



---

---

## STUDENTS ON GOVERNING BOARDS

---

---

### Purpose

1. The purpose of student representatives to the Quincy School District Board of Directors (Board) is to serve as liaisons between the Board and the students of Quincy School District (QSD).
2. There will be up to three student representatives at all times.
3. The student representatives will provide insight and support to enhance the Board's understanding of student issues and perspectives and to aid the Board in recognizing the effects and impacts of the policies it adopts on the students of the District.
4. The student representatives will serve as the student body's voice, both to the Board from students and from the Board to students. This should allow the Board to receive credible feedback from students at all levels across the District and to hear input from the students' perspective.
5. The student representatives will participate in Board discussions, but will not have the right to make motions, vote, hold board offices, or attend executive sessions.
6. The student representatives will report to the students of QSD about the work of both the District and the Board.
7. The student representatives will represent Quincy School District students in accordance with the following qualifications, selection procedures, and responsibilities.

### Term of Office

1. The representatives will be selected in the spring for the following school year.
2. The term of office will be for one school year, beginning in September and concluding in June (we have 1 July meeting and 1 August meeting also).
3. In the event of a vacancy during the school year, a student will be selected from qualified applicants to serve the remaining term of the school year, after going through the set application and interview process.
4. All student representatives will serve a one-year term unless the Board decides to reappoint a student to a second term.

### Qualifications for applicant

1. The students must attend Quincy School District and be in grade 11 and 12 during their terms as student representatives and attend QHS or QIA at least one (1) period a day.
2. Each student representative must be in proper academic standing equivalent to the requirements for participation in athletics or other student activities and must maintain proper academic standing throughout his or her term. In addition, a student representative must be capable of working effectively as a team member and must exhibit good character.
3. A student representative must gather information regarding school events or concerns and be willing to convey student opinion to the Board and report Board deliberations and actions to the student body.
4. The selected students will become non-voting members of the Quincy High School Associated Student Body (ASB) Student Council.



### Application Process

1. Students will submit a Student Representative Application to the ASB Advisor.
2. Students must submit two (2) reference letters, at least one from a teacher or administrator.
3. Selected applicants will be interviewed by the QSD Superintendent, at least two Board members, and the current student board representatives. Students should be allowed to take the lead in asking questions and conducting the overall interview. The interview committee will recommend representatives to the Board for approval. Should the Board decide not to appoint a recommended applicant, the interview team will recommend another candidate for consideration.

### Removal

1. The student representatives serve at the discretion of the Quincy School Board.
2. The Board may remove a student representative for failure to fulfill his or her duties, for failure to maintain academic standards, or for behaviors that the Board deems inappropriate or unacceptable as a Student Representative to the Board or a representative of the District.

### Responsibilities of Student Representative

The student representative will:

1. Adhere to all the rules and regulations pertaining to School Board members.
2. Attend all regularly scheduled Board meetings, which occur while school is in session. Since regular board meetings occur during the evening hours of a school night, the Quincy School Board may grant permission for the student representative to leave a meeting before the conclusion if the student report has been given. Regular Board meetings are held on the second and fourth Tuesday of every month, either in the Board room at the District Office or at a Quincy District Building, by advanced scheduling. In the event of afternoon meetings, students will obtain parent/guardian permission to miss school during that time.
3. Dress appropriately for Board meetings, adhering to professional standards for attire and grooming.
4. Attend special meetings or student sessions if requested, excluding Executive Sessions.
5. Review the Board packet and reading materials prior to all regular Board meetings to be prepared to effectively participate.
6. Participate in discussion at regular, open meetings of the Board when applicable. This can be accomplished through active listening, voicing opinions, asking for clarification, or other appropriate methods. However, the student representative may not make any motions or vote. Student representatives may provide the board with advisory votes on agenda items as follows. Immediately before the board votes on an agenda item, the student board representatives will provide their advisory vote – whether pro, con, or abstain.
7. Provide reports to the Board during the agenda item entitled “Student Representative Report.” The reports will include information on student activities as well as other topics or concerns about which the Student Council may choose to apprise the Board.
8. Refrain from committing the School Student Council to any position or action that has not been previously approved by the ASB.



9. Report Board deliberations and actions to the School Student Council as applicable and to QSD students in general when appropriate. Student representatives will work closely with the ASB to address any issues or concerns in an effort to improve school conditions. Fulfilling this requirement necessitates that a student representative be actively involved in student life and be able to gather information on school activities.
10. Orient a new student representative.
11. Participate in Board training sessions, including out-of-town professional development, when invited. Student representatives may also participate in other Board events or visits when appropriate (e.g., school visits). When these sessions or activities occur during the school day, student representatives will follow the established, prearranged absence procedures at the high school.

#### Communications between Student Representatives and Board Members

1. Student Representatives should contact Board members via email or other District-approved communication platforms, such as Remind, unless instant feedback or clarification is needed. There should be more than one adult included in any electronic communication with students as a safeguard of professional boundaries.
2. Student representatives must remain polite and professionally respectful while electronically communicating with Board members.
3. Student representatives must utilize electronic communication strictly about appropriate business and must avoid asking personal questions, communicating via electronic device only when necessary.

Adoption Date: March 28, 2023

Revision Date: June 13, 2023; November 28, 2023

Quincy School District