



# VSBA

Virginia School Boards Association

Leadership · Advocacy · Support

# Student School Board Representatives A Guide for School Boards



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# Introduction

Each year many school boards evaluate the opportunity to have a student serve as a representative to the board. This manual will help guide a board in determining if it has the structures in place to welcome a new member of the team. When student representation is intentional and supported, boards can benefit from the student representative's points of view, creative thinking, direct questions, and open-mindedness. Fully engaged student representatives are important to building a positive school climate, learning about student concerns, and making good decisions as a school board.

Students are seeking opportunities to weigh in on decision-making in their communities and schools. When supported, student representatives are not only building leadership skills, but are also learning citizenship and gaining life experiences to help them in the future. Of course, students cannot be simply placed onto a board and be expected to perform. Like any member, they need training and mentoring to be an effective student representative.

To aid with training and learning, VSBA hosts a Student Representative Workshop in conjunction with the VSBA Annual Convention every November. Students have the opportunity to learn from their peers, learn tips and tricks to help them in their role, and discuss ways to support their peers while serving as a representative.

This guide complements an additional guide published by the Virginia School Boards Association that is specifically prepared for students serving as a school board representative. With these two resources together, both your board and your students will have a framework for a successful term as student representatives.

## Code of Virginia

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§ 22.1 – 86.1. Appointment of student representatives to local school boards.

- A.** The local school board may adopt procedures for the appointment of student representatives from among the students enrolled in the public schools in the division. The student representative shall serve in a nonvoting, advisory capacity and shall be appointed under such circumstances and serve for such terms as the board prescribes.
- B.** Nothing in this section shall prohibit any school board from excluding the nonvoting student representative from executive sessions or closed meetings pursuant to § 2.2-3711.
- C.** Student representatives shall not be construed to be members of local school boards for any purpose, including, but not limited to, establishing a quorum, or making any official decision.

1999, c. 431

# Why Have Student Representatives on Your Board?

Boards that work with students gain insights about the student population, broaden their own perspectives, and can contribute more effectively to student success.

Student representation often increases relevance, energy, and deepens perspectives, and in turn, programs and services are improved as a result.

A student's presence can often result in an increased commitment to the board and a stronger sense of connection to the community. Often board members are more aware of their responsibility to model ideal board behaviors and processes, which can help boards run more smoothly but also help students feel supported.



***2022 VSBA Annual Convention – Student Representative Session***

# Assessing the Board's Readiness

Boards tend to work effectively with student representatives if, prior to adding a student representative, board members are willing to:

- ✓ Adjust the board culture from doing things to and for students, to working with students.
- ✓ Relax expectations about efficiency while new representatives are becoming comfortable with the culture of the board and the use of Robert's Rules of Order.
- ✓ Make some adjustments to the way the board supports its members (such as providing snacks at meetings and/or explaining the student representative's role to parents/guardians). Having clear conversations regarding adjustments with the board should help student representatives feel more comfortable at meetings.
- ✓ Inform the board in advance of who the new representatives are and when they will begin attending meetings.
- ✓ Have a plan for orienting the student representatives to the board, which can include having an "Adult Board Mentor."
- ✓ Hold meetings at times that are convenient for student representatives. Take into consideration factors such as school or after-school activities. Occasionally, these times will not be convenient for other board members, so try and reach a compromise.

## Is your board ready to involve student representatives?

The checklist that begins on the next page can be used to help give direction, uncover hidden issues, clarify tasks, and provide next steps for getting your board ready for a student representative. Use this as a tool and have multiple parties review the list, including school board members and those familiar with the work of the board.

This tool can help everyone involved comprehend the necessary adjustments and measure their commitment to these changes. It is important to note that it is not implied that every board must meet all these criteria. The list is simply a guide to begin the discussion.

# Resource Checklist

## Decision Making

- We have identified the ways students can be involved in our decision-making process.
- We know which decisions we want students to be involved in.
- We have considered how we will make decisions, so they are empowering our student representatives.

