



I. Policy Statement

The Board of Education values the student perspective and supports opportunities for students to share their views and the views of their peers in meetings of the Board. The Board encourages active student participation in the work of the Board through the position of Student Member of the Board of Education and the positions of Student Representatives from each high school in the Howard County Public School System (HCPSS).

II. Purpose

The purpose of this policy is to establish nomination and election procedures and the roles and responsibilities of the Student Member and Student Representatives.

III. Definitions

Within the context of this policy, the following definitions apply:

- A. Howard County Association of Student Councils (HCASC) – A student group consisting of representatives from each Student Government Association and each Student Council in the HCPSS.
- B. Parent – Any one of the following, recognized as the adult(s) legally responsible for the child or vulnerable adult:
 - 1. Biological parent – A natural parent whose parental rights have not been terminated.
 - 2. Adoptive parent – A person who has legally adopted the child or vulnerable adult, and whose parental rights have not been terminated.
 - 3. Custodian – A person or an agency appointed by the court as the legal custodian of the child or vulnerable adult and granted parental rights and privileges.
 - 4. Guardian – A person who has been placed by the court in charge of the affairs of the child or vulnerable adult and granted parental rights and privileges.

5. Caregiver – An adult resident of Howard County who exercises care, custody or control over the child or vulnerable adult, but who is neither the biological parent nor legal guardian.
 6. Foster Parent – An adult approved to care for a child who has been placed in their home by a State agency or a licensed child placement agency as stated in The Annotated Code of Maryland, Family Law Article § 5-507.
- C. Student Council – A student led representative body at each middle school, created with the purpose of providing a voice for students, which is organized under guidelines established by HCASC and recognized by the school’s administration.
- D. Student Government Association (SGA) – A student led representative body at each high school, created with the purpose of providing a voice for students, which is organized under guidelines established by HCASC and recognized by the school’s administration.
- E. Student Member of the Board of Education (Student Member) – A regularly enrolled HCPSS high school junior or senior elected by student voters to serve on the Board, in accordance with Maryland statute.
- F. Student Representatives – A student from each high school elected by students in their respective schools to participate in regular Board meetings on a rotating basis.
- G. Student Voters – Students enrolled in the HCPSS in grades 6 through 11.

IV. Standards

- A. There will be two types of official student representation to the Board: Student Member and Student Representative.
- B. Student Member
1. There will be one Student Member who will serve a one-year term from July 1 through June 30.
 2. The Student Member will serve as a member of the Board in accordance with the Annotated Code of Maryland, Education Article § 3-701.
 3. In accordance with the nomination and election process contained in the Implementation Procedures, each applicant for the position will submit an

application to be considered for nomination as one of two candidates for the position of Student Member.

4. The Student Member will be elected by a majority of votes cast by student voters countywide.
5. The Student Member will have the same rights and privileges as an elected member, with the exception of restrictions against voting on specific matters, participation in appeals or confidential personnel matters, and attendance at closed sessions relating to restricted matters as cited in The Annotated Code of Maryland, Education Article § 3-701, and listed below in IV.B.5.a.
 - a. The Student Member will vote on all matters except those relating to:
 - i. Geographical attendance areas under § 4-109 of The Annotated Code of Maryland, Education Article
 - ii. Acquisition and disposition of real property and matters pertaining to school construction under § 4-115 of The Annotated Code of Maryland, Education Article
 - iii. Employment of architects under § 4-117 of The Annotated Code of Maryland, Education Article
 - iv. Donations under § 4-118 of The Annotated Code of Maryland, Education Article
 - v. Condemnation under § 4-119 of The Annotated Code of Maryland, Education Article
 - vi. Consolidation of schools and transportation of students under § 4-120 of The Annotated Code of Maryland, Education Article
 - vii. Appointment and salary of a county superintendent under § 4-201 and § 4-202 of The Annotated Code of Maryland, Education Article
 - viii. Employee discipline and other appeals under § 4-205 (c) of The Annotated Code of Maryland, Education Article
 - ix. Budgetary matters under Title 5 of The Annotated Code of Maryland, Education Article
 - x. Appointment and promotion of staff under § 6-201 of The Annotated Code of Maryland, Education Article

- xi. Discipline of certificated staff under § 6-202 of The Annotated Code of Maryland, Education Article
 - xii. Collective bargaining for certificated employees under Title 6, Subtitle 4 of The Annotated Code of Maryland, Education Article
 - xiii. Collective bargaining for noncertificated employees under Title 6, Subtitle 5 of The Annotated Code of Maryland, Education Article
 - xiv. Student suspension and expulsion under § 7-305 of The Annotated Code of Maryland, Education Article
- b. Unless invited to attend by the affirmative vote of a majority of the Board, the Student Member may not attend a closed session addressing a matter on which a Student Member is prohibited from voting, specifically those matters listed above in IV.B.5.a., as cited in The Annotated Code of Maryland, Education Article, Section § 3-701.
- 6. The Student Member will receive all Board information, except confidential personnel and closed session items, and will maintain the confidentiality of all information until it is appropriate to do otherwise.
 - 7. The Student Member represents students, staff, parents and others in the community by presenting a student perspective on matters that come before the Board.
 - 8. On matters that come before the Board, the Student Member may express his or her own views, the views of HCPSS students and others in the community, and should identify whose views are being expressed.
 - 9. As a student in the HCPSS, all Board policies and school rules applicable to students apply equally to the Student Member.
 - 10. As a member of the Board, the Student Member will conduct himself or herself in ways appropriate for public leadership and will be subject to removal from office for immorality, misconduct in office, incompetence, or willful neglect of duty, following procedures in The Annotated Code of Maryland, Education Article § 3-701.
 - 11. The Student Member will be reimbursed for eligible out-of-pocket expenses related to Board service as provided for in the Board budget and in accordance with established HCPSS practice. This includes mileage to and from Board meetings and related events, as well as approved travel and

