopted: December 12, 2017

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-86.1.

## STUDENT REPRESENTATIVE TO THE SCHOOL BOARD

The opinions and concerns of the students in Fluvanna County school division are important to the Fluvanna County School Board. Therefore, the School Board selects student representatives.

Students who wish to apply as a student liaison to the School Board must be a student at Fluvanna County High School. Students must submit a 100-word essay on why he or she would like to be appointed as a student liaison to the School Board and what they can contribute to the School Board. Students must also be in good standing at Fluvanna County High School with a record of good behavior.

The principal of each high school nominates students from the school to serve as student representatives to the School Board. From these nominations, the Superintendent selects the student representative and provides the names to the School Board. The student representative serve a one-year term and will adhere to a schedule of assigned meetings.

The student representatives serve in an advisory capacity and do not vote. The student representatives do not attend closed meetings. The school division provides the meeting agenda and other public materials to the student representatives in advance of each open meeting. The student representatives do not have access to confidential information, including student or personnel records. The student representatives are expected to attend all regular, open meetings as assigned and complete assignments for research and data collection when requested by the School Board.

Adopted: September 13, 2006

Revised: July 8, 2015

Revised: September 9, 2015

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-86.1.

Book	Franklin County Public Schools Policies and Regulations
Section	SECTION B: School Board Governance and Operations
Title	Student Representative to the School Board
Code	BBBB
Status	Active
Adopted	August 10, 2015

The opinions and concerns of the students in Franklin County School Division are important to the Franklin County School Board. Therefore, the School Board selects a student representative.

The principal of each high school nominates two students from the school to serve as the student representative to the School Board. From these nominations, the Superintendent selects the student representative subject to final approval by the School Board. The student representative serves a one year term.

The student representative serves in an advisory capacity and does not vote. The student representative does not attend closed meetings. The school division provides the meeting agenda and other public materials to the student representative in advance of each open meeting. The student representative does not have access to confidential information, including student or personnel records. The student representative is expected to attend all regular, open meetings and complete assignments for research and data collection when requested by the School Board.

© 5/15 VSBA

Legal Code of Virginia, 1950, as amended, § 22.1-86.1.

# Loudon County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Effective Boardsmanship Standards</b>	Descriptor Code: <b>1.1061</b>	Issued Date: <b>08/14/08</b>
		Rescinds: <b>1.106</b>	Issued: <b>11/09/2000</b>

1 The board adopts these standards as recommended by the Tennessee School Boards Association as a  
2 guide to its members as they provide educational leadership for the youth of our state.

## 3 **ARTICLE I. MY RELATIONS TO THE CHILDREN**

4 Section 1. I will at all times think in terms of "children first," always determining  
5 other important things according to how they affect education and training  
6 of children.

7 Section 2. I will seek to provide equal educational opportunities for all children  
8 regardless of ability, race, color, sex, creed or location of residence.

## 9 **ARTICLE II. MY RELATIONS TO MY COMMUNITY**

10 Section 1. I will endeavor to appraise fairly both the present and future educational  
11 needs of the community and to support improvements as finances permit.

12 Section 2. I will represent at all times the entire school community and refuse to  
13 represent special interests or partisan politics.

14 Section 3. I will endeavor to keep the community informed about the progress and  
15 needs of the schools.

## 16 **ARTICLE III. MY RELATIONS TO TEACHERS AND PERSONNEL**

17 Section 1. I will support the employment of those persons best qualified to serve as  
18 employees and insist on a regular and impartial evaluation of all staff.

19 Section 2. I will support and protect personnel in performance of their duties.

20 Section 3. I will not criticize employees publicly but will make such criticism to the  
21 director of schools for investigation and action if necessary.

## 22 **ARTICLE IV. MY RELATIONS WITH OTHER BOARD MEMBERS**

23 Section 1. I will recognize that authority rests only with the board in official meetings  
24 and that the individual member has no legal status outside of such  
25 meetings.



**LOUDON COUNTY SCHOOL DISTRICT CODE OF ETHICS  
CONFLICT OF INTEREST DISCLOSURE STATEMENT**

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**Instructions:** This form is for reporting personal interests required to be disclosed under Section 3 of the Code of Ethics of this school district. Officials and employees are required to disclose personal interests in matters that affect or would lead a reasonable person to infer that it would affect the exercise of discretion of an official or employee.