## Knowing Why

- We know how students' involvement can benefit students, adults, and our school division.
- We have clear visions, goals, and objectives for students' involvement on our board.

## Assess Your Board

- We know how to build support for student involvement with our board.
- Everyone is committed to successful student involvement.
- Our board has the time and resources to make a commitment to effective student engagement.

## Organizational Barriers

- There are board policies that support student involvement in decision-making.
- Our board has addressed budget and staff questions related to student involvement.
- We as a board are willing to adjust our culture to make meetings accessible to student representatives.

## Personal Barriers

- Student representatives are involved in all issues, not just those that affect their age group.
- Board members have examined their own stereotypes about young people.
- Students are engaged as decision-makers throughout the school division.

## Legal Issues

- My board is aware of the legal responsibility of involving student representatives.
- We know our state laws regarding student school board representatives.

## Recruiting

- We have a set recruitment criterion for new student representatives.
- Our decision-making activities attract diverse groups of students.
- Our recruitment process educates others about the importance of student involvement in decision-making.

## Orientation Process

- We have an orientation process for student representatives.
- A board member or administrator has explained student involvement to parents.
- We have a process for helping students understand the roles they will serve.

## **Develop Young Leaders**

- We have a peer training system for student school board representatives.
- We provide opportunities for students to develop their decision-making skills.
- We support adult allies to student leaders.

## **Training for Adults**

- There is a training process for adults supporting student involvement.
- Our trainings meet the needs of students and adults.
- Our board culture embraces diverse training interests, needs, and approaches.

## **Meeting Facilitation**

- We use techniques that engage students and adults throughout our meetings.
- There are opportunities for student representatives to speak at our meetings.
- Students have access to the resources needed to participate in board meetings.

## **Purposeful Student/Adult Partnerships**

- We provide opportunities for students and adults to build relationships.
- We involve parents in the support of student decision makers.

# Preparing Your Board for Student Representatives

Once your board has decided it is willing to adjust for and accommodate student representatives, some of the following actions would be appropriate for your board to take:

- Provide materials, including research, explaining why involving students is important (e.g., learn leadership and life skills, improve decision making, and improve their school climates; and increasing community-wide student engagement in service activities, etc.).
- Propose the idea of having student representatives on your board. Remember: people often fear change, so be persistent and let the other members become comfortable with the idea.
- Have a vision for what the board could achieve through student representation – and share that vision with your board members.
- Help students assess their own skills, abilities, and motivations for joining your board. Have students share information on their needs and set up specific times to check in on how the board is doing in meeting those needs.
- Provide positive examples of student action/activities already existent in your community.
- Set meetings at times that will be convenient for students.
- Personally invite students to attend school board meetings.
- Stay positive and resolute. Boards are often comprised of the busiest people in a community. Understand that any change in the culture of the board will cause some discomfort for certain members. The students will be more readily welcomed if no other drastic changes occur.
- Reduce the use of acronyms or provide all members with a list of commonly used terms and acronyms.
- Reach out to other boards that have student representatives. Seek to learn from their experiences.
- Set a clear role for the student representatives, including time to speak at each board meeting (such as a student representative report at a school board meeting).



## Board Best Practices for Sustained and Thriving Student Involvement

- **Respect:** A culture of respect provides all participants with opportunities to speak and learn from each other. This is particularly important for students to see and understand, and builds up comfort for asking questions, making mistakes, or asking for changes to meet their needs as student representatives.
- **Positive communication:** Students are best heard when adults step back and listen to understand. Honest, positive, and on-going communication is needed for students to come forward and explain their perspectives and ideas for board direction and decisions.
- **Investment:** Students need access to ongoing information, training, and support to be successful as representatives. Students must be able to develop their own skills and practice them often to have the confidence to act and speak up in adult situations. Investing in student representatives on the school board takes time and resources, but the results are worth.
- **Meaningful involvement:** Student roles and board responsibilities should be an integral part of the way the board functions. Developing meaningful engagement means that the recruitment, roles, training, and preparation of students are well thought out and supported across all activities and processes of the board. An assessment of how ready the board is for the meaningful engagement of students is often necessary to know where they are starting from and what gaps to address.



