



## 220 STUDENT SCHOOL BOARD REPRESENTATIVE

### I. PURPOSE

The school board believes that the views, insights, and suggestions of student representatives on the school board can be an advantage to the school board in its decision-making role. The purpose of this policy is to define the application process, and to establish the rights and responsibilities of student representatives on the school board.

### II. GENERAL STATEMENT OF POLICY

The school board values the voices of students and wishes to both encourage student involvement and promote a communications link between the school board and the students of the district by authorizing up to four (4) student representatives to serve on the school board as non-voting members.

### ~~TERMS AND QUALIFICATIONS¶¶~~

~~A. An application for the position of Student School Board Representative is open to all students in grades 10 and 11;¶¶~~

~~B. Student representatives will serve on the board for a one-year term that begins in May (mentors will be appointed during the May Board Meeting);¶¶~~

~~C. Student representatives will not be expected to attend board meetings during the summer months, but will be expected to attend 1 onboarding meeting at the district office; and¶¶~~

~~Student representatives will officially be seated at the board table during the September regular board meeting.~~

### III. QUALIFICATIONS

A. An application for the position of Student School Board Representative is available on the district's website for the entire month of March and it is open to all ISD 200 sophomores and juniors;

B. Candidates must have completed registration for the upcoming school year;

C. Candidates must submit the online application, including parent/guardian consent and signature, and a letter of recommendation. If the application is missing any of these requirements, the applicant is disqualified and will not be interviewed;

D. Candidates must be making satisfactory progress towards graduation to be considered for an interview (Hastings High School principal or designee will determine whether a candidate meets this criteria); and

- E. All candidates meeting this criteria will be offered an interview. Interviews will be conducted at the high school from mid-April to mid-May and the candidates selected to serve as student representatives will be offered the position, by phone no later than May 15.

#### IV. TERM OF SERVICE

- A. Student representatives will be announced by name during the board's regular meeting in May and each student will be assigned a **board member as a mentor**;
- B. Student representatives will officially be seated at the board table after completing their Ceremonial Oath of Office during the board's regular meeting in September;
- C. Students will serve until the end of the school year; and
- D. During the summer months student representatives are encouraged but not required to attend board meetings and work sessions. Student representatives will be expected to attend 1 onboarding meeting in late August at the district office.

#### V. STUDENT ACTIVITY REPORTS

- A. All ~~seven~~ schools in the district are expected to be represented in the monthly Student Activity Reports provided October - May.
  - 1. Each student representative shall prepare a ~~written~~ report **of various past or future academic and enrichment activities** using the template provided and include details about their assigned school or schools. Reports must be reviewed and approved by the building principal or designee. Once approved, the reports must be emailed to the board chair no later than ~~the third Friday of the month by 3:12:00pm or six~~ **five** days prior to the regular meeting; and
  - 2. Each student representative is responsible for presenting a brief summary of their report monthly during the board's regular meeting.

#### VI. MEETING & WORK SESSION ATTENDANCE

Student representatives are expected to attend a majority of regular meetings and work sessions. It is expected that student representatives read meeting and work session agendas prior to attending. **If a student representative is unable to attend a meeting, but would like to provide input in the meeting, they shall submit their input in writing to another student representative prior to the meeting.**

If a student is unable to attend a meeting, they are expected to contact the board chair.

- A. Regular Meetings: All four student representatives are expected to attend each regular meeting and provide a written and verbal student report. Student representatives are encouraged to remain for the entire meeting. At a minimum, at least one student

representative must remain for the full duration of each regular meeting, with this responsibility rotating among the student representatives;

- B. Work Sessions: At a minimum, at least one student representative must be present for the duration of each work session. It does not have to be the same student for the entire work session, for example: one representative could attend from 6:00pm - 7:00pm and another representative could attend from 7:00pm - 8:00pm. This responsibility should rotate among the student representatives; and
- C. Closed Meetings: Student representatives ~~shall~~ will not attend closed meetings.

## VII. ~~APPLICATIONS & INTERVIEWS COMMITTEE~~ PROGRESS

- A. Application: The Student School Board Committee (SSBC) or designee will review and present recommendations to the board.
- B. Interviews: The Student School Board Committee (SSBC) will provide progress updates to the board per the timeline established in 220.1PR.

## VIII. RIGHTS AND RESPONSIBILITIES

~~Attend regular board meetings. Regular board meetings are typically held on the fourth Wednesday of each month beginning at 6:00 PM and generally concluding by 8:00 PM. Meetings held during the summer or school breaks are not required, but are encouraged. It is expected that student representatives will attend a majority of these meetings. ¶¶~~

~~If a student is unable to attend a meeting, they are expected to share any comments, presentations, etc. to the administrative assistant and board chair. ¶¶~~

~~Student representatives will not attend closed meetings. ¶¶~~

~~Student representatives, in consultation with the superintendent and board chair, may attend working sessions, board retreats, special meetings, and workshops.~~

- A. Student representatives will sit at the board table during meetings and work sessions.
- B. Student representatives will be bound by all rules, policies, procedures, and norms and regulations that bind the school board.
- C. Student representatives will present regularly to the board (students may determine what the report includes) and one annual report on their experience as a student representative activities.
- D. Student representatives will serve as ex-officio members of the school board, and will not have official voting rights. Student representatives may participate in all discussions that are open to the public before the official vote by the board.

- E. Student representatives will not have access to the following:
1. Sensitive personnel matters;
  2. Legal action strategy;
  3. Negotiations strategy; or
  4. Other confidential matters.
- F. Student representatives shall access meeting agendas on BoardBook. All information received must be handled in an appropriate manner.
- G. Student representatives shall act appropriately while serving on the school board, in a manner consistent with other school board members and the school board Code of Ethics.
- H. Student representatives on the school board shall work to represent opinions of the student body and not solely the representative's own opinions.
- I. Student representatives shall consult with the superintendent and/or assigned mentor in carrying out the responsibilities associated with serving on the school board.
- J. If approached by media personnel in request to make public comments, student representatives shall consult with their mentor and/or board chair to formulate an appropriate response.
- K. If community members contact you, it is important that you respond and guide them to the appropriate administrator following the chain of command.
- L. If a student is unable or unwilling to fulfill the requirements of their role on the school board, the committee may seek an alternate recommendation from the high school principal, or the board may leave the position open.
- M. If a Student School Board Representative fails to meet the expectations outlined in this policy, the Student School Board Representative Committee may initiate the following progressive disciplinary process, which will be communicated by the assigned mentor:
- a. Verbal warning;
  - b. Written warning; and
  - c. Removal from the Student School Board Representative position.
- The committee reserves the right to accelerate or modify this process based on the nature and severity of the concern.

## **IX. COMPENSATION, SCHOLARSHIPS/REIMBURSEMENT**

- A. Student representatives shall not receive compensation.
- B. Student representatives are eligible to apply for the Robert E. Meeks MSBA Student School Board Member Scholarship ~~one of two MSBA Student School Board Member Scholarships~~. Applications for MSBA scholarships must be submitted by mid-March each year.
- C. Expense reimbursements will only be made for pre-approved expenditures.

*Revised:*        ~~06.11.2026~~ ~~04.12.2024~~

*Adopted:*      05.22.2024

*Reviewed:*