1. Date of disclosure: \_\_\_\_\_

2. Name of official or employee: \_\_\_\_\_

3. Office and position: \_\_\_\_\_

4. Description of personal interest (describe below in detail):

\_\_\_\_\_  
Signature of official or employee

\_\_\_\_\_  
Witness Signature

Printed name of witness

# Loudon County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Effective Boardsmanship Standards</b>	Descriptor Code: <b>1.1061</b>	Issued Date: <b>08/14/08</b>
		Rescinds: <b>1.106</b>	Issued: <b>11/09/2000</b>

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1. Date of disclosure: \_\_\_\_\_

2. Name of official or employee: \_\_\_\_\_

3. Office and position: \_\_\_\_\_

4. Description of personal interest (describe below in detail):

\_\_\_\_\_  
Signature of official or employee

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed name of witness



Book	Policies and Regulations
Section	Section B - School Board Governance and Operations
Title	Student Representative to the School Board
Code	BBBB-M
Status	Active
Adopted	December 11, 2012
Last Revised	May 28, 2013
Last Reviewed	July 14, 2015

The opinions and concerns of the students in the Manassas City Public Schools (MCPS) are important to the School Board of the City of Manassas. Therefore, the School Board shall appoint two student representatives to serve at the pleasure of the Board. Students of School Board members and Central Office staff, to include building administrators, are not eligible to apply.

Applications from high school students in their junior or senior year will be reviewed by the Superintendent's Student Leadership Committee which will submit qualified applications to the Superintendent for review. The Superintendent will forward applications to the School Board Chair and Vice Chairman who will conduct in-person interviews. Recommendations will be presented to the Board for final approval. The student representatives shall serve a one-year term.

The student representatives shall serve in an advisory capacity and shall not vote. The student representatives shall not attend closed meetings. The school division shall provide the meeting agenda and other public materials to the student representatives in advance of each open meeting. The student representatives shall not have access to confidential information, including student or personnel records. The student representatives are expected to attend at least 75% of all public meetings and complete assignments for research and data collection when requested by the School Board.

Legal                      [Code of Virginia, 1950, as amended, § 22.1-86.1.](#)



Book	Policies and Regulations
Section	Section B - School Board Governance and Operations
Title	Student Representatives to the School Board
Code	BBBB-M-R
Status	Active
Adopted	May 15, 2013
Last Revised	March 23, 2017

The following regulations shall support the appointment of two student representatives to the School Board. These representatives shall serve annual terms from July 1 through June 30 of the year of their appointment.

Appointment by the School Board shall occur at a June School Board meeting. Appointees shall serve an annual term.

The student representative will sit at the Board table. As a standard agenda item the student representative will report on behalf of all of the students in the division.

The student representative will not have the power to vote on any issue. Each student representative is required to attend at least 75% of the public School Board meetings. Additionally, student representatives may choose to attend any School Board work sessions with full participatory non-voting rights. The student representative will be allowed to leave any meeting at their discretion if the meeting goes past 10 p.m., due to school work obligations. If a student representative fails to maintain the required 75% participation at public School Board meetings, the position will be re-opened for the selection of a replacement representative.

The student representative positions will be open to junior and senior students. Students may apply at the end of their sophomore or junior year. Students of School Board members and Central Office Senior staff, to include building administrators, are not eligible to apply.

All applications will be reviewed by the Superintendent's Student Leadership Committee. This committee will choose up to five most qualified applicants for each position and submit their applications to the Superintendent for review. The Superintendent will then forward the applications to the School Board Chairman and Vice Chairman.

The Chairman and/or designee, another member of the Board, and the Superintendent will conduct in-person interviews with the top five applicants. Recommendations of the two best qualified applicants for the Student Representative positions will be presented to the full Board for vote prior to July 1.

The Chairman, and/or designee will oversee the development of an induction process for the Student Representatives, to include the a review of the Freedom of Information Act, Roberts Rules of Order, School Board protocols, policies, and related information. The students will also participate in all VSBA development activities.

