

Public Hearing
(Same documents as Report)

**BOARD OF EDUCATION OF HOWARD COUNTY
MEETING AGENDA ITEM**

TITLE: Policy 2010 Student Representation **DATE:** November 5, 2009

PRESENTER: Ronnie Bohn, Project Support Specialist

OVERVIEW:

Policy 2010 was reviewed under the guidelines for policy development and adoption. The Committee Charter was approved by the Superintendent on August 24, 2009. A committee of stakeholders, chaired by Ronnie Bohn, was convened to make recommendations for revisions to the policy. The committee was charged with the following tasks:

- Review all parts of the policy to update legal references as needed and to ensure compliance with legal and regulatory mandates
- Review the policy for consistency with other school system policies, with particular attention to those developed or revised since the last revision of this policy
- Make recommendations as appropriate in accordance with current best practices and system requirements
- Revise and recommend language as needed to address policy standards outlined in Policy 2020 Policy Development and Adoption
- Note any implications or follow-up work that may be necessary as a result of the committee's recommendations.

Attached are highlights of the committee's work and proposed changes, as well as the proposed policy and procedures. The markup copy includes original language from the current policy. The committee's recommendation was submitted to the Superintendent's Cabinet on September 14, 2009. A report was presented to the Board on October 12, 2009.

RECOMMENDATION/FUTURE DIRECTION:

Take action to adopt revised Policy 2010 on December 10, 2009. Revised Policy 2010 would become effective immediately.

Submitted by: _____
Ronnie Bohn
Project Support Specialist

Approval/Concurrence: _____
Sandra Erickson
Deputy Superintendent

Mamie Perkins
Chief of Staff

Policy 2010 Student Representative

Highlights

Policy

- Adds language to the policy statement that shows that the Howard County Public School System recognizes the value of the student voice in Board of Education decision-making
- Specifies that Student Member candidates, Student Representatives, as well as voting students must be enrolled in the Howard County Public School System
- Eliminates the definition of Student Member Elect from the policy section
- Clarifies the standard that covers Student Member's receipt of information
- Adds a standard that clarifies the role of the Student Member
- Adds a standard for conduct for the Student Member
- Eliminates restrictions placed on participation by the Student Member except those required by Maryland statute.

Implementation Procedures

- Adds definitions for the Howard County Association of Student Councils (HCASC) Elected Officers, HCASC First Vice President, HCASC Second Vice President, Parent, and Student Member-Elect
- Eliminates academic eligibility requirements as a Student Member qualification
- Changes the number of qualified candidates in the Student Member election from three to two
- Clarifies replacement procedures for the position of HCASC President on the candidate review panel in the event the president qualifies for the position of Student Member
- Adds the scoring rubric used to evaluate candidates for the Student Member
- Clarifies the procedures in the event that one or both candidates become unable to complete the election process
- Clarifies procedures for excusing absences from school when the Student Member attends Board events during a school day
- Specifies that the Student Member prepares for Board meetings.

**Committee for the Revision of
Policy 2010 Student Representation**

Ronnie Bohn, Project Support Specialist*

Aliana Akhtar, HCASC Representative, Special Elections Chairman

Sara Calvert, HCASC Representative

Betsy Coe, HCAA Representative, River Hill HS Assistant Principal

Cindy Drummond, HCASC Assistant Advisor

Steven Estomin, CAC Representative

Tammy Goldeisen, HCAA Representative, Ellicott Mills MS Assistant Principal

Susan Mascaro, Director of Staff Relations

Karen Searles, HCEA Representative

Mollie Shae, PTACHC Representative

Hamza Siddiqui, HCASC Representative

* *Committee Chair*

I. Policy Statement

The Board of Education appreciates the capacity of students to share their views and the views of their constituents in meetings of the Board. The Board encourages this participation by establishing the position of Student Member of the Board of Education and by establishing 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 election procedures, 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. 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.
- C. 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.
- D. Student Member of the Board of Education (Student Member) – An enrolled HCPSS high school junior or senior elected by students to serve as an informed student voice at Board meetings and functions in accordance with Maryland statute.
- E. Student Representatives – A student from each high school to participate in regular Board meetings on a rotating basis. Student representatives will be elected by students in their respective schools.

