

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 and middle school in the Howard County Public School System (HCPSS).

II. Purpose

The purpose of this policy is to establish nomination and election procedures and establish the roles and responsibilities of the Student Member of the Board of Education 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 student 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 student and granted parental rights and responsibilities.
 - 4. Guardian – A person who has been placed by the court in charge of the affairs of the student and granted parental rights and responsibilities.
 - 5. Caregiver – An adult resident of Howard County who exercises care, custody or control over the student but who is neither the biological parent nor legal guardian

as long as the person satisfies the requirements of the Education Article, §7-101 (c) (Informal Kinship Care).

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 provided by the 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 is 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 is recognized by the school’s administration.
- E. Student Member of the Board of Education – A bona fide resident of Howard County who is 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 a secondary school selected in their respective schools to participate in regular Board meetings.
- 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 of the Board of Education and Student Representative.
- B. Student Member of the Board of Education
 1. There will be one Student Member of the Board of Education who will serve a one-year term from July 1 through June 30.
 2. The Student Member of the Board of Education will serve as a member of the Board in accordance with the Annotated Code of Maryland, Education Article § 3-701.
 3. Each applicant for the position will submit an application to be considered for nomination for the position of Student Member of the Board of Education. A systemwide Student Convention will be held to select two nominees, as well as an alternate for each of the nominees, from the applicants.

4. The Student Member of the Board of Education will be elected by a majority of votes cast by student voters systemwide. Results will be appropriately shared when all votes are tallied.
5. The Student Member of the Board of Education 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 of the Board of Education 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, specifically: school land, school site, or suitably located house adapted to school purposes.
 - 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 the 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 of the Board of Education may not attend a closed session addressing a matter on which a Student Member of the Board of Education 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 of the Board of Education 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 of the Board of Education 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 of the Board of Education 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 of the Board of Education.
 - 10. As a member of the Board, the Student Member of the Board of Education 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 of the Board of Education 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 responsibilities of the Student Member of the Board of Education as a student in the HCPSS. Recognizing that the Student Member of the Board of Education is a minor, the student's parent(s) are responsible for balancing these obligations and determining which Board activities the Student Member of the Board of Education should attend.
13. The role and obligation of the Board regarding attendance of the Student Member of the Board of Education at Board meetings or events does not include providing transportation or supervision of the Student Member of the Board of Education at the event. Parent(s) of the Student Member of the Board of Education assume these responsibilities.
14. If the candidate elected is unable for any reason 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 of the Board of Education.
15. If the Student Member of the Board of Education 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 implementation procedures.

C. Student Representatives

1. Each spring, every high school SGA, following their own 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 whose views are being expressed.

V. Responsibilities

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

- C. Secondary principals will take appropriate measures to ensure that their school will follow standardized procedures for elections to both the nominating convention and the Student Member of the Board of Education.

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)
 § 3-703 (Compensation and Expenses: Exclusions)
 § 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
 Policy 2070 Ethics
- C. Relevant Data Sources
- D. Other
 HCASC Constitution and Bylaws
 HCPSS Ethics Regulations
 Student Member of the Board Application Packet

VIII. History

ADOPTED: March 12, 1992

REVIEWED:

MODIFIED:

REVISED: November 8, 2001
May 25, 2006
December 10, 2009
January 12, 2017
EFFECTIVE: July 1, 2017

I. Definitions

Within the context of these implementation procedures, the following definitions apply:

- A. HCASC Advisor – Adult employed by the Howard County Public School System (HCPSS) to advise the Howard County Association of Student Councils (HCASC).
- B. Identified Alternate (One) – The student candidate who receives the third highest number of student delegate votes at the student convention.
- C. Identified Alternate (Two) – The student candidate who receives the fourth highest number of student delegate votes at the student convention.
- D. Student Member-Elect – A student elected to be the Student Member of the Board of Education for the new term.
- E. Student Convention – An assembly of secondary student delegates who nominate two candidates and one alternate candidate for Student Member of the Board of Education.
- F. Student Delegate – A secondary student in grades six through eleven selected to act and represent his/her school at the student convention and to select two candidates and one alternate candidate for Student Member of the Board of Education.

II. Communication Regarding Student Representation to the Board of Education

Information about opportunities to serve in the 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 public will be informed on an annual basis of the role of student representation to the Board of Education.

III. Student Member of the Board of Education

- A. Student Member of the Board of Education 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 of Education.
3. Must submit a completed application developed by HCASC on or before February 15. They must also include the parent information letter signed by a parent to seek and serve in the position.

B. Application for Student Member of the Board of Education Timeline

1. Applications for Student Member of the Board of Education developed by HCASC will be distributed to all interested students, all high school principals, and all SGA Advisors by January 15 of each year.
2. The HCASC Advisor or designee will review all applications for completeness and accuracy of information.

C. Student Delegates and the Student Convention

1. A Student Convention attended by student delegates from each secondary school will be convened to select two nominated candidates, and one identified alternate for each nominated candidate for Student Member of the Board of Education.
 - a. Each middle school will convene a committee to interview and select one student delegate from each grade. This committee will include the principal, the student council advisor or a counselor, and three middle school students. The three students on the committee, chosen by the principal, should be representative of the study body and of the demographics of each school.
 - b. Each high school will convene a committee to interview and select one student delegate from each grades nine, ten, eleven, and three student delegates at large. This committee will include the principal, a student government advisor, and three high school students. The three students on the committee chosen by the principal should be representative of the student body and of the demographics of each school.
2. Student Delegates at the Student Convention will receive training by an HCASC advisor in order to use an HCASC rubric for each candidate's application and presentation at the convention.

D. Student Member of the Board of Education Nomination

1. The Student Convention/voting will be held by March 15.

2. If one (or both) of the nominated candidates for Student Member of the Board of Education is unable for any reason to complete the election process, the identified alternate(s) will become a nominated candidate for Student Member of the Board of Education.

E. Election Procedures

1. 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.
2. Election of the Student Member of the Board of Education will be carried out by confidential ballot in each secondary school. 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 of the Board of Education will be administered by the SGA members in accordance with this policy, these procedures, and HCASC election rules. Voting for the Student Member of the Board of Education 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.
3. 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.
4. HCASC may develop additional election rules as necessary, subject to the approval of the Superintendent/Designee.

F. Student Member of the Board of Education Responsibilities

1. Participate in Board meetings, assigned committee meetings and exercise the right to vote, in accordance with this policy and the Maryland statute.
2. Participate in public functions of the Board. For events that occur during the school day, the Student Member of the Board of Education will:

- a. Obtain parent permission to be absent from school.
- b. Follow all school attendance procedures.
- c. 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 Administrator to the Board of Education to update the orientation binder to be passed on to the next Student Member of the Board of Education.
8. Attend an introductory meeting with the Chairman of the Board.

G. Student Member of the Board of Education Compensation

Student Member of the Board of Education who completes a full term on the Board will be entitled to a scholarship of \$5,000 to be applied to the student’s higher education cost.

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 of the Board of Education.
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 of the Board of Education.

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