POLICY NO. 1900
Adopted: 12-8-21

STUDENT ADVISORY COUNCIL (SACo)

POLICY:

The Lake Stevens School District Board of Directors (Board) recognizes the value of communicating with students and receiving their input and perspectives. To foster this relationship with students, a Student Advisory Council (SACo) will be created to serve in an advisory capacity to the Board and the Superintendent. This SACo will consist of two (2) students from each grade level at Cavelero Mid High School and Lake Stevens High School and will lend student voice on matters of importance to the Board in the following ways:

- Providing an avenue for student voice in district visioning and decision making for all students in the district.
- Providing input, identifying problems and solutions, as well as advocating for change.
- Providing a direct connection and line of communication between students and the Board.
- Serving as a liaison to the students of Cavelero Mid High School and Lake Stevens High School through established student-led organizations.

A Board Liaison to the SACo and the Superintendent will support the SACo's work. Student representatives will serve as liaisons for their respective Associated Student Body and report to students about the work of the Board and district activities. The student representatives will attend board meetings according to the procedures accompanying this policy. The student representatives will not attend Executive or Closed Sessions.

POLICY NO. 1900
Adopted: 12-8-21
Revised: 9-27-23

STUDENT ADVISORY COUNCIL (SACo)

PROCEDURES:

Purpose

The Student Advisory Council (SACo) is designed to make a significant contribution to the Lake Stevens School District through a close study of important issues resulting in recommendations to the School Board, Superintendent or the Superintendent's Cabinet. Providing a channel of communication between the School Board and the Students of the Lake Stevens School District will create a better level of understanding and communication while also building student leadership capacity.

Structure

The Student Advisory Council (SACo) will be made up of student representatives from Cavelero Mid-High School and Lake Stevens High School. The school board seeks student members with a diversity of ages, ethnicities, experiences, and viewpoints. Council members will serve on the Council for a maximum term of two years. The proposal has 10 members of the SACo. Two (2) students each from grades 8-12 who would be full voting and participating members. There will be three (3) officers voted upon by the other members of the Council. These will be the President, Vice President, and Secretary.

Qualification for Application

1. The student candidate must be in grades 8, 9,10, 11 or 12 during their term as student representative. Students in grades 11 and 12 must attend Lake Stevens High School at least one (1) period per day.
2. The student candidate must be in good academic standing equivalent to participation in athletics or other student activities and maintain good academic standing throughout his or her term.
3. The student candidate will be expected to maintain personal standards of behavior appropriate to participation in student activities as defined by the school's student handbook.
4. The student candidate must be willing to convey student opinion to the Board of Directors and report Board deliberation and actions to the student body.
5. The student representatives will be invited to attend their school Associated Student Body meetings, in order to share information to and from the School Board.
6. The student candidate must have an interest in public service, policy setting and governance.

Application Process

1. Students will submit an application to the school principal or designee.
2. Students must obtain approval signatures from their parents/guardians.
3. Students must submit a reference statement from one teacher or administrator. A one-page informational document guiding students through this process will be provided as part of the application materials.
4. The prospective council members who complete the application materials will then be interviewed by the selection committee. The selection committee will review application materials as part of the process. The interview team will make the decision on which student candidates to recommend to the board.
    a. The interview team will be comprised of:
    b. The Superintendent
    c. At least one board member
    d. Student Advisory Council Liaison
    e. A Cavelero Mid High and Lake Stevens High School Administrator
    f. Outgoing seniors who had served on the SACo
5. The recommendation of student representatives will be submitted to the Board of Directors for approval.

Term of Office

The school board encourages fresh ideas and a diversity of representation on the Student Advisory Council. To that end, Students who apply and are selected for the SACo in grades 8, 9, 10, and 11 are limited to one (1) term of office unless there are no other prospective student candidates who apply. Students who have previously served on the SACo may apply for their senior year. In addition:

1. Representatives will be selected in April.
2. Terms of office will be two school years, beginning and concluding in June.
3. In the event of a vacancy during the school year, a student may be selected from qualified applicants to serve the remaining term of the school year.

Removal

1. The Student Advisory Council members serve at the discretion of the Board of Directors.
2. A student representative may be removed for failure to fulfill his or her duties, or failure to maintain academic standards or for behaviors that are deemed unacceptable by the Lake Stevens School District building student handbooks.
3. The process for removal will involve the Board Liaison, School Administrator and/or the Superintendent. Appropriate positive behavior

interventions and or other academic or social emotional strategies (depending upon the situation) will always be employed prior to removing a student
4. Following the removal of a student, the Selection Committee will review all of the previous applicants from the grade level of the vacated position and appoint a candidate from that applicant pool.
5. If there are no previous applicants, the position will be advertised and appointed through established procedure.

Responsibilities of the Student Representatives

The student representatives will:

1. Meet the first and third Wednesday of each month of the school year with the (Board Liaison and Superintendent).
2. Adhere to all the rules and regulations pertaining to Board members.
3. At a minimum, the Student Advisory Council President and Vice President will attend one school board meeting or work study session per month which occurs while school is in session. All other members of the Advisory Council are encouraged to attend. Since regular board meetings occur during the evening hours of a school night, the Board of Directors may grant permission for the student representative to leave a meeting before its conclusion after the student report has been given. Regular school board meetings are usually held on the second and fourth Wednesday of the month at 6:30 PM in the Boardroom at the Educational Service Center.
4. Attend special meetings or work study sessions, if requested, but not Executive Session.
5. Have the ability to review the Board of Directors' board packet and meeting agenda and any reading materials prior to all regular Board meetings.
6. Council officers will have the opportunity to ask questions of presenters during:
    a. Agenda #3 Reports of School Buildings and Programs
    b. Agenda #6 Discussion Items
    c. Agenda #7 Information Items
7. Provide reports to the Board during the agenda item titled "Reports of School Buildings and Programs" during the second board meeting of the month or during the only board meeting in the months that only have one meeting. The reports will include student activities, topics of interest and concerns.
8. Report Board deliberations and actions to their respective school buildings and the Associated Student Body as applicable.
9. Orient a new student representative.
10. Participate in Board training sessions, when invited, such as WSSDA conference and legislative assembly. When these sessions occur on

school days, student representatives will follow established prearranged absence procedures at the school they attend.

Responsibilities of the Liaison

1. Facilitate communication between the SACO and the Board
2. Meet with the Superintendent about SACO progress
3. Co-create agendas with the SACO President
4. Advise the SACO on the best ways to present information to the board.
5. Attend Board meetings
6. Facilitate short term and long term projects

Responsibilities of the Board of Directors

The Board of Directors will:

1. Establish a liaison to work with the Student Advisory Council
2. Meet with the student members of the SACO and the liaison at the beginning of the school year to review expectations, responsibilities and participation
3. Meet with the student representatives quarterly to assess the experience and plan for future activities.

Other

Students who are selected and fulfill the expectations in of the Student Advisory Council will receive the following benefits:

1. Letter of recommendation/appreciation
2. Partial completion, if not Fulfillment of community service hours as required by Board Policy #6205
3. Lake Stevens School Board Exemplary Performance Award recognition at graduation.