

**HIGH SCHOOL STUDENT REPRESENTATIVES TO THE
SCHOOL BOARD REGULATIONS**

The following regulations support the annual appointment of three (3) high school Student Representatives to the Alexandria City School Board (Board)

Terms

High school 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 if they are a rising senior. Student Representative at-large positions are open to rising junior and senior students of Alexandria City High School. The International Academy Student Representative position is open to a rising junior or senior International Academy student of Alexandria City High School

Students may apply at the end of their sophomore or junior year.

Role

As is feasible, 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 Alexandria City Public Schools (ACPS) student body, they are given the 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.

Attendance

With the exception of prior approved absences, Student Representatives are required to attend at least 75% of regular School Board Meetings either in person or virtually.

If a Student Representative needs to miss a School Board Meeting, they should provide their report in writing to another representative, who will read the report.

Student Representatives 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 9:00 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.

Selection Process

All applications are reviewed by a Student Representative Selection Committee (SRSC) at

- 47 Alexandria City High School. The committee’s membership may include:
48 ● Any Superintendent’s Student Leadership Committee (SSLC) member and its middle
49 school liaisons;
50 ● Any Alexandria City High School club president;
51 ● Any Alexandria City High School class president;
52 ● The Alexandria City High School Student Government Association (SGA) President;
53 ● The current International Academy Student Representative to the School Board; and
54 ● The current senior Student Representative to the School Board (who will serve as the SRSC
55 Chair).

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57 The SRSC solicits applications from rising juniors and seniors each spring. Applications are
58 submitted via the online form, located on the ACPS web page, and are due in early spring of each
59 year. The submission deadline is posted with the online application.

60
61 The SRSC selects the five most qualified at-large applicants, two most qualified International
62 Academy applicants and submits their applications to the Superintendent for screening prior to
63 review by Board leadership. The Board Chair and Vice Chair (or designees) conduct in-person
64 interviews with the screened applicants, and recommend the two (2) best qualified at-large
65 applicants and one (1) best qualified International Academy applicant to the full Board for
66 approval.

67
68 Among other factors, students who serve as Student Representatives to the School Board are
69 chosen based on evidence of exemplary character, high personal standards of conduct, and
70 adherence to school policies and regulations.

71
72 **Appointment**

73
74 Appointments for the upcoming year are made by Board vote at a Board Meeting prior to the end
75 of the school year.

76
77 After appointment, the Board Chair and Vice Chair oversee the induction process for the Student
78 Representatives, which includes a review of *Roberts Rules of Order*, ACPS policies and protocols,
79 and related information.

- 80
81
82 Established: June 18, 2015
83 Revised: April 6, 2018
84 Revised: April 17, 2018
85 Revised: April 4, 2019
86 Revised: May 23, 2019

87
88
89 Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-86.1.

90
91 Cross Refs.: BBBB Student Representatives to the School Board

HIGH SCHOOL STUDENT REPRESENTATIVES TO THE SCHOOL BOARD REGULATIONS AND APPLICATION

Commented [1]: To distinguish from the MS policy.

The following regulations support the annual appointment of ~~threetwo (32)~~ high school Student Representatives to the Alexandria City School Board (Board); ~~to be made at a School Board Meeting each June.~~

Terms

High school 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 if they are a rising senior. Student Representative at-large positions are open to rising junior and senior students of ~~T.C. Williams Alexandria City High School.~~ The International Academy Student Representative position is open to a rising junior ~~or~~and senior International Academy student of Alexandria City High School.

Commented [2]: This may not be possible now that our org meeting is in July and will be after July 1. Should it say from the start of the organizational July meeting?

Commented [MS3R2]: Added section that the appoint occurs at a regular board meeting.

Students may apply at the end of their sophomore or junior year.

Role

As is feasible, 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~~ 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 Alexandria City High School~~ Alexandria City Public Schools (ACPS) student body, they are given the 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.

Commented [4]: Do we want to edit this language to indicate that all three are not always possible to sit at the dais at each meeting. There are only two spaces at the dais--students can appear in person or via zoom. Do you have any suggestions for this?

Commented [MS5R4]: Added 'as is feasible'

Attendance

Unless With the exception of prior approved absences, Student Representatives are required to attend at least 75% of regular School Board Meetings either in person or virtually.

If a Student Representative needs to miss a School Board Meeting, they should provide their report in writing to another representative, who will read the report.

Additionally, they Student Representatives 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 ~~9:00~~ 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.