- F. 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. Role of the Student Member
1. There will be one Student Member who will serve a one-year term from July 1 through June 30.
 2. If there is more than one candidate for the position, the Student Member will be elected by a majority of student voters countywide.
 3. In accordance with policy and Maryland statute, the Student Member will participate in all Board meetings and will attend meetings of committees to which he or she is assigned. However, 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 under IV.7.a.
 4. The Student Member will receive all Board information, with the exception of confidential personnel and closed session items, at the same time as the other Board members. However, the Student Member will not receive information pertaining to confidential personnel nor information pertaining to closed sessions where the Student Member will not be present. The Student Member will maintain the confidentiality of all information until it is appropriate to do otherwise.
 5. The Student Member represents students, staff, parents and others in the community, by presenting the student perspective on matters that come before the Board.
 6. 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.
 7. Voting Rights of the Student Member
 - a. The Student Member may not vote on personnel and appeal issues in general. The Student Member may not vote on issues which fall under the following specific areas of the Annotated Code of Maryland, Education Article:

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- i. § 4-109 (c) (attendance areas)
 - ii. §4-115, 4-117, 4-118, 4-119, 4-120 (site acquisition, condemnation, consolidation, architect selection, etc.)
 - iii. § 4-201 and § 4-202 (appointment and salary of the Superintendent)
 - iv. § 4-205 (c) (employee discipline and other appeals)
 - v. § 5-101 et. seq. (budgetary matters)
 - vi. § 6-201 (appointment and promotion of staff)
 - vii. § 6-202 (teacher discipline)
 - viii. § 6-401 et. seq. (collective bargaining)
 - ix. § 6-501 et. seq. (collective bargaining)
 - x. § 7-305 (student suspensions and expulsions)
 - b. The voting prohibitions established in Standard IV.B.7.a. apply whether discussions are held in open or closed session.
 8. 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.
- C. 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.
- D. Role of the 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 Student Members are 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
Section 3-701 (Howard County Board of Education)
Section 4-109 (c) (Attendance Areas)
Sections 4-115, 117, 118, 119, and 120 (Site Acquisition, Consolidation,
Architect Selection, etc.)
Section 4-201 and § 4-202 (County Superintendent of Schools)
Section 4-205 (c) (Employee Discipline and Other Appeals)
Sections 5-101 et. seq. (Budget and Reporting)
Section 6-201 (Appointment and Promotion of Staff)
Section 6-202 (Teacher Discipline)
Section 6-401 et. seq. (Collective Bargaining – Certificated Employees)
Section 6-501 et. seq. (Collective Bargaining – Non-certificated Employees)
Section 7-305 (Student Suspensions and Expulsions)
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

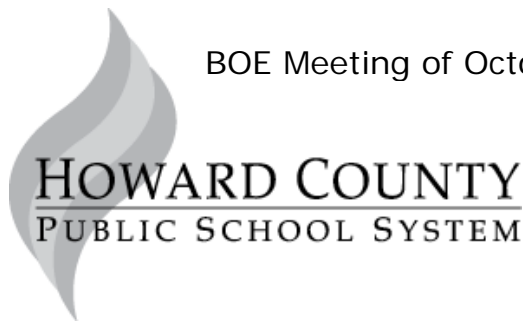
ADOPTED: March 12, 1992

AMENDED: November 8, 2001

May 25, 2006

December 10, 2009

EFFECTIVE: December 10, 2009



I. Definitions

- A. HCASC Advisor – Adult employed by the Howard County Public School System (HCPSS) to advise HCASC.
- B. HCASC Elected Officers – HCASC President, First Vice President, Secretary, and Treasurer.
- C. HCASC First Vice President – An HCPSS student elected by students 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 students and having 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, assists the HCASC president, and acts as the representative of the middle school student body.
- F. 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 provided by section 5-507 of the Family Law Article.

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- G. 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 Qualifications:

1. Must be a bona-fide resident of Howard County.
2. Must be a junior or senior enrolled in an HCPSS school.
3. Must have a parent information letter signed by a parent to seek and serve in the position.