conference expenses (e.g., conference registration, lodging expense, meal expense, travel expense).

12. Board service may create scheduling conflicts with the Student Member's responsibilities as a student in the HCPSS. Recognizing that the Student Member is a minor, the student's parent(s) are responsible for balancing these obligations and determining which Board activities the Student Member should attend.
13. The role and obligation of the Board regarding the Student Member's attendance at Board meetings or events does not include providing transportation or supervision of the Student Member at the event. The Student Member's parent(s) assume these responsibilities.
14. If the candidate elected is unable to complete the term, the candidate receiving the second highest number of votes in the direct election will fill the position of the Student Member.
15. If the Student Member is unable to complete the term and the candidate receiving the second highest number of votes is unable to fill the position, the position will be filled in accordance with the process in place in The Annotated Code of Maryland, Education Article § 3-701.

C. Student Representatives

1. Each spring, every high school SGA, following their set election procedures, will elect a Student Representative to serve the following year.
2. On matters that come before the Board at meetings they are attending, Student Representatives may express their own views, the views of the students in their schools, and/or the views of HCASC. They should identify which view or views are being expressed.

V. Compliance

- A. The Superintendent/Designee will ensure that the Student Member is elected in accordance with this policy.
- B. The Superintendent/Designee will provide assistance, support, and guidance to the Student Member to enable the Student Member to carry out duties and responsibilities in accordance with this policy.

VI. Delegation of Authority

The Superintendent is authorized to develop procedures for the implementation of this policy.

VII. References

A. Legal

The Annotated Code of Maryland, Education Article
§ 3-701 (Howard County Board of Education)
§ 4-109 (c) (Attendance Areas)
§ 4-115, 117, 118, 119, and 120 (Site Acquisition, Consolidation,
Architect Selection, etc.)
§ 4-201 and § 4-202 (County Superintendent of Schools)
§ 4-205 (c) (Employee Discipline and Other Appeals)
§ 5-101 et. seq. (Budget and Reporting)
§ 6-201 (Appointment and Promotion of Staff)
§ 6-202 (Teacher Discipline)
§ 6-401 et. seq. (Collective Bargaining – Certificated Employees)
§ 6-501 et. seq. (Collective Bargaining – Non-certificated Employees)
§ 7-305 (Student Suspensions and Expulsions)
The Annotated Code of Maryland, Family Law Article
§ 5-507 (Placement of a child)
COMAR 13A.02.01 Local Boards of Education

B. Other Board Policies

Policy 2000 School Board Governance

C. Other

HCASC Constitution and Bylaws
Student Member of the Board Application Packet

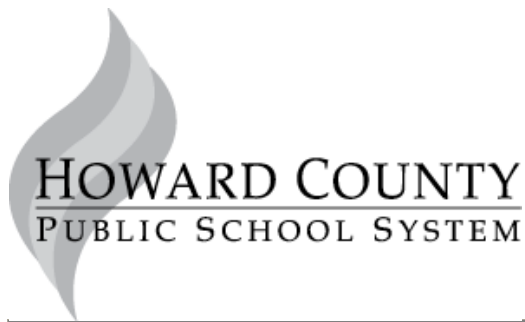
ADOPTED: March 12, 1992

AMENDED: November 8, 2001

May 25, 2006

December 10, 2009

EFFECTIVE: December 10, 2009



POLICY 2010-PR
IMPLEMENTATION PROCEDURES
STUDENT REPRESENTATION

Effective: April 15, 2010

I. Definitions

- A. HCASC Advisor – Adult employed by the Howard County Public School System (HCPSS) to advise Howard County Association of Student Councils (HCASC).
- B. HCASC Elected Officers – HCASC President, First Vice President, Secretary, and Treasurer.
- C. HCASC First Vice President – An HCPSS student elected by student voters to assume duties and responsibilities of the HCASC President when the President is unable to do so.
- D. HCASC President – An HCPSS high school junior or senior elected by student voters who has the responsibility of representing the views of all students.
- E. HCASC Second Vice President (2nd Vice President) – A student enrolled in an HCPSS middle school who is appointed by the HCASC Advisors and elected officers, who assists the HCASC President and serves as the representative of the middle school student body.
- F. Student Member-Elect – A student elected to be the Student Member of the Board of Education for the following term.

