

**Policy 2010 Student Representation**

**Guidelines**

**2020-2021**

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**Introduction to the Student Member Convention**

As Rick Mikulis, the 2014-2015 HCPSS Student Member of the Board, said, “The Student Member of the Board is the pinnacle of student leadership - the ability to represent, to collaborate, and to make positive change.”

Through the implementation of the Student Member Convention, students will increase the visibility of the Student Member position, engage a wide range of students to impact the Student Member selection process, and improve student leadership across the Howard County Public School System as a whole.

Students held the first Student Member Convention on February 21, 2018. The event gathered over 130 delegates from every middle and high school in Howard County to narrow down a pool of applicants to 2 final candidates for the Student Member of the Board. Throughout the day, delegates interacted with the applicants and with each other. As the final culmination of the day’s events, delegates cast their votes for the final 2 Student Member of the Board candidates.

Perhaps most impressively, the Convention was led entirely by students. Delegates were encouraged to think about themselves as student leaders and representatives of their school communities. These ideals were put into practice by the diverse committee of Howard County Association of Student Councils (HCASC) students who facilitated the Convention.

I want to thank you for supporting this innovative process. I am confident that the delegates you send to the Convention this year will serve as leaders in your schools for years to come. This process is not intended to simply select the Student Member of the Board, but to strengthen the voices of our students throughout the Howard County Public School System.

-Libby Milano, First Director of the Student Member Convention, 2017-2018

**Middle School Guidelines**

Middle Schools

The principal convenes a virtual Delegate Selection Committee to interview and select **ONE (1)** student delegate from each grade for a total of **THREE (3)**. **ONE (1)** alternate delegate suggested but is optional.

The Delegate Selection Committee to interview and select student delegates will include the principal, the student council advisor or a counselor, and **THREE (3)** middle school students. The three students on the committee, chosen by the principal, should be representative of the student body and the demographics of each school. (Policy 2010)

Process Timeline Principals Will

~~September~~

* ~~Promote Student Member Convention throughout the school community.~~
* ~~Explain leadership opportunities to students.~~
  + ~~Serve as student delegates.~~
  + ~~Serve as members of the Delegate Selection Committee.~~
* ~~Promote Student Delegate Applications.~~

October

* Provide a way for students to access the Delegate Application
* Invite students to serve on the Selection Committee
* Promote the Student Member Convention
* Explain Leadership opportunities to students
  + Serve as members of the Delegate Selection Committee
  + Serve as a delegate
* Select the students for Delegate Selection Committee.
* Train students and SGA advisor/counselor to serve on Selection Committee.
* Promote Student Delegate Applications.

November

* Promote Student Delegate Applications.
* Collect completed Student Delegate Applications due to principal by November 30, 2020.

December

* Conduct student delegate interviews.
* Submit names of delegates by December 23, 2020 to Cindy Drummond at cindy\_drummond@hcpss.org

**Middle School Guidelines**

Principals will Provide Additional Information for Students

* Students invited to serve on the Delegate Selection Committee will receive training on how to serve on the Committee from the principal and SGA advisor/guidance counselor leading the Selection Committee.
* Students selected to serve as delegates will receive additional training for serving as a delegate to the Student Member of the Board of Education Convention by attending monthly HCASC meetings, completing online webinars, and attending a training session on February 10, 2021 from 6:00 - 8:30 p.m. location TBD.

A successful delegate will....

* Serve as a representative leader of his/her classmates.
* Demonstrate an understanding of the role of the Student Member of the Board of Education.
* Respect the ideas of others.
* Work well with other students.
* Read and evaluate the writing and presentations of other students.
* Give and receive constructive feedback.
* Make up work or activities missed while attending convention.
* Demonstrate interest in the democratic process, leadership, and public service.
* Prepare to review SMOB applications before the convention.
* Promote the position of SMOB.
* Participate in delegate training sessions at HCASC meetings or online.
* Demonstrate cultural awareness and sensitivity.

