**Student Member of the Board of Education**

**Candidate and Parent/ Guardian Meeting**

**February 22, 2021**

**6:00pm-7:00pm**

**Introductions**

* Peter Banyas Howard High School
* Dhruvi Mirani Glenelg High School
* Mr. James LeMon, Executive Director of Community, Parent, and School Outreach Division of School Management and Instructional Leadership
* Mrs. Kathy Hanks, Administrator Board of Education of Howard County
* Zach Koung, Student Member of the Board of Education
* Chris Lidard, President Howard County Association of Student Councils (HCASC)
* Mrs. Cindy Drummond, Advisor Howard County Association of Student Councils (HCASC)

**Explain and Review Student Member Candidate Guidelines**

* Mrs. Hanks will describe her role, the role of the Board of Education, and the adult expectations of the Student Member
* Zach will describe his experience and share insight into his role as SMOB
* Chris will share a description of HCASC and the relationship of HCASC to the the SMOB
* Mr. LeMon and Mrs. Drummond will clarify
	+ expectations and responsibilities for campaigning
	+ how to schedule virtual school visits
	+ The role of family and friends

**Review Student Member Candidate Timeline**

* How to manage time campaigning and school
* Expectations for next steps

**Answer any questions or concerns**

**Student Member Candidate Guidelines**

As a candidate for Student Member of the Board of Education, you are acting as a representative of the students of Howard County and of the Howard County Association of Student Councils (HCASC). Therefore, throughout the campaign process, you must follow all school rules stated in the 2020-2021 Student/Parent Handbook. Importantly, **candidates MAY NOT miss any school time for this campaign.**

**Successful Candidates Will**

Follow all HCPSS policies and procedures with specific attention to

* [**1000**](https://www.hcpss.org/f/board/policies/1000.pdf) **– Civility**
* [1010](https://www.hcpss.org/f/board/policies/1010.pdf) – Discrimination
* [1020](https://www.hcpss.org/f/board/policies/1020.pdf) – Sexual Discrimination
* [1040](https://www.hcpss.org/f/board/policies/1040.pdf) – Safe and Supportive Schools
* [1050](https://www.hcpss.org/f/board/policies/1050.pdf) – Tobacco-Free Environment
* [**1060**](https://www.hcpss.org/f/board/policies/1060.pdf) **– Bullying, Cyberbullying, Harassment, or Intimidation;** [**BHI Reporting Form**](https://www.hcpss.org/f/parents/form_harassment.pdf)
* [**8080**](https://policy.hcpss.org/8000/8080/) **- Responsible Use of Technology, Digital Tools, and Social Media**
* [9000](https://www.hcpss.org/f/board/policies/9000.pdf) – Student Residency, Eligibility, Enrollment and Assignment
* [9010](https://www.hcpss.org/f/board/policies/9010.pdf) – Attendance
* [9020](https://www.hcpss.org/f/board/policies/9020.pdf) – Students’ Rights and Responsibilities
* [9030](https://www.hcpss.org/f/board/policies/9030.pdf) – School-Sponsored Publications and Productions
* [9070](https://www.hcpss.org/f/board/policies/9070.pdf) – Academic Eligibility for High School Extracurricular Activities
* [**9200**](https://www.hcpss.org/f/board/policies/9200.pdf) **– Student Discipline – See also:** [**Student Code of Conduct**](https://www.hcpss.org/about-us/student-code-of-conduct/)
* [9210](https://www.hcpss.org/f/board/policies/9210.pdf) – Student Dress Code
* [9230](https://www.hcpss.org/f/board/policies/9230.pdf) – Alcohol, Other Drugs, Prescription Medication and Over-the-Counter Products
* [9400](https://www.hcpss.org/f/board/policies/9400.pdf) – Student Behavior Intervention

Create and distribute campaign materials which promote the candidate

Refrain from any negative messages about other candidates

Send requests for visitation and attendance to school administrative teams in advance of your visit and secure administrative approval before your visit

Maintain your assigned academic schedule

Create social media and school based campaign materials to share in designated approved areas

Lead and manage family, friends, and school support to remain positive and constructive to the campaign process, all candidates, and the Student Member Position

Remember- all members of your campaign team represent you and you are responsible for their words and actions

Support fellow candidates and honor the election of the Student Member

Attend all required candidate meetings and submit all required paperwork

Initiate all communication and direct any questions or concerns to Mrs. Drummond, Mr. LeMon, and their school based administrator.

**Attire:** At all HCASC-sponsored campaign events (for example, introduction to the Board) please dress in business attire. During any personal campaigning endeavors, proper attire is business casual. School dress codes must be followed at all times.

**Campaign Spending**: The spending limit for the campaign is $200. No matter where the money comes from (donations, discounts, out of pocket, etc.), no more than $200 may be spent on your campaign. On the form provided, please keep track of all donations and spending. This must be **filed by May 5, 2021**.