Book	NNPS Policies & Procedures Manual
Section	B - School Board Governance and Operations
Title	Procedures: Student Representative to the School Board
Code	BBB-P
Status	Active
Legal	<a href="#">Code of Virginia, Section 22.1-86.1</a>
Last Revised	October 30, 2015
Last Reviewed	September 1, 2005

### **BBB-P - PROCEDURES: Student Representative to the School Board**

The opinions and concerns of the students of Newport News Public Schools are important to the School Board. To increase Board awareness of the views of students, the Board shall have a student representative. The student representative is not a member of the School Board but serves in a nonvoting, advisory capacity, representing the interests of the students of the school division, as authorized by the Code of Virginia.

#### **Selection Process**

The student representative to the School Board shall be elected by May 30th of the preceding school year that the student is to serve. The process will begin on February 15th with widespread publicity regarding the Board representative opportunity and through the availability of applications to be completed by interested rising juniors and seniors.

Each high school principal, or his/her designee, will select a panel of not less than nine students (representative of each grade level, the school leadership, range of extracurricular activities, and school demographics) to review the applications from the interested students in their school based on the following criteria: minimum grade point average (2.5), attendance record, student conduct, evidence of leadership, and extracurricular and community activities. The students who meet the criteria will be given the opportunity to present a speech to their school panel on why they would like to serve as the student representative on the School Board followed by a question and answer session. Members on each school panel will then elect a representative from their school to seek the seat on the School Board no later than April 15.

As the membership of the Student Advisory Group on Education (SAGE) includes representatives from each of the five high schools, the student from each high school selected to compete for the seat on the School Board will present a speech at the April SAGE meeting on why they would like to serve as the student representative on the School Board followed by a question and answer session. At the end of the session, SAGE members will elect the individual to serve as the student representative on the Board for the next year beginning July 1st and continuing through June 30th of the following year or through the elected student's graduation date, whichever comes first. The representative will serve one (1) term.

#### **Requirements and Responsibilities**

The student representative shall:

- Be a resident of Newport News and a student in Newport News Public Schools
- Be enrolled as a junior or senior at the start of the school year that the student is to serve
- Be elected by the members of the Student Advisory Group on Education

- Be known as the student representative to the School Board and not as a member of the Board
- Begin service on July 1st of the year of his or her election through June 30th of the next calendar year or through the student's graduation date, whichever comes first
- Attend work sessions and regular monthly meetings of the School Board
- Respect and exhibit the integrity and ethical conduct representative of a School Board official in good standing
- Attend a School Board orientation session developed by the Superintendent
- Receive materials distributed to School Board members, with the exception of materials relating to individual students, individual employees, and other confidential matters exempt from disclosure by law
- Co-Chair meetings of the Student Advisory Group on Education with the Superintendent
- Attend monthly Board meeting agenda review sessions with the Superintendent
- Receive services and support from the School Board office and staff members, with the prior approval of the School Board chairman
- Be reimbursed for all expenses incurred while on School Board business, with the prior approval of the School Board chairman but will not be compensated for Board service
- Sit with Board members at the Board dais
- Participate in Board discussion.

The chairman of the School Board, with the assistance of the Clerk of the Board, shall serve as mentor to the student representative.

Legal Reference: Code of Virginia, Section 22.1-86.1

Reviewed: September 2005; February 3, 2009



Book	Norfolk City School Board Policies and Regulations
Section	B: School Board Governance and Operations
Title	Student Representative to the School Board
Code	BBBB
Status	Active
Adopted	June 10, 2015
Last Revised	July 19, 2017
Last Reviewed	June 21, 2017

#### **BBBB. STUDENT REPRESENTATIVE TO THE SCHOOL BOARD**

The opinions and concerns of the students in Norfolk school division are important to the Norfolk School Board. Therefore, the School Board selects a student representative and one alternate student representative ("alternate").

The principal of each high school nominates two students from the school to serve as the student representative to the School Board. From these nominations, the Superintendent selects one student representative and one alternate subject to final approval by the School Board. The student representative serves a one year term.

The student representative serves in an advisory capacity and does not vote. The student representative does not attend closed meetings. The alternate serves in the absence of the student representative to the School Board.

