

STUDENT REPRESENTATIVES TO THE SCHOOL BOARD REGULATIONS AND APPLICATION

The following regulations support the annual appointment of two (2) Student Representatives to the School Board, to be made at a School Board Meeting each June. One rising junior and one rising senior shall serve annual terms from July 1 through June 30 of the school year of their appointments, and may reapply to be considered for a second term.

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.

Student Representative positions will be 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.

All applications will be 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 will solicit applications from rising juniors and seniors each spring. Applications will be submitted via the online form, located at <https://www.acps.k12.va.us/board>, and are due by April 1 of each year. The SRSC will select three (3) finalists for each of the two (2) positions, and will submit these applications to the Superintendent for review. The Superintendent will then forward the applications to the Board leadership by May 1. The Board Chair and Vice Chair (or designees) will conduct in-person interviews with the top three (3) applicants for each position, and will recommend the two (2) best qualified applicants (one (1) rising junior and one (1) rising senior) to the full Board for approval. The School Board will vote on the

recommendations prior to July 1.

The Board Chair and Vice Chair will oversee the development of an induction process for the Student Representatives, to include 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 will be chosen based on evidence of exemplary character, high personal standards of conduct, and adherence to school policies and regulations.

Established: June 18, 2015

Revised: April 6, 2018

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

Cross Ref.: BBBB Student Representatives to the School Board

**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: _____

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, 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.*

References: Please list the name, title, email and telephone number of at least three references that you have contacted and who support your application.

- 1. Name: _____
 Email: _____ Telephone: _____
 Title: _____
- 2. Name: _____
 Email: _____ Telephone: _____
 Title: _____
- 3. Name: _____
 Email: _____ Telephone: _____
 Title: _____

***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: _____