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49 Selection Process
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51 All applications are reviewed by a Student Representative Selection Committee (SRSC) at ~~T.C. Williams Alexandria City~~ High School. The committee’s membership may include:

- 53 ● Any Superintendent’s Student Leadership Committee (SSLC) member and its middle school liaisons;
- 54 ● Any ~~T.C. Williams Alexandria City High School~~ club president;
- 55 ● Any ~~T.C. Williams Alexandria City High School~~ class president;
- 56 ● The ~~T.C. Williams Alexandria City High School~~ Student Government Association (SGA) President; ~~and~~
- 57 ● The current International Academy Student Representative to the School Board; and
- 58 ● The current senior Student Representative to the School Board (who will serve as the SRSC Chair).

62
63 The SRSC solicits applications from rising juniors and seniors each spring. Applications are submitted via the online form, located on the ~~ACPS School Board~~ web page, and are due in early spring ~~April~~ of each year. The submission deadline is posted with the online application.

Commented [6]: This year's applications are due in May. Can it state April or May?--or not. I see the line about the deviation below.

66
67 The SRSC selects the five most qualified at-large applicants, two most qualified International Academy applicants and submits their applications to the Superintendent for ~~reviews~~ screening prior to review by Board leadership. ~~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 screened top five (5) applicants, and recommend the two (2) best qualified at-large applicants and one (1) best qualified International Academy applicant to the full Board for approval. ~~The School Board votes on the recommendations prior to July 1~~

75
76 Among other factors, students who serve as Student 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.-

79
80 Appointment
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82 Appointments for the upcoming year are made by Board vote at a Board Meeting prior to the end of the school year.

84
85 After appointment, ~~t~~he Board Chair and Vice Chair oversee the induction process for the Student Representatives, which includes a review of *Roberts Rules of Order*, ~~ACPS School Board~~ policies and protocols, and related information.

88
89 ~~Among other factors, students who serve as R~~epresentatives to the School Board are chosen based on evidence of exemplary character, high personal standards of conduct, and adherence to school policies and regulations.

Commented [7]: Moved up to improve readability.

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

Commented [MS8]: Struck as this regulation is just about the HS reps

98
99
100 Established: June 18, 2015
101 Revised: April 6, 2018
102 Revised: April 17, 2018
103 Revised: April 4, 2019
104 Revised: May 23, 2019

105
106
107 Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-86.1.

108
109 Cross Refs.: BBBB Student Representatives to the School Board
110 ~~BBBB R2 Middle School Student Representatives Regulation and~~
111 ~~Application~~
112

DRAFT

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

Date: _____

Name (Last): _____ (First): _____ (M.I.): _____

Address: _____

City: Alexandria State: VA Zip Code: _____

Phone: _____ Year of Graduation: _____

Email Address: _____

Date of Birth: _____ Place of Birth: _____

How long have you lived in the City of Alexandria? _____

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

If yes, please explain:

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

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

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

1. _____
2. _____
3. _____

Why did you apply?

Commented [9]: But post separately as BBBB-A?
Commented [10]: Please remove the application from the regulation.

159 _____
160 _____
161 _____

162
163 (Please attach additional paper to complete your answer.)
164
165

166
167 **Attendance Requirements:** Appointees are required to attend at least 75% of regular School
168 Board meetings per year. Absences may be excused because of personal illness or serious illness
169 of members of the immediate family, death of a family member, unscheduled or unforeseen
170 school trips, and emergency work assignments only. All other absences are recorded as
171 unexcused. _____

Commented [11]: Let's discuss.

172
173 **In light of the above, will you be able to attend at least 75% of the regular meetings of the**
174 **Alexandria City School Board? (Yes/No)** _____

175
176 It is expected that prior to applying you will attend at least one (1) School Board Meeting. Have
177 you done so? (Yes/No/Plan to) _____ (Date) _____

178
179
180 **Time Commitment:** *Approximately 6-10 hours/month are required for attendance at regular*
181 *Board Meetings, plus student outreach. Any additional time commitment to attend Work*
182 *Sessions or Special Called Board Meetings is optional.*

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

189
190 **1. Student Counselor Recommendation (Required)**

191
192 Name: _____

193
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196 **2. Teacher Recommendation (Required)**

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198 Name: _____

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202 **3. Teacher Recommendation (Required)**

203
204 Name: _____

205
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210

~~4. Recommendation (Optional)~~

Name: _____

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