The school division provides the meeting agenda and other public materials to the student representative and alternate in advance of each open meeting. The student representative and alternate do not have access to confidential information, including student or personnel records. The student liaison representative and/or alternate are expected to attend all regular, open meetings and complete assignments for research and data collection when requested by the School Board.

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#### **Legal Ref.:**

Code of Virginia, 1950, as amended, § 22.1-86.1.

**Adopted** by the Norfolk City School Board June 10, 2015.

#### **Revised:**

July 19, 2017

#### **VSBA Update:**

© 05/2015

[BBBB\\_Student Representative to the School Board.pdf \(228 KB\)](#)

[BBBB\\_Student Representative to the School Board.docx \(17 KB\)](#)





Book	Norfolk City School Board Policies and Regulations
Section	B: School Board Governance and Operations
Title	Regulation of Student Representative to the School Board
Code	BBBB-R
Status	Active
Adopted	January 20, 2016
Last Revised	July 19, 2017
Last Reviewed	June 21, 2017

## **BBBB-R. REGULATION OF STUDENT REPRESENTATIVE TO THE SCHOOL BOARD**

### **I. STUDENT MEMBER SELECTION PROCESS**

In the spring of each school year, the Superintendent recommends one high school rising Senior to serve the Board of Education for a one-year term for the following school year. The student member functions as an advisory member of the Board and does not have voting rights. The student is not able to participate in closed sessions. This regulation outlines the selection process and contains a copy of the application. The superintendent shall appoint an alternative student representative to the School Board ("alternate") to serve in the absence of the student representative.

### **II. Eligibility**

Any student who is a Norfolk Public Schools' high school rising Senior, and who will be enrolled in good standing in the twelfth grade in the up-coming school year may apply.

### **III. Term of Office**

The student member and alternate will serve a one-year term from August 1 through June 30 school year term.

### **IV. Initial Screening**

Students may download an application from the NPS website or pick up an application from their school counselor. Students must submit their application by the identified deadline and sign the Statement of Understanding for the selection process to their respective high school. Immediately after the application deadline an Ad-Hoc Screening Committee at each high school will consider all applications received and select two semifinalists from among the applicants. The committee will review each application holistically, selecting two semifinalists who reflect the best cross-section from the pool of outstanding students who apply. The decision of the screening committee is final. Applicants will not receive evaluations nor will their application materials be returned.

The two students selected from each high school will then be presented to the NPS Office of the Superintendent. The Superintendent will then form an Ad-Hoc Screening Committee to review the applications and to interview each of the semifinalists. Three finalists will be selected and forwarded to the Superintendent. The superintendent will then interview the three finalists.

Following the interviews, one of the finalists will be recommended to the School Board by the Superintendent to be the student member of the School Board of the City of Norfolk and one of the finalists will be recommended to be the alternate student member.

**Legal Ref.:**

Code of Virginia, 1950, as amended, § 22.1-86.1.

**Cross Ref.:**

BBBB. Student Representative to the School Board

**Adopted** by the Norfolk City School Board January 20, 2016.

**Revised:**

July 19, 2017.

[BBBB-R\\_Regulation of Student Representative to the School Board.pdf \(190 KB\)](#)

[BBBB-R\\_Regulation of Student Representative to the School Board.docx \(19 KB\)](#)



Book	Pittsylvania County Schools Policies and Regulations
Section	B - School Board Governance and Operations
Title	BBBD-PC - Student Representatives to the School Board
Code	BBBD-PC
Status	Active
Adopted	August 10, 1999
Last Revised	July 14, 2015

File: BBBD-PC  
STUDENT REPRESENTATIVES TO THE SCHOOL BOARD

The opinions and concerns of the students in Pittsylvania County School Division are important to the Pittsylvania County School Board. Therefore, the School Board selects a student representative.

The principal of each high school nominates one student (a senior) from the school to serve as the student representative to the School Board. The nominees will be subject to final approval by the School Board. The student representative serves a one-year term.

The student representative serves in an advisory capacity and does not vote. The student representative does not attend closed meetings. The School Division provides the meeting agenda and other public materials to the student representative in advance of each open meeting. The student representative does not have access to confidential information, including student or personnel records. The student representative is expected to attend all regular, open meetings and complete assignments for research and data collection when requested by the School Board.