***Student Representative Panel at the VSBA Annual Convention***

# Recruiting and Choosing Student Representatives

Once the board has agreed to have student representation, a few logistics must be resolved. Of course, each individual board will take its culture into account when determining the extent of the student's role and involvement. Here are some things to consider:

- In the state of Virginia, student representatives can only serve in a non-voting, advisory capacity. Because of this, it is important to ensure that students' input is obtained and listened to.
- When creating the student positions, the board may need to adjust board structure, policies, and agendas to accommodate the newly created position.
- Consider having a minimum of two student representatives or one representative and one alternate. This will avoid tokenism, increase diversity of opinion, and make it easier for students to participate.

**When deciding how the student representative(s) will be chosen, it is a good idea to consider the following questions:**

- What procedures will your school board adopt for the appointment of student representatives from among the students enrolled in the public schools in the division?
- Will the students be representing a constituency? If so, should that group select the new member?
- Since the students are not able to vote, is it necessary to select two student representatives to allow them the opportunity to share their thoughts on voting matters?
- Should the principals of your schools have a part in the selection process as they work more closely with the potential student representatives?

It is one thing to create the opportunity for student representatives on a board; it is quite another to find students with the talent, time, and interest to serve. It is best to do a broad-based search and identify several candidates who could best serve the board. Following an interview process, an appropriate candidate can be selected.

- Designate a contact person within the school division. This will help the board evaluate applications and will allow consistency when dealing with the students (this could be a division clerk and/or board chair).
- Make sure the process is open enough to attract a diverse group of qualified candidates. An easy way to ensure this is working with multiple schools from different areas in the division.
- Create a description of the roles, responsibilities, key commitments, and timing so students can make an informed decision if this is something that matches their interests, schedules, etc.
- Promote the benefits of involvement: it is a learning opportunity and a way to contribute to the community; it involves "real world" experience; and most importantly, it's an opportunity for students to voice their generation's concerns.

## Selecting qualified applicants:

To choose the most qualified applicants, the selection process should not “weed” out candidates; it should bring out the best in them. To ensure the best results, each applicant should be vetted individually.

- ✓ Conduct interviews with applicants. Schedule these interviews at student-friendly times and locations.
- ✓ Ask for references. A conversation with an administrator, teacher, or other adult mentor can help evaluate the traits and qualifications of each candidate.
- ✓ Search for evidence of the positive contributions each applicant would make. Search for diversity, as well as candidates who possess a desire to advocate, and have a confident voice.



***2022 VSBA Annual Convention – Student Representative Session***

# Example Policy – Albemarle County Public Schools

## I. Purpose:

- A. To establish the position of student representative to the School Board. The student representative shall serve in a nonvoting, advisory capacity, representing the interests of the students of the Albemarle County Public Schools (“ACPS”), as authorized by the Code of Virginia, Section 22.1-86.1
- B. To establish a direct link between ACPS students and the elected body that governs them. This relationship will enable the student body to have input into the policies and direction of the ACPS.
- C. To provide opportunities for students to serve their community and gain a more thorough understanding of city and school governance and its role in creating an effective learning environment for every ACPS student.

## II. Selection Process:

- A. Four (4) student representatives shall be selected by the School Board during the month of March each for a three (3) month term beginning on April 1, July 1, October 1, and January 1, respectively. Only students who are then in grades 10 and 11 may serve in the term commencing on April 1.
- B. The student representative shall serve not more than a single three (3) month term.
- C. On or before February 1, the Principal of each high school shall provide the Superintendent with four (4) student candidates who are currently in grades 10 and 11 to be considered for the position. If any student whose candidacy is advanced by a Principal does not wish to be considered, the Principal shall replace that student with another candidate.

