

# B-1: Student Board Member Application Guidelines

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## REFERENCES

[Board Policy B-1: Board of Education Legal Status, Responsibilities, and Ethics](#)  
[B-1: Student Board Member Application](#)

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## DEFINITIONS

**Parent:** For purposes of these administrative procedures and the corresponding board policy, “parent” means:

- A. a biological or adoptive parent;
- B. a legal guardian or other individual legally authorized to make educational decisions for the child;
- C. an individual, with whom the child lives, who is acting as a parent in the absence of a natural parent or a guardian;
- D. a foster parent if the authority of the biological or adoptive parents to make educational decisions on the child’s behalf has been terminated or specifically limited by a court order;
- E. in the absence of any individual qualified under parts A-D, a surrogate parent appointed pursuant to the Individuals with Disabilities Education Act; and/or
- F. a stepparent if the stepparent is present on a day-to-day basis with the natural parent and child, and the other parent is absent from the home. A stepparent who is not present on a day-to-day basis in the home of the child does not have rights under Family Educational Rights and Privacy Act (FERPA) with respect to the child’s education records. Stepparents without guardianship of a child do not have the authority to enroll or register a child in school.

“Parent” does not include the state or any political subdivision of government.

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## I. Application Requirements

- A. The student board member application process will be initiated in January of each year, so that the selection of the student board member for the subsequent school year is approved by the second board meeting in March.
- B. Each interested student must complete the following steps in the application process.
  1. Complete the B-1: Student Board Member Application form. The application is available on the district’s website and in the main office of each district high school and board authorized charter high school.
    - a. A parent’s signature, indicating the parent’s agreement to support the student in this commitment is required.
  2. Provide a one to two page resumé or personal narrative.
  3. Write a statement detailing the student’s reasons for wanting to serve on the board, and any contributions the student hopes to make.

## II. Screening Panel

- A. A screening panel consisting of the principal, the student body president, and the school community council chair or parent-teacher organization chair from each high school will serve on the panel in charge of screening all applicants and determining which students should be granted an interview.
- B. The screening panel will select between three and seven students to be interviewed for the position of student board member.
- C. Each high school will select one member of their screening panel team to serve on the interview panel.

## III. Interview Panel

- A. The interview panel will include one member from each school
- B. The interview panel will interview all the students put forth by the screening panel.
- C. Out of the students interviewed, the panel will select no more than four and no less than two candidates who they consider to be qualified to serve as a student board member.
- D. The panel should select one candidate to recommend for the position of student board member and one candidate to recommend as a reserve student board member.
  1. If for any reason the selected student board member is unable to fulfill the responsibilities of the position, the board will appoint the reserve student board member to fulfill the student member position.
  2. If the student board member is unable to attend a board meeting, the reserve student board member may attend the meeting in place of the student board member.
- E. In the event that the panel cannot agree on which individual to recommend for the position of student board member, the superintendent will review the applications, interview the candidates if necessary, and select the candidates who will serve as the student board member and reserve student board member.

**IV. Student Notification and Principal Responsibilities**

- A. It is the responsibility of the principals or their designees to make all students aware of the application process to serve as a student board member.
- B. Notification to prospective student candidates should include:
  - 1. Intercom announcements of the student board member opening shall be made to the general student body for a minimum of ten school days prior to the application deadline.
  - 2. Flyers and posters advertising the position shall be placed in prominent locations in the halls for a minimum of ten school days prior to the application deadline.
  - 3. An article advertising the position shall be published in PTA communications, and/or school newsletter prior to the application deadline.
  - 4. Information about the position will include a description of the length, frequency, and schedule of board meetings, as well as the possibility of attending extra study sessions throughout the year.