Adopted: August 10, 1999

REVISED:  
July 10, 2007  
January 11, 2011  
July 10, 2012  
July 14, 2015

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Legal Refs:  
Code of Virginia, 1950, as amended, Section 22.1-86.1

Cross Refs.:



Book	Pittsylvania County Schools Policies and Regulations
Section	B - School Board Governance and Operations
Title	BBBD-PC - Student Representatives to the School Board
Code	BBBD-PC
Status	Active
Adopted	August 10, 1999
Last Revised	July 14, 2015

File: BBBD-PC  
STUDENT REPRESENTATIVES TO THE SCHOOL BOARD

The opinions and concerns of the students in Pittsylvania County School Division are important to the Pittsylvania County School Board. Therefore, the School Board selects a student representative.

The principal of each high school nominates one student (a senior) from the school to serve as the student representative to the School Board. The nominees will be subject to final approval by the School Board. The student representative serves a one-year term.

The student representative serves in an advisory capacity and does not vote. The student representative does not attend closed meetings. The School Division provides the meeting agenda and other public materials to the student representative in advance of each open meeting. The student representative does not have access to confidential information, including student or personnel records. The student representative is expected to attend all regular, open meetings and complete assignments for research and data collection when requested by the School Board.

Adopted: August 10, 1999

REVISED:  
July 10, 2007  
January 11, 2011  
July 10, 2012  
July 14, 2015

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Legal Refs:  
Code of Virginia, 1950, as amended, Section 22.1-86.1

Cross Refs.:



Book	RCPS Current Policies
Section	SERIES 02: School Board
Title	Student Representative to the School Board
Code	2.10
Status	Active
Legal	Code of Virginia 22.1-86.1
Cross References	<a href="#">2.10AR - Student Advisory Council Bylaws</a>
Adopted	October 10, 2002
Last Revised	August 13, 2015
Last Reviewed	July 9, 2015

The opinions and concerns of the students in Roanoke County Public Schools are important to the Roanoke County School Board. Therefore, the Roanoke County School Board has set forth a provision for the selection of a Student Advisory Council (SAC) and a student representative and alternate in order to effect a better representation of the students of Roanoke County.

The principal of each high school nominates two students and the principal from each middle school nominates one student to serve on the Student Advisory Council. The Student Advisory Council selects one student and one alternate to serve as the student representative subject to final approval by the Superintendent and the School Board. The student representative shall serve a one-year term. The representatives that serve on the Student Advisory Council shall follow all by-laws.

The student representative/alternate is responsible for representing the interests of the students of Roanoke County Schools as voiced by the Student Advisory Council. The student representative/alternate serves in an advisory capacity and shall not vote. The student representative/alternate does not attend closed meetings. Roanoke County School Board shall provide the meeting agenda and other public materials to the student representative and alternate in advance of each open meeting. The student representative/alternate does not have access to confidential information including student or personnel records. The student representative/alternate is expected to attend all regular, open meetings and complete assignments for research and data collection when requested by the School Board. The student representative/alternate gives a report of the minutes of all Student Advisory Council meetings at the appropriate time at School Board meetings. The student representative/alternate is allowed to participate in discussion when invited to do so by a member of the School Board.

Legal Refs: Code of Virginia as amended, 22.1-86.1

Adopted: October 10, 2002



Book	Policies
Section	B - School Board Governance and Operations
Title	STUDENT REPRESENTATIVES TO THE SCHOOL BOARD
Code	BBBB
Status	Active
Adopted	March 23, 2015
Last Revised	August 24, 2015

The opinions and concerns of the students in Winchester Public Schools are important to the Winchester Public School Board. Therefore, the School Board selects student representatives.

The school-based selection committee recommends students to the principal to serve as student representatives to the School Board. The principal selects two student representatives (one male, one female) subject to final approval by the School Board. The student representatives shall serve a one-year term. Children of School Board members and the Superintendent shall not be eligible.