The Superintendent shall select eight (8) of the candidates and submit their applications to the School Board on or before February 15, for further consideration by the School Board. The Board Chair and Vice Chair (or designees) may conduct in-person interviews with the eight (8) candidates as part of the selection process.

During the first meeting in March, the School Board shall select the four (4) student representatives who shall each serve consecutive three (3) month terms, the first commencing on April 1 as provided in Subsection (A) above. The School Board shall also select two (2) alternate candidates who will be able to serve in the event any of the student representatives are unavailable or unable to fulfill the responsibilities of the position.

### III. Role:

Each student representative shall:

- A. Be a resident of Albemarle County and a student in the ACPS.
- B. Be selected in accordance with the process described in Section (II)(C) above.
- C. Be chosen based on evidence of exemplary character, high personal standards of conduct, adherence to school policies and regulations, and interest in School Board governance.
- D. Be known as the student representative to the School Board and not as a member of the School Board.
- E. Serve as a liaison with all ACPS high schools by visiting the high schools, meeting with the officers of each high school's SAC and other student organizations, as appropriate, regarding issues of importance to them, and presenting their positions on issues at School Board meetings and as part of the report described in Subsection (G) below.
- F. Attend regularly scheduled School Board meetings during the student representative's three (3) month term.
- G. 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.
- H. Present a report approximately three (3) minutes in length on behalf of all students in the ACPS once each month at the School Board business meeting.
- I. Receive services and support from the School Board office and staff members, with the prior approval of the School Board Chair.
- J. Be reimbursed for all expenses incurred while on School Board business, with the prior approval of the School Board Chair.
- K. Attend and be compensated for participation in all public meetings with compensation not to exceed fifty (\$50) dollars per day and for mileage at the County's prevailing rate if the student drives or is driven to the meeting; provided, however, that mileage shall not be paid if transportation is provided by the ACPS.
- L. Sit with School Board members at the School Board table or dais.
- M. Participate in School Board discussions.
- N. Be eligible to propose resolution for consideration. The introduction of motions and formal resolutions, however, is restricted to members of the School Board.
- O. Following the School Board vote on any matter, be eligible to state how the student representative would have voted had the student representative been eligible to do so.
- P. Observe the same School Board protocols and rules of order and decorum as School Board members.
- Q. Be able to drive, arrange transportation, or be amenable to arrangements made in cooperation with ACPS transportation services to School Board meetings.
- R. Be excused from any School Board meeting at 9:00PM depending on the student's needs and other considerations personal to the student.

### IV. Other:

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

# Example Policy – Alexandria City Public Schools

## I. Generally

The opinions and concerns of the students in Alexandria City Public Schools are important to the School Board. Therefore, the Board establishes two (2) non-voting Student Representative to the School Board positions for high school students, and four (4) non-voting Student Representative positions for middle school students. The Middle School Student Representatives serve in an advisory capacity to the (high school) Student Representatives to the School Board, and do not participate in Board Meetings.

## II. High School Student Representatives

Including Student Representatives as non-voting members of the School Board will create a direct link between ACPS students and the elected body that governs them. This relationship will enable the student body to have input into the policies and direction of the school division.

The establishment of these positions will provide T. C. Williams High School students the opportunity to serve their community and to gain a more thorough understanding of city and school governance and its role in creating an effective learning environment for every child in Alexandria.

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 public meeting. The Student Representatives shall 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.

## III. Implementation

Regulations BBBB-R and BBBB-R2 implement this policy. The Board can remove any Student Representative if there is a violation of ACPS policy or Virginia law.