B. Student Member 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. Completed applications are due on or before February 15.
2. If there are more than two qualified candidates, a panel will be convened to select the final two candidates. The HCASC Advisor will moderate and chair the panel. Voting members of the panel will include the following:
 - a. Current Student Member
 - b. HCASC President
 - c. HCASC 2nd Vice President
 - d. An SGA Advisor from a school not represented by the candidates
 - e. Superintendent/Designee.

If the HCASC President is a qualified candidate for the position of Student Member on the Board, the HCASC First Vice President will replace the President on the panel. The panel will select two candidates by March 15.

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

- a. Academic eligibility to participate in extra-curricular activities
 - b. Leadership experiences
 - c. Participation in 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 work load as the Student Member.
3. If one or both of the selected candidates for Student Member becomes 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 new qualified candidates. Students previously eliminated may ask that their applications be resubmitted. If more than the required number of applications are received from qualified candidates, the panel identified in III.B.2 will convene to select new candidates who will pursue the position of Student Member.
4. 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.
5. 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 Councils Advisors. A school administrator will ensure that the election is administered in accordance with this policy, these procedures, and HCASC election rules.

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6. The Superintendent/Designee will certify to the Board at the first meeting in July 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.
 7. 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 enrolled in HCPSS
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 determined by the respective school's SGA.

B. Student Representative Responsibilities:

1. Attend Board meetings as scheduled by the HCASC President
2. Seek student opinions on matters that come before the Board
3. Maintain an active role in HCASC
4. Attend all other meetings scheduled at the request of the Student Member.

ADOPTED: March 12, 1992

AMENDED: November 8, 2001

May 25, 2006

December 10, 2009

EFFECTIVE: December 10, 2009

I. Policy Statement

The Board of Education ~~recognizes~~ appreciates the ~~value of contributions of students~~ capacity of students to share their views and the views of their constituents in the regular meetings of the Board, ~~and~~ The Board encourages this participation by establishing the position of Student Member ~~to~~ of the Board of Education ~~of Howard County~~ and by establishing 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 ~~provide direction regarding the~~ establish election procedures, 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. 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 ~~the~~ HCASC and recognized by the school's administration.
- C. 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 ~~the~~ HCASC and recognized by the school's administration.
- D. Student Member of the Board of Education (Student Member) – ~~A regularly~~ An enrolled HCPSS high school junior or senior elected by students to serve as an informed student voice at ~~public Board of Education~~ meetings and functions in accordance with Maryland statute.

- ~~E.~~ ~~Student Member Elect~~—A student elected to be the Student Member of the Board of Education for the following term.
- ~~F.E.~~ Student Representatives – ~~One~~ A student from each high school to participate in regular Board of Education meetings on a rotating basis. Student representatives ~~shall~~ will be elected by students in their respective schools.
- ~~G.F.~~ Voters – Students enrolled in the HCPSS in grades 6 ~~to~~ through 11.

IV. Standards

- A. There will be two types of official student representation to the Board of ~~Education~~: Student Member and Student Representative.
- B. Role of the Student Member
1. There ~~shall~~ will be one Student Member who ~~shall~~ will serve a one-year term from July 1 through June 30.
 2. If there is more than one candidate for the position, ~~The~~ Student Member ~~shall~~ will be elected by a majority of student voters countywide ~~if there is more than one candidate for the position.~~
 3. In accordance with policy and Maryland statute, ~~The~~ Student Member is ~~expected to~~ will participate in all public Board of Education meetings as well as all functions ~~except when the Student Member and Board Chairman concur that there would be a significant sacrifice to schoolwork and will attend meetings of committees to which he or she is assigned.~~ However, unless invited to attend by the affirmative vote of a majority of the Board, the Student Member may not attend a closed sessions of the Board addressing a matter on which a student member is prohibited from voting under IV.7.a.
 4. The Student Member ~~shall~~ will receive all Board information, with the exception of confidential personnel and closed session items, at the same time as the other Board members. However, the Student Member will not receive information pertaining to confidential personnel nor information pertaining to closed sessions where the Student Member will not be present. The Student Member ~~of the Board of Education shall~~ will maintain the confidentiality of ~~that~~ all information until it is appropriate to do otherwise.
 5. The Student Member represents students, staff, parents, and others in the community, by presenting the student perspective on matters that come before the Board.