II. Communication Regarding Student Representation to the Board of Education

Information about opportunities to serve in student representation positions will be made available to high school students on an annual basis through regular school and school system communication channels. Teachers, parents, and the general public will also be informed on an annual basis of the existence of student representation to the Board of Education.

III. Student Member

- A. Student Member Eligibility:
 - 1. Must be a bona-fide resident of Howard County.
 - 2. Must be a regularly enrolled junior or senior in an HCPSS high school during the year of service on the Board.

B. Student Member Nomination and Election Procedures:

1. Applications developed by HCASC will be distributed to interested students, all high school principals, and all SGA Advisors by January 15 of each year.
2. To become a qualified applicant, eligible sophomores or juniors must submit completed applications on or before February 15. They must also include a parent information letter signed by a parent to seek and serve in the position.
3. A panel will be convened to consider all qualified applicants for the position of Student Member. The HCASC Advisor will moderate and chair the panel. Members of the panel will include the following:
 - a. Student Member
 - b. HCASC President
 - c. HCASC 2nd Vice President
 - d. An SGA Advisor from a school not represented by the candidates
 - e. HCASC Advisor.

If the HCASC President is a qualified applicant for the position of Student Member of the Board, the HCASC First Vice President will replace the President on the panel.

If any panel member is also a qualified applicant for the position of Student Member of the Board or is unable to serve on the panel, a designee will be appointed by the HCASC elected officers.

A scoring rubric will be used to evaluate each applicant using the following criteria:

- a. Academic eligibility to participate in extra-curricular activities
- b. Leadership experiences
- c. Understanding of the function of the SGA and/or HCASC
- d. Understanding of the function of the Board of Education
- e. Understanding of the role of the Student Member

- f. Reasons for pursuing the position of Student Member
- g. Personal goals for the position of Student Member
- h. Plan for balancing the workload as the Student Member.

The panel will nominate no more than two candidates for the position of Student Member by March 15.

- 4. If one or both of the nominated candidates for Student Member are unable to complete the election process, the HCASC Advisor will notify all SGA Advisors and all high school principals of an emergency application process to identify the replacement candidate(s). Students previously eliminated may ask that their applications be reconsidered. The panel identified in III.B.3 will reconvene to nominate the replacement candidate(s) for the position of Student Member.
- 5. Campaign materials for the two candidates, including but not limited to, audiovisual recordings of campaign speeches, will be distributed to HCPSS secondary principals, SGA Advisors, and Student Council Advisors. Arrangements will be made to allow all eligible voters to view the materials. Guidelines for the campaign materials will be developed by HCASC, subject to the approval of the Superintendent/Designee.
- 6. Election of the Student Member will be carried out by confidential ballot. Voting will be conducted by April 30. Ballots will be counted and returned to HCASC within five school days.
 - a. At the high school level, voting for the Student Member will be administered by the SGA members in accordance with this policy, these procedures, and HCASC election rules. Voting for the Student Member will be conducted in combination with the SGA general election when possible.
 - b. At the middle school level, voting will be administered by the Student Council Advisors. A school administrator will ensure that the election is administered in accordance with this policy, these procedures, and HCASC election rules.
- 7. The Superintendent/Designee will certify to the Board by the end of June that the Student Member-Elect was elected in accordance with all policies and procedures in and enforceable by this policy. The Student Member-Elect will then become the Student Member of the Board of Education and take office at the first meeting in July.

8. HCASC may develop additional election rules as necessary, subject to the approval of the Superintendent/Designee.

C. Student Member Responsibilities:

1. In accordance with this policy and Maryland statute, participate in Board meetings and assigned committee meetings and exercise the right to vote.
2. Participate in public functions of the Board. For events that occur during the school day, the Student Member will obtain parent permission to be absent from school, follow all school attendance procedures, and notify the HCASC Advisor of the need to miss all or part of a school day(s). When all of these procedures are followed, the absence will be coded as “lawful.”
3. Prepare for Board meetings and discussions by reading the relevant pre-meeting materials.
4. Attend all HCASC executive committee and general assembly meetings.
5. Meet with Student Representatives as necessary.
6. Establish the rotation for Student Representatives to participate in the regular Board meetings.
7. Work with the Board’s Administrative Specialist to update the Orientation Binder to be passed on to the next Student Member.
8. Attend an introductory meeting with the chairman of the Board.

IV. Student Representative

A. Student Representative Qualifications:

1. Must be regularly enrolled in an HCPSS high school.
2. Must have parent permission to seek and serve in the position.
3. Must meet academic eligibility requirements for participation in extra-curricular activities.
4. Must meet all other qualifications as determined by the respective school’s SGA.

B. Student Representative Responsibilities:

1. Attend Board meetings in accordance with the schedule established by the Student Member.
2. Seek student opinions on matters that come before the Board.
3. Maintain an active role in HCASC.
4. Attend other meetings at the request of the Student Member.

ADOPTED: March 12, 1992

AMENDED: November 8, 2001

May 25, 2006

December 10, 2009

April 15, 2010

EFFECTIVE: April 15, 2010