Adopted: February 16, 2012  
Amended: December 4, 2014  
Amended: June 18, 2015  
Affirmed: April 26, 2018  
Amended: April 4, 2019

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

Cross Ref.: BBBB-R Student Representatives to the School Board Regulations and Application

BBBB-R2 Middle School Student Representatives Regulation and Application

# Example Regulation – Alexandria City Public Schools

## Student Representatives to the School Board Regulations

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

**[From Alexandria City Public Schools – Policy BBBB-R2 \(Excludes Application\)](#)  
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 30th, 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 8<sup>th</sup> 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-R2

BBBB-R Student Representatives to the School Board Regulation and 50 Application

# Example Policy – Dinwiddie County Public Schools

## Policy BBBB Organization, Philosophy, and Goals School Board Bylaws

### 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 Dinwiddie County Public Schools, as authorized by the Code of Virginia.

### II. Selection Process

- A. Beginning October 2020, the student representative shall be elected during the month of November for a term beginning January 1, 2021.
- B. Each subsequent annual election will be held in October and the student representative will begin service on January 1 of the next 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.

### III. Role

The student representative shall:

- A. Be a resident of Dinwiddie County and a student in Dinwiddie 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 November, 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. Sit with Board members at the Board table.
- I. Participate in Board discussion.
- J. Be eligible to propose resolutions for consideration. (The introduction of motions and formal resolutions is restricted to members of the Board.)
- K. 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.

## DCPS Code of Ethics for Student Representative to the Board

As a student representative of my local school board, I will strive to be an advocate for my peers and improve public education and to that end:

1. I will have integrity in all matters and support the full development of all students and the welfare of the community, Commonwealth, and Nation.
2. I will attend scheduled board meetings.
3. I will not vote, be counted as part of the quorum, nor participate in executive sessions of the board.
4. I will come to the board meetings informed concerning the issues under consideration.
5. I will schedule a meeting or meetings with the school administration to discuss any student or school concerns before presentation at the board meeting.
6. I will provide reports to the board during the agenda item titled "Student Representative Report." The report will include student activities, topics, and concerns, which the Dinwiddie High School Student Council may choose to appraise the Board.
7. I will report Board deliberations and actions to DCPS Student Council as applicable.
8. I will refrain from committing the Student Council to any position or action that has not been previously approved by the Student Council.
9. I will refrain from using the student representative position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.
10. I will be informed about current educational issues through individual study and participation in appropriate programs, such as those sponsored by my state school board associations.
11. I will participate in Board training sessions, when invited, such as the VSBA Annual Conference. When these sessions occur on school days, student representatives will follow the established, prearranged absence procedures at the high school.
12. I will celebrate our successes and make sure the student body hears about them.

Therefore, I will always strive to demonstrate appropriate behavior/conduct as a student representative.

Student Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Student Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Board Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

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



## **Application Process**

Our School Board seeks two student representatives and an alternate to provide non-voting input and insight for the 2023-24 school year. Student representatives are non-voting members and serve for one term concluding with the final School Board meeting of the school year. Their role focuses on providing input on School Board meeting agenda items on behalf of their fellow students.

Students who applied for the student representative position but were not selected may be asked to serve on the Student Senate for the 2023-24 term.

Ready to make a difference across PWCS? This student opportunity is for you.

## **Interested Students Must**

- Complete and submit the online application

## **Finalists Will Be Required To**

- Complete a proctored essay
- Attend an interview
- Complete and submit a parental consent form

## **Additional Details**

### **Qualifications**

- Prince William County resident attending Prince William County Public Schools;
- Must be a rising junior or rising senior;
- Must have a 2.5 GPA or higher with no failing grades in the current semester;
- Must not be related to a School Board member or Prince William County Public Schools Senior Leadership Staff;
- Completion of online application, essay, and interview;
- Commitment to attend open meetings of the School Board; and
- Signed acknowledgement by parent(s) for approval and support of commitment.