~~5.6.~~ On matters that come before the Board ~~at public meetings,~~ the Student Members may express their his or her own views, and/or the views of Howard County Public School System HCPSS students and others in the community. ~~They and~~ should identify which view or whose views are being expressed.

~~6.7.~~ Voting Rights of the Student Members

a. The Student Member may not vote on personnel and appeal issues in general. ~~In addition,~~ The Student Member may not vote on issues which fall under the following specific areas of the Annotated Code of Maryland, Education Article:

- i. § 4-109 (c) (attendance areas)
- ii. §4-115, 4-117, 4-118, 4-119, 4-120 (site acquisition, condemnation, consolidation, architect selection, etc.)
- iii. § 4-201 and § 4-202 (appointment and salary of the Superintendent)
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- viii. § 6-401 et. seq. (collective bargaining)
- ix. § 6-501 et. seq. (collective bargaining)
- x. § 7-305 (student suspensions and expulsions)

b. The voting prohibitions established in Standard IV.B.~~6.7.a.~~ apply whether discussions are held in open or closed session.

c. ~~Except for those areas not permitted under Standard IV.B.6.a, the Student Member shall have an opinion vote or, as permitted by state statute, an official vote, on matters discussed in public session. Opinion votes shall be recorded but shall not affect the outcomes of motions.~~

~~7.~~ The candidate receiving the second highest number of votes in the direct election shall fill the position of Student Member if the candidate elected is unable to complete the term.

~~8.~~ The Student Member shall receive assistance, support, and guidance through the Superintendent's designee.

8. 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.

C. 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.

D. Role of the Student Representative

1. ~~Student Representatives for each school year shall be elected during the preceding spring using procedures determined by their high school SGA.~~ Each spring every high school HGA, 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 the HCASC. They should identify which view or views are being expressed.

V. Compliance

- A. The Superintendent's ~~d~~/Designee ~~shall~~ will ensure that Student Members are elected in accordance with this policy.
- B. The Superintendent's ~~d~~/Designee ~~shall~~ 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
 - Section 3-701 (Howard County Board of Education)
 - Section 4-109 (c) (Attendance Areas)
 - Sections 4-115, 117, 118, 119, and 120 (Site Acquisition, Consolidation, Architect Selection, etc.)
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 - Section 6-201 (Appointment and Promotion of Staff)
 - Section 6-202 (Teacher Discipline)

Section 6-401 et. seq. (Collective Bargaining – Certificated Employees)
Section 6-501 et. seq. (Collective Bargaining – Non-certificated Employees)
Section 7-305 (Student Suspensions and Expulsions)
COMAR 13A.02.01 Local Boards of Education

B. Other Board Policies
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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: ~~July 1, 2006~~

December 10, 2009

I. Definitions

- A. HCASC Advisor – Adult employed by the Howard County Public School System (HCPSS) to advise the HCASC.
- B. HCASC Elected Officers – HCASC President, First Vice President, Secretary, and Treasurer.
- C. HCASC First Vice President – An HCPSS student elected by students to assume duties and responsibilities of the HCASC President when the President is unable to do so.
- ~~B.D.~~ HCASC President – An HCPSS high school junior or senior elected by students to serve as the association's president with and having 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, assists the HCASC president, and acts as the representative of the middle school student body.
- F. 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 provided by section 5-507 of the Family Law Article.

G. 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 ~~shall~~ 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 ~~shall~~ 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 Qualifications:

1. Must be a bona-fide resident of Howard County.
2. Must be a junior or senior enrolled in an HCPSS ~~Howard County public~~ school.
3. Must have a parent information letter signed by a parent to seek and serve in the position.
4. ~~Must meet academic eligibility requirements for participation in extra-curricular activities under Policy 9070.~~

B. Student Member Election Procedures:

1. Applications ~~will be~~ developed by ~~the~~ HCASC ~~and~~ will be distributed to interested students, all high school principals, and all SGA Advisors by January 15 of each year. Completed applications are due on or before February 15.
2. If there are more than ~~three~~ two qualified candidates, a ~~committee~~ panel will be convened to select the final two candidates. The HCASC Advisor will moderate and chair the ~~committee~~ panel. Voting members of the ~~committee~~ panel will include the following:
 - a. ~~e~~Current Student Member, ~~the~~

- b. HCASC President,
- c. ~~2nd Vice President of HCASC, HCASC 2nd Vice President~~
- d. ~~a~~An SGA Advisor from a school not represented by the candidates, ~~and~~
- e. ~~the~~ Superintendent's ~~s/~~d/Designee.

