

**STUDENT REPRESENTATIVES TO THE SCHOOL BOARD  
REGULATIONS AND APPLICATION**

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

**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?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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