## **Selection Process**

- Interested students apply online (beginning February 27, 2023).
- Students submit completed applications (by 11:59 p.m. on Sunday, April 2, 2023).
- School-Based Selection Committee reviews completed application packets using criteria.
- School-Based Selection Committee submits two student recommendations to the school designee (no later than April 14, 2023).
- School designee submits the two recommendations to the Division Selection Committee in the Student Learning Department (April 14, 2023).
- Candidates notified of the interview date and time (by April 18, 2023)
- Division Selection Committee conducts interviews (end of April).
- Division Selection Committee submits the Student Representative to the School Board and the two alternates to the Superintendent's Office (by May 1, 2023).
- Student introduced at School Board meeting (June 2023).

## **Job Description**

Each Student Representative to the School Board must demonstrate:

- Leadership skills and experiences;
- Communication skills both written and verbal;
- Listening skills;
- Time management;
- An ability to handle multiple tasks; and
- An open mind to opinions that differ from their own.

Each Student Representative to the School Board will be expected to:

- Follow the Prince William County School Board Code of Ethics;
- Follow Robert's Rules of Order;
- Review the agenda and read materials in the prepared packet before meetings of the School Board;
- Solicit student opinion on agenda items;
- Attend open meetings of the School Board representing the student voice;
- Participate in a non-voting capacity at School Board meetings representing the student voice on agenda items; and
- Inform Prince William County Public Schools students of the reports and decisions made at open meetings of the School Board through Prince William County School Board minutes.

# Application – Pittsylvania County Public Schools

## Application for Student Representative to the School Board

Name \_\_\_\_\_  
                    First                            Middle                            Last

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

School \_\_\_\_\_

Date of Birth \_\_\_\_\_  
                                            Month                            Day                            Year

Name(s) of Parent or Guardian \_\_\_\_\_

Address of Parent or Guardian \_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Parent or Guardian \_\_\_\_\_

Past Honors/Awards \_\_\_\_\_  
\_\_\_\_\_

Extra-Curricular Activities \_\_\_\_\_  
\_\_\_\_\_

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

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 2023-2024 school session unless there are extenuating circumstances.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Teacher Recommendation**

Student's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Subject(s) Taught \_\_\_\_\_

Based upon experiences you have had with this student, what attributes does this student display that would qualify him/her to be nominated to serve as a non-voting Student Representative to the Pittsylvania County School Board?

\_\_\_\_\_  
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\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

## Student Essay

**DIRECTIONS:** Please answer the question below. Your answer should be complete, clearly written and concise. Your answer may be typed or computer oriented using no more than the front and back of this sheet of paper. 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?



# Application – Alexandria City Public Schools

## Alexandria City School Board Student Representative Application

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:

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(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?

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(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: \_\_\_\_\_

# Application – Albemarle County Public Schools

## Albemarle County School Board Student Representative Application

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

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

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

How long have you lived in Albemarle County? \_\_\_\_\_

Have you ever served Albemarle County in any capacity? (Yes/No) \_\_\_\_\_

If yes, please explain:

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(Please attach an additional page if needed to complete the answer.)

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

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

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

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

Why are you interested in this position?

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

Please attach your resume, including work experience, schools attended, extracurricular activities, and volunteer/community activities.

**Attendance Requirements:** Appointees are required to attend all of the regular School Board meetings during the six months in which the appointee is serving. However, 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.

**Time Commitment:** Approximately 6-12 hours per month are required for attendance at regular School Board meetings and work sessions, plus student outreach. Additional time will be required to review materials in preparation for School Board meetings.

# Application – Dinwiddie County Public Schools

## STUDENT REPRESENTATIVE TO THE SCHOOL BOARD APPLICANT PLEDGE (Rising junior or senior)

I, hereby, officially apply to be a candidate for the student representative position to the Dinwiddie County School Board.