**Material Posting**: Follow all school and community rules when posting campaign materials, and check with each individual principal before posting any materials in schools. Do not cover/replace another candidate’s materials with your materials. Campaign materials must be 20 feet away from the polling places. All materials must be removed by May 6, 2021. On all printed materials, please reference Howard County Association of Student Councils.<http://hcasc.hcpss.org/>

**School Visitation**: Please contact the school’s principal ahead of time to inform him or her of your visit. Campaigning must not interfere with instruction or interrupt students when school is in session.

**Electronic Campaigning**: We expect students to run a respectful and positive campaign, promoting themselves rather than making negative or derogatory comments about the opponent. Candidates must take special care when campaigning publicly and privately through internet sites, emails, and social media outlets. In addition, we ask candidates to work proactively with their friends, family members, and associates to honor the respectful and positive tone of the campaign.

**Contact**: Please document any correspondences that you have with fellow students or with the press about the election process and forward them to the HCASC Advisor. This will help serve as protection for you from inappropriate questioning and will help with standardizing and/or improving the election process.

**Expectations of School Based Administrators**

Enforce all HCPSS policies and procedures with specific attention to

* [1000](https://www.hcpss.org/f/board/policies/1000.pdf) – Civility
* [1010](https://www.hcpss.org/f/board/policies/1010.pdf) – Discrimination
* [1020](https://www.hcpss.org/f/board/policies/1020.pdf) – Sexual Discrimination
* [1040](https://www.hcpss.org/f/board/policies/1040.pdf) – Safe and Supportive Schools
* [1050](https://www.hcpss.org/f/board/policies/1050.pdf) – Tobacco-Free Environment
* [1060](https://www.hcpss.org/f/board/policies/1060.pdf) – Bullying, Cyberbullying, Harassment, or Intimidation; [BHI Reporting Form](https://www.hcpss.org/f/parents/form_harassment.pdf)
* [9000](https://www.hcpss.org/f/board/policies/9000.pdf) – Student Residency, Eligibility, Enrollment and Assignment
* [9010](https://www.hcpss.org/f/board/policies/9010.pdf) – Attendance
* [9020](https://www.hcpss.org/f/board/policies/9020.pdf) – Students’ Rights and Responsibilities
* [9030](https://www.hcpss.org/f/board/policies/9030.pdf) – School-Sponsored Publications and Productions
* [9070](https://www.hcpss.org/f/board/policies/9070.pdf) – Academic Eligibility for High School Extracurricular Activities
* [9200](https://www.hcpss.org/f/board/policies/9200.pdf) – Student Discipline – See also: [Student Code of Conduct](https://www.hcpss.org/about-us/student-code-of-conduct/)
* [9210](https://www.hcpss.org/f/board/policies/9210.pdf) – Student Dress Code
* [9230](https://www.hcpss.org/f/board/policies/9230.pdf) – Alcohol, Other Drugs, Prescription Medication and Over-the-Counter Products
* [9400](https://www.hcpss.org/f/board/policies/9400.pdf) – Student Behavior Intervention

-Provide designated locations for school based campaign materials

-Prevent posting of campaign materials in voting locations (classrooms)

-Provide equal opportunity to all candidates

-Refrain from endorsing any one candidate over another

-Serve as a first point of contact for any candidate concerns about the campaign process

**Expectations of Family**

-Provide emotional support

-Refrain from distributing campaign materials or campaigning on behalf of the candidate

-Support and promote the position of the Student Member

**CANDIDATE TIMELINE**

**February 22, 2021** **Applicant and Parent/Guardian Meeting**

**March 10, 2021** **HCASC General Assembly Meeting Candidate Forum**

**TBD March-April HCASC Hosted Events**

**April 14, 2021** **HCASC General Assembly**

**May 3-5, 2021** **Election Days**

 Attend school regularly

 Vote

 No campaigning in polling areas

 Share acceptance or concession message

**May 5, 2021** **Wrap Up**

 Remove all campaign posters

 Share thank you messages to schools

 Send in campaign expense report to Cindy Drummond

**SMOB CAMPAIGN FINANCE REPORT - 2021**

**File report** by May 5, 2021 share through Google Drive or email attachment cindy\_drummond@hcpss.org

**INCOME**

List all income collected for your SMOB campaign. Include financial donations, gift-in-kind donations, and out-of-pocket expenses. For each, list the source and the amount

Source Amount

TOTAL INCOME:

$\_\_\_\_\_\_\_\_\_\_\_

 **EXPENSES**

List all expenditures for your SMOB campaign. Attach receipts for purchases.

Item Expenditure

TOTAL EXPENSES: $\_\_\_\_\_\_\_\_\_\_\_

Use an extra sheet if necessary.