If the HCASC President is a qualified candidate for the position of Student Member on the Board, the HCASC First Vice President will replace the President on the panel. The panel will select two candidates by March 15.

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

- a. Academic eligibility to participate in extra-curricular activities
- b. Leadership experiences
- c. Participation in 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 work load as the Student Member.

3. If one or both of the selected candidates for Student Member becomes 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 new qualified candidates. Students previously eliminated may ask that their applications be resubmitted. If more than the required number of applications are received from qualified candidates, the panel identified in III.B.2 will convene to select new candidates who will pursue the position of Student Member.

34. Campaign materials for the two candidates, including but not limited to audiovisual recordings of campaign speeches, will be distributed to HCPSS secondary principals, SGAs, Advisors, and Student Councils Advisors. Arrangements will be made to allow all eligible voters to view ~~them~~ the materials. Guidelines for the campaign materials ~~shall will~~ be developed by ~~the~~ HCASC subject to the approval of the Superintendent's ~~s/~~d/Designee.

4.5. The ~~e~~lection of the Student Member ~~shall will~~ be ~~through~~ carried out by confidential ballot. ~~Balloting shall~~ Voting will be conducted by April 30. Ballots ~~shall will~~ be counted and returned to ~~the~~ HCASC within 5 five school days.

- a. At the high school level, ~~balloting~~ voting for the Student Member ~~shall will~~ be administered by the SGA members in accordance with this

policy, these procedures, and HCASC election rules. ~~Balloting~~ Voting for the Student Member ~~shall~~ will be conducted in combination with the SGA general election whenever possible.

- b. At the middle school level, ~~balloting shall~~ voting will be administered by the Student Councils Advisors. A school administrator ~~shall~~ will ensure that the election is administered in accordance with this policy, these procedures, and HCASC election rules.

~~5.6.~~ The Superintendent's ~~d/~~ Designee shall will certify to the Board at the first meeting in July that the Student Member-Elect was elected in accordance with all policies and procedures in and enforceable by this policy. The Student Member-Elect shall will then become the Student Member of the Board of Education.

~~6.7.~~ 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, Pparticipate in all public Board of Education meetings and assigned committee meetings and exercise the right to vote in accordance with policy and Maryland statute.
2. Participate in all public functions of the Board of Education, except when the Student Member and Board Chairman concur that there would be a significant sacrifice to schoolwork. 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.
- ~~3.4.~~ Attend all HCASC executive committee and general assembly meetings.
- ~~4.5.~~ Meet with Student Representatives as necessary.
- ~~5.6.~~ Establish the rotation for Student Representatives to participate in the regular Board of Education meetings.

~~6.7. Work with the Board's Administrative Specialist to Revise and update the Student Member handbook and Orientation Binder to be passed it on to the next Student Member.~~

~~7.8. Attend an introductory meeting with the chairman of the Board of Education.~~

IV. Student Representative

A. Student Representative Qualifications:

1. Must ~~attend one of the comprehensive high schools~~ be enrolled in HCPSS
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 determined by ~~their~~ the respective school's SGA.

B. Student Representative Responsibilities:

1. Attend Board ~~of Education~~ meetings as scheduled by the HCASC President
2. Seek student opinions on matters that come before the Board
3. Maintain an active role in ~~the~~ HCASC
4. Attend all other meetings scheduled at the request of the Student Member.

ADOPTED: March 12, 1992

AMENDED: November 8, 2001

May 25, 2006

December 10, 2009

EFFECTIVE: ~~July 1, 2006~~

December 10, 2009