- I have read and given due consideration to DCPS Policy BBBB ([Student Representative to the School Board](#)) and accept the challenge of fulfilling all the responsibilities and commitments inherent in this position.
- If elected, I understand that before taking office, I will be invited to observe and participate in School Board activities to help me fulfill my responsibilities.
- I understand that the written application is step one, and I must be present for the election convention at Dinwiddie County High School Auditorium on (*to be determined*) and be prepared to speak before students from the Superintendent’s Student Advisory Council (SAC) who will vote to elect the representative to the School Board.
- I have never been convicted of a criminal offense (other than minor traffic violations).
- I am a resident of Dinwiddie County.

The information on this application is complete and accurate to the best of my knowledge.

Name of Applicant: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Home phone (will not be distributed): \_\_\_\_\_

E-Mail address (will not be distributed): \_\_\_\_\_

Grade Level: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the application in full and send an electronic copy via DCPS interoffice or email to Bonnie Gholson by Friday, April 14, 2023.

Bonnie Gholson  
School Board Clerk  
P.O. Box 7  
Dinwiddie, Virginia 23841  
Email [bgholson@dcpsnet.org](mailto:bgholson@dcpsnet.org)  
Phone: (804) 469-4190

Applications received after 4:00 p.m. Friday, April 14, 2023, will not be accepted.

**DINWIDDIE COUNTY PUBLIC SCHOOLS  
STUDENT ADVISORY COUNCIL  
2023 ELECTION CONVENTION**

**Candidate for Student Representative to the School Board**

This form section will be duplicated and sent to each school delegation for review before the 2023 election convention. This is a fillable pdf document, so please type in the text boxes provided.

Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

1. Why should there be a student representative to the Dinwiddie County School Board?
  
2. Why are you seeking the office of student representative to the School Board?
  
3. Why do you feel you are particularly qualified for this office? Include leadership positions that you have held in your school.
  
4. List the issues you see as especially important to Dinwiddie County Public Schools in the upcoming year. Select one topic and tell how you would address it as the Dinwiddie County School Board student representative.
  
5. List courses you have taken in high school and those you plan to take next school year. Do not list grades for individual courses.
  
6. List your activities and honors during your high school career.



## JOIN THE CITY OF ROANOKE SCHOOL BOARD AS A **STUDENT REPRESENTATIVE!**

### **WHAT IS A STUDENT REPRESENTATIVE?**

Student Representatives provide a direct link between the School Board and students. This helps the Board better understand students' perspectives and concerns and allows students to have direct input. This also provides an excellent opportunity for students to be involved in governance and leadership and learn about the decision-making process.

Each year, two student representatives, one from each high school, have the opportunity to serve on the School Board. Each representative serves a one-year term, which begins at the start of the school year. Students are non-voting representatives to the Board.

The Student Representatives are expected to attend at least 75% of regularly scheduled School Board meetings and workshops; meet with members of their high school's student government and other student organizations to learn about issues/concerns; and present a report at each meeting on behalf of students at their high school.

### **WHAT DOES THE SCHOOL BOARD DO?**

The City of Roanoke School Board consists of seven voting members, appointed by City Council, who provide governance to Roanoke City Public Schools (RCPS). The School Board represents the community, guides policies, and provides oversight of RCPS. They also approve the annual budget, make policy changes, and approve new employees.

The School Board wants to make sure all voices are heard, including the voice of students. In February 2022, the Board approved Policy BBBB, which created a process for the application and selection of Student Representatives.

### **WHAT ARE THE QUALIFICATIONS?**

To qualify for the Student Representative position, you must:

- Attend a RCPS high school
- Be a rising senior
- Have a 2.0 GPA or higher with no failing grades in the current semester
- Complete an application packet, essay, and interview
- Commit to attend at least 75% of the School Board's regularly scheduled open meetings and workshops
- Submit a signed acknowledgement by parent(s) for approval and support of this commitment

### **HOW DO I APPLY?**

Talk with your principal to learn more and receive an application packet. Submit your completed application packet to the school's main office.

The application packet has more information about the duties and expectations of Student Representatives. The packet also includes a form and questions that must be answered in either a written essay or videotaped message.

