

Sample Framework for Student Representatives on School Boards

This is a sample framework for student representatives on school boards authored by the Minnesota Youth Council's Uplifting Youth Voices Committee. This document can serve as a blueprint for any school district that desires to establish student representation on their school board. There is also a sample student representative application at the end of this document.

Purpose

1. The primary purpose of the Student School Board Representative is to act as liaisons between the school board and the high school student body.
2. There shall be two options regarding the number of student representatives: (1) One student representative per high school in the district, or (2) Each high school with 2,500 or fewer students shall have one representative. Each high school with over 2,500 students shall have two representatives.
3. The Student School Board Representative will provide insight and perspective on topics within the purview of the school board that may impact the student experience. Topics include school curriculum, funding allocations for technology, extracurricular, and other school programs, disciplinary policies, grading and academic standards, and other relevant policies and procedures as determined by the school board.
4. Student School Board Representatives will serve as spokespersons for the student body and conduct their duties under the following qualifications, procedures and responsibilities.

Term of Office

1. Student School Board Representatives will be selected each spring (April or May). Current freshmen, sophomores, and juniors will have the opportunity to apply to represent the student body in their school district. The student representative will be notified by the school board of their selection before the end of the school year.
2. The term of office will be one school year, from September to June.
3. In the event of a vacancy during the school year, the selection process will be repeated to select a student representative to serve the remainder of the term.
4. With the approval of the Superintendent, School Principal, and school board, a student representative may have the opportunity to serve a second one-year term.

Qualifications for Application

1. The student must be enrolled in the school district for at least 1/2 of total hours or credits.
2. Applicants must maintain good academic standing, equivalent to the relevant requirements for participation in athletics or other student activities, throughout their term of service.
3. Applicants are expected to uphold personal standards of behavior that are appropriate for representing the student body and the school district.
4. Applicants must be willing and able to effectively communicate student opinions and perspectives to the Board.

5. The student representative will be selected via an application process. There are two main possible application processes: 1) The School District Superintendent shall select the student representatives through a two-step application process consisting of a written application and then a live interview. 2) Students can fill out the written application and then run in a school-wide election where the student body shall vote to select the student representative.

Removal

1. Student School Board Representatives serve at the discretion of the School Principal, the Superintendent and the School Board.
2. The School Principal, School Board or Superintendent may remove a Student School Board Representative for failure to fulfill their responsibilities, failure to maintain the required academic standards, or for conduct deemed unacceptable for a Board representative or potentially damaging to the school district's reputation.
3. The expression of contentious views on topics within the scope of the student representative's responsibilities, as long as such views are expressed in a professional and respectful manner, shall not constitute grounds for removal of a student representative.

Responsibilities of the Student Representatives

1. Adhere to all relevant rules and regulations outlined in the School District's policies.
2. Attend all regularly-scheduled meetings scheduled during the school year. Recognizing that these evening meetings occur on school nights, the Superintendent or School Board Chair may grant permission for a student representative to leave early or be excused from a meeting when necessary.
3. Dress appropriately for Board meetings.
4. Attend special meetings or study sessions if specifically requested/asked.
5. Participate in discussions during the workshop sessions when relevant to the student experience and perspectives. Student representatives are not authorized to make motions or to vote on any items on the agenda.
6. Student School Board Representatives will provide a formal report to the Board under the "Superintendent Report" agenda item. This report may include updates on student activities, relevant topics, and insights to inform the Board.
7. Student representatives may be asked to conduct research, prepare reports, and present information to the Board on student-related matters.
8. Student representatives should work to understand and communicate the perspectives, ideas, and concerns of the student body to the school board.

Responsibilities of the Superintendent and the School Board

1. The High School Principal of the student representative will serve as the advisor for the Student School Board Representative and will meet prior to and following all workshop meetings.
2. The Superintendent and/or Board Chair will meet with the Student School Board Representatives at the beginning of the school year to clearly review expectations, responsibilities, and the parameters of their participation.



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3. The Superintendent and/or Board Chair will maintain regular communication with the Student School Board Representatives to facilitate their understanding of topics under Board consideration.

Student School Board Representative Application

Thank you for your interest in serving as a Student School Board Representative for the [School District Name] School Board. Please complete the application below for the first step of the process. Candidates advancing to the live interview stage will receive an email notification. All applications must be submitted by [deadline date].

Part 1: Applicant Information

- **Full Name:** _____
- **Preferred Name (if different):** _____
- **Grade (circle one):** Junior / Senior
- **School Name:** _____
- **Student ID (if applicable):** _____
- **Email Address:** _____
- **Phone Number:** _____

Part 2: Academic & Attendance Information

- **Number of class periods enrolled per day:** _____
- **Current GPA (weighted):** _____
- **Have you had any disciplinary actions in the past year?**
☐ Yes ☐ No (If yes, please explain briefly):

Part 3: Short Answer Questions

1. **Why do you want to serve as a Student School Board Representative?**



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2. **Describe any leadership, volunteer, or extracurricular activities you have been involved in (school-based or community-based). How have these prepared you for this role?**

3. **What do you believe are the three most important issues facing students in our school district today?**

4. **How would you gather input from other students and communicate their perspectives to the School Board?**

Part 4: Acknowledgement of Responsibilities

By applying to be a Student School Board Representative, I understand that if selected, I will:

- Attend all regularly scheduled School Board meetings during the school year (or arrange excusal with the Superintendent/Board Chair as needed).
- Maintain good academic standing equivalent to participation requirements for athletics/activities.
- Uphold behavior standards appropriate for representing the student body and the school district.
- Provide formal reports and updates to the School Board as required.
- Follow all standards, rules, and expectations outlined in this document, district policies, and directions of the school board, superintendent, and high school principal.

I have read and understand the responsibilities and qualifications outlined in the Student School Board Representative framework.

Student

Signature: _____ **Date:** _____



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Part 5: Recommendations

Please provide contact information for **one school staff member** who can serve as a reference (teacher, counselor, coach, or administrator).

- **Name:** _____
 - **Position/Title:** _____
 - **Email:** _____
 - **Phone:** _____
-

Part 6: Parent/Guardian Consent (for students under 18)

I give permission for my student to apply and, if selected, to serve as a Student School Board Representative.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Submission Instructions

Please submit this application to [contact person/office] by [deadline]. Incomplete applications will not be considered.