

## **STUDENT REPRESENTATIVES TO THE BOARD OF DIRECTORS**

### **Purpose**

1. The purpose of the student representatives to the Port Angeles School District Board of Directors is to serve as liaisons between the governing body of the school district and high school students at Port Angeles High School and Lincoln High School.
2. Two high school student representatives, one a junior or senior from Port Angeles High School and one a junior or senior from Lincoln High School will serve as liaisons to the board of directors. The student representatives will provide insight and support to the board's understanding of student issues and perspectives.
3. The student representatives shall represent Port Angeles High School and Lincoln High School in accordance with the following qualifications, selection procedures and responsibilities.

### **Term of Office**

1. The representatives will be selected in the spring of the year for the following year.
2. The term of office will be for one school year, beginning in September and concluding in June.
3. In the event of a vacancy during the school year, the selection committee will reconvene to select a replacement from the original applicant pool to serve the remaining term of the school year.

### **Qualifications for Application**

1. The students must be a junior or senior during their term as student representatives, and must be enrolled and attending their respective school at least three periods per day.
2. The students must be in proper academic standing equivalent to participation in athletics or other student activities, and maintain proper academic standing throughout their term.
3. The students will be expected to maintain personal standards of behavior appropriate to participation in student activities.
4. The students must be willing to convey student opinion to the board of directors and report board deliberations and actions to their respective student bodies.

### **Application Process**

1. Students will submit a complete Student Representative Application to the Office of the Superintendent of the Port Angeles School District.
2. Students must obtain approval signatures from parents/guardians and their respective high school principal at Port Angeles High School or Lincoln High School.
3. Students must submit two (2) reference letters, at least one from a teacher or administrator from their respective school, where they are enrolled.

Selected applicants will be interviewed by one or more school board directors.

The board directors will recommend student representatives to the board of directors for approval.

### Removal

1. The student representatives serve at the discretion of the board of directors.
2. The board may remove the student representatives for failure to fulfill his or her duties, for failure to maintain academic standards or for behaviors that the board deems unacceptable as a member of the board of directors.

### Responsibilities of the Student Representatives

The student representatives will:

1. Adhere to all the rules and regulations pertaining to board of directors.
2. Attend all regular school board meetings, which occur during the school year. Since regular board meetings occur during the evening hours of a school night, the board of directors may grant permission for the student representatives to leave a meeting before the conclusion if the student report has been given. Regular board meetings are held on the second and fourth Thursday of every month at 6:00 p.m. The meetings will be held at the Lincoln Center unless notification of a different location is announced. Student representatives will be given an annual calendar of board meeting times and locations. Should a student representative be unable to attend a regular scheduled board meeting, they will contact the superintendent or superintendent's executive assistant.
3. Dress appropriately for board meetings.
4. Attend special meetings or study sessions.
5. Review the board packet (Board Docs) and reading materials prior to all regular board meetings.
6. Participate in discussion at regular, open meetings of the board, when applicable.
7. Provide reports to the board during the agenda item titled "Board Comments". The reports will include student activities, topics and concerns, which the Port Angeles High School and Lincoln High School Student Councils may choose to apprise the board.
8. Refrain from committing the student councils to any position or action that has not been previously approved by the student councils.
9. Report board deliberations and actions to Port Angeles High School and Lincoln High School Student Councils as applicable.
10. Orient a new school student representative.
11. Participate in board training sessions, when invited, such as the WSSDA Annual Conference, regional meetings or legislative assembly. When these sessions occur on school days, student representatives will follow the established, prearranged absence procedures at Port Angeles High School and/or Lincoln High School.

### Responsibilities of the Superintendent and the Board of Directors

The superintendent and the board of directors will:

1. Meet with the student representatives at the beginning of each school year to review expectations, responsibilities and participation. An orientation by staff members to board policies and procedures will be completed prior to the student representatives' first board meeting.

2. Meet with the student representatives quarterly to assess their experience and plan for future activities.
3. An exit interview will be conducted in June of each year with each individual student representative to review and evaluate the position of student representative to the board of directors.

Other

1. Student representatives for Port Angeles High School and Lincoln High School will receive .5 elective credit for each semester.

**Date: August 2015**

**Revised: 3/3/2016, 6/7/2019, 7/6/2022**