**APPLY TODAY!**  
DEADLINE TO APPLY IS **APRIL 14.**

# Example Communications

The following are public communication examples of how Virginia School Divisions share information about their Student Representatives.

**Facebook Post: Fairfax County Public Schools**  
 February 24 · Follow  
 Overview Comments  
 FCPS Students: Are you interested in attending the Fairfax County School Board meetings on behalf of the student body? Applications for the Student Representative to the School Board are now being accepted for students in the 9th, 10th, or 11th grades. Applications are due by Friday, March 17! <http://bit.ly/3SApP8f>  
 See less  
 Most relevant  
 Be the first to leave a comment.  
 Most Relevant is selected, so some comments may have been filtered out.  
 Write a comment...  
 Like Comment Share  
 21 · 1.8K views

HOME > SCHOOL BOARD > STUDENT REPRESENTATIVES

## Student Representatives

### 2023-24 Student Representatives to the School Board:

- Zahra Rahimi (International Academy)
- Torenzo Ricks
- Zeinab Yassin

Contact the Student Representatives: [studentreps@acps.k12.va.us](mailto:studentreps@acps.k12.va.us)

- Twitter: [@stu\\_reps](https://twitter.com/stu_reps)
- Instagram: [@studentreps](https://www.instagram.com/studentreps)

**Facebook Post: Waynesboro Public Schools**  
 February 15 · Follow  
 The Waynesboro School Board recognized Ms. Elsa Silvestri, senior at Waynesboro High School as the student representative for the 2022-2023 school year. The new student representative for the 2023-2024 school year will be Ms. Addison Copeland, a junior at Waynesboro High School.  
 Virginia School Boards Association

## Student School Board Members

The Montgomery County School Board has four Student School Board Representatives, one from each high school. These students serve in an advisory capacity on the school board, sharing information and knowledge about the student experience.

### 2022-2023 Student School Board Representatives

<p><b>Emma Whittaker</b> Auburn High</p> <p><b>Favorite Subject:</b> History</p> <p><b>Hobbies, Interests, Activities:</b> Acting and writing</p> <p><b>Fun Fact about me:</b> I enjoy cross stitching.</p>	<p><b>Sam Woolsey</b> Blacksburg High</p> <p><b>Favorite Subject:</b> Science</p> <p><b>Hobbies, Interests, Activities:</b> Playing percussion instruments, mountain biking, hanging out with friends</p> <p><b>Fun Fact about me:</b> I love Cheer-its.</p>	<p><b>Mercurius Yassa</b> Crestonsburg High</p> <p><b>Favorite Subject:</b> Math</p> <p><b>Hobbies, Interests, Activities:</b> Ping pong and driving</p> <p><b>Fun Fact about me:</b> I enjoy doing community service.</p>	<p><b>Jenna Gadd</b> Eastern Montgomery High</p> <p><b>Favorite Subject:</b> Science</p> <p><b>Hobbies, Interests, Activities:</b> Playing basketball, watching college football, being outdoors, writing</p> <p><b>Fun Fact about me:</b> I am a black belt and instructor in taekwondo.</p>
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# Acknowledgements

Thank you to the following organizations and school divisions who provided resources and information for this guide.

- Albemarle County Public Schools
- Alexandria City Public Schools
- Association of Alaska School Boards
- Dinwiddie County Public Schools
- Fairfax County Public Schools
- Montgomery County Public Schools
- Pittsylvania County Public Schools
- Prince William County Public Schools
- Roanoke City Public Schools
- Vermont School Boards Association
- Waynesboro City Public Schools



**VSBA**

**Virginia School Boards Association**

Leadership • Advocacy • Support

*Participation in VSBA initiatives and observances is optional. School boards in Virginia have the discretion on whether to participate locally. Any related materials from the Association are shared as suggested ideas for implementation for any board that may choose to do so.*