The student representatives serve in an advisory capacity and do not vote. The student representatives do not attend closed meetings. The school division provides the meeting agenda and other public materials to the student representatives in advance of each open meeting. The student representatives do not have access to confidential information, including student or personnel records. The student representatives are expected to attend all regular, open meetings and complete assignments for research and data collection when requested by the School Board.

Adopted:  
March 23, 2015, Revised August 24, 2015

Legal Code of Virginia, 1950, as amended, § 22.1-86.1.

# **STUDENT REPRESENTATIVE TO THE SCHOOL BOARD**

## **JOB DESCRIPTION**

The Student Representatives to the School Board will be expected to:

- ◆ Read materials in prepared packet prior to meetings of the School Board;
- ◆ Solicit ideas, suggestions and concerns of other students within the division;
- ◆ Attend open meetings of the School Board;
- ◆ Participate in a non-voting capacity at School Board meetings by sharing ideas, suggestions and concerns; and
- ◆ Inform students at John Handley High School of the reports and decisions made at open meetings of the School Board.

Adopted:

March 23, 2015

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# **STUDENT REPRESENTATIVE TO THE SCHOOL BOARD**

## **ROLE**

To serve as a non-voting Representative to the School Board at open meetings

## **TERM**

One academic school year

## **NUMBER OF STUDENT REPRESENTATIVES**

Two from John Handley High School (one male, one female)

## **QUALIFICATIONS**

- ◆ Member of senior class
- ◆ Completion of application packet
  - Application form
  - Two teacher recommendations
  - Essay (may be written, oral or project based)
- ◆ Commitment to attend open meetings of the School Board
- ◆ Signed acknowledgment by parent(s)/guardian(s).

## **SELECTION PROCESS**

- ◆ Meetings with all juniors (rising seniors) Interested students obtain application packet
- ◆ Applications, including two teacher recommendations, submitted to principal or designee
- ◆ School Based Selection Committee reviews completed application packets  
School Based Selection Committee submits recommendation to principal
- ◆ Principal submits nominations and completed application packets to the Superintendent's
- ◆ Superintendent recommends two students (one male, one female) to the School Board for approval

**APPLICATION  
PACKET**

**STUDENT  
REPRESENTATIVE TO  
THE SCHOOL BOARD**



Offices Held (Ex. 9<sup>th</sup> grade class president):

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Please read carefully and sign the statement below:

If selected to serve as a Student Representative to the School Board, I will attend and participate in a non-voting role at all open meetings of the School Board during the upcoming school session unless there are extenuating circumstances.

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Signature of Student

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Date

**PARENT/GUARDIAN ACKNOWLEDGMENT  
OF STUDENT APPLICATION FOR  
NOMINATION AS NON-VOTING STUDENT  
REPRESENTATIVE TO THE SCHOOL  
BOARD**

Please read and sign the acknowledgment statement below:

I understand that my child is submitting an application for nomination to serve in the non-voting role as a Student Representative to the School Board during the upcoming school session. I further understand that if my child is selected to be a Student Representative, he/she will be expected to attend all open meetings of the School Board unless there are extenuating circumstances.

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Signature of Parent/Guardian

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Date





# STUDENT ESSAY

**DIRECTIONS:** Please answer the question below. Your answer should be complete, clear and concise. Your answer may be 1) typed or computer oriented using no more than the front and back of this sheet of paper, 2) an oral presentation, or 3) project based. If using the computer, these directions must be included as part of the essay form. Please note that your paper will be evaluated based on neatness, content and clarity of answer.

**QUESTION:** If you were selected to be a non-voting Student Representative to the School Board, what would you do to represent effectively the views and concerns of students at your school?

**CRITERIA FOR SELECTION OF  
NOMINEE FOR STUDENT  
REPRESENTATIVE  
TO SCHOOL BOARD**

\_\_\_\_\_ Teacher Recommendations – total 40 points  
(Teacher Recommendation #1 – maximum 20 points;  
Teacher Recommendation #2 – maximum 20 points)

\_\_\_\_\_ Student Essay – total 60 points  
(Content – maximum 40 points)  
(Clarity – maximum 10 points)  
(Neatness – maximum 10 points)

\_\_\_\_\_ TOTAL SCORE

## **Selection of Non-Voting Student Representative To The School Board**