**High School Guidelines**

High Schools

The principal convenes a virtual Delegate Selection Committee to interview and select **ONE (1)**  student delegate from each of grade nine, ten, eleven, and **THREE (3)**  student delegates at large who may represent grade nine, ten, and/or eleven for a total of **SIX (6)** student delegates. **ONE (1)** alternate delegate suggested but is optional.

The Delegate Selection Committee to interview and select student delegates will include the principal, the student council advisor or a counselor, and **THREE (3)** high school students. The three students on the committee, chosen by the principal, should be representative of the student body and the demographics of each school. (Policy 2010)

Process Timeline Principals Will

~~September~~

* ~~Promote Student Member Convention throughout the school community.~~
* ~~Explain leadership opportunities to students.~~
  + ~~Serve as student delegates.~~
  + ~~Serve as members of the Delegate Selection Committee.~~
* ~~Promote Student Delegate Applications.~~

October

* Provide a way for students to access the Delegate Application
* Invite students to serve on the Selection Committee
* Promote the Student Member Convention and Student Delegate Process
* Explain Leadership opportunities to students
  + Serve as members of the Delegate Selection Committee
  + Serve as a delegate
* Select the students for Delegate Selection Committee.
* Train students and SGA advisor/counselor to serve on Selection Committee.
* Promote Student Delegate Applications.

November

* Promote Student Delegate Applications.
* Collect completed Student Delegate Applications due to principal by November 30, 2020.

December

* Conduct student delegate interviews.
* Submit names of delegates by December 23, 2020 to Cindy Drummond at cindy\_drummond@hcpss.org

**High School Guidelines**

Principals will Provide Additional Information for Students

* Students invited to serve on the Delegate Selection Committee will receive training on how to serve on the Committee from the principal and SGA advisor/guidance counselor leading the Selection Committee.
* Students selected to serve as delegates will receive additional training for serving as a delegate to the Student Member of the Board of Education Convention by attending monthly HCASC meetings, completing online webinars, and attending a training session on February 10, 2021 from 6:00 - 8:30 p.m. location TBD.

A successful delegate will....

* Serve as a representative leader of his/her classmates.
* Demonstrate an understanding of the role of the Student Member of the Board of Education.
* Respect the ideas of others.
* Work well with other students.
* Read and evaluate the writing and presentations of other students.
* Give and receive constructive feedback.
* Make up work or activities missed while attending convention.
* Demonstrate interest in the democratic process, leadership, and public service.
* Prepare to review SMOB applications before the convention.
* Promote the position of SMOB.
* Participate in delegate training sessions at HCASC meetings or online.
* Demonstrate cultural awareness and sensitivity.

**STUDENT DELEGATE APPLICATION**

**PART 1 of 3 - APPLICANT INFORMATION**

**Students who wish to apply to serve as a delegate to the Virtual Student Member Convention on February 17, 2021 and select the final 2 candidates for Student Member of the Board of Education must:**

1. **Submit a Student Delegate Application to the principal by November 30, 2020.**
2. **Read the Delegate Cover Letter.**
3. **Request staff to complete the Student Delegate Evaluation forms and submit them to the principal by November 30, 2020.**
4. **Complete an interview with the principal and selection committee.**

**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GRADE \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAMES OF STAFF WHO DELEGATE ASKED TO COMPLETE EVALUATION FORMS due to principal by November 30, 2020.**

**STUDENT DELEGATE APPLICATION**

**PART 2 of 3 - DELEGATE COVER LETTER**

Dear Student,

Thank you for your interest in serving as a delegate to the Student Member Convention. This is a meaningful opportunity for you to lead and serve both your peers and community in a challenging and rewarding capacity. Accepting the position of delegate and making the required time and energy commitments affect all other participants in the Student Member Convention process.

Upon your selection as a delegate to the Student Member Convention, you will be expected to read all materials on the Student Member Convention Canvas page, view an online delegate training video, attend a training session on February 10, 2021 from 6:00 - 8:30 p.m., and attend the Student Member Convention on February 17, 2021 from 9:00 a.m. - 1:00 p.m.

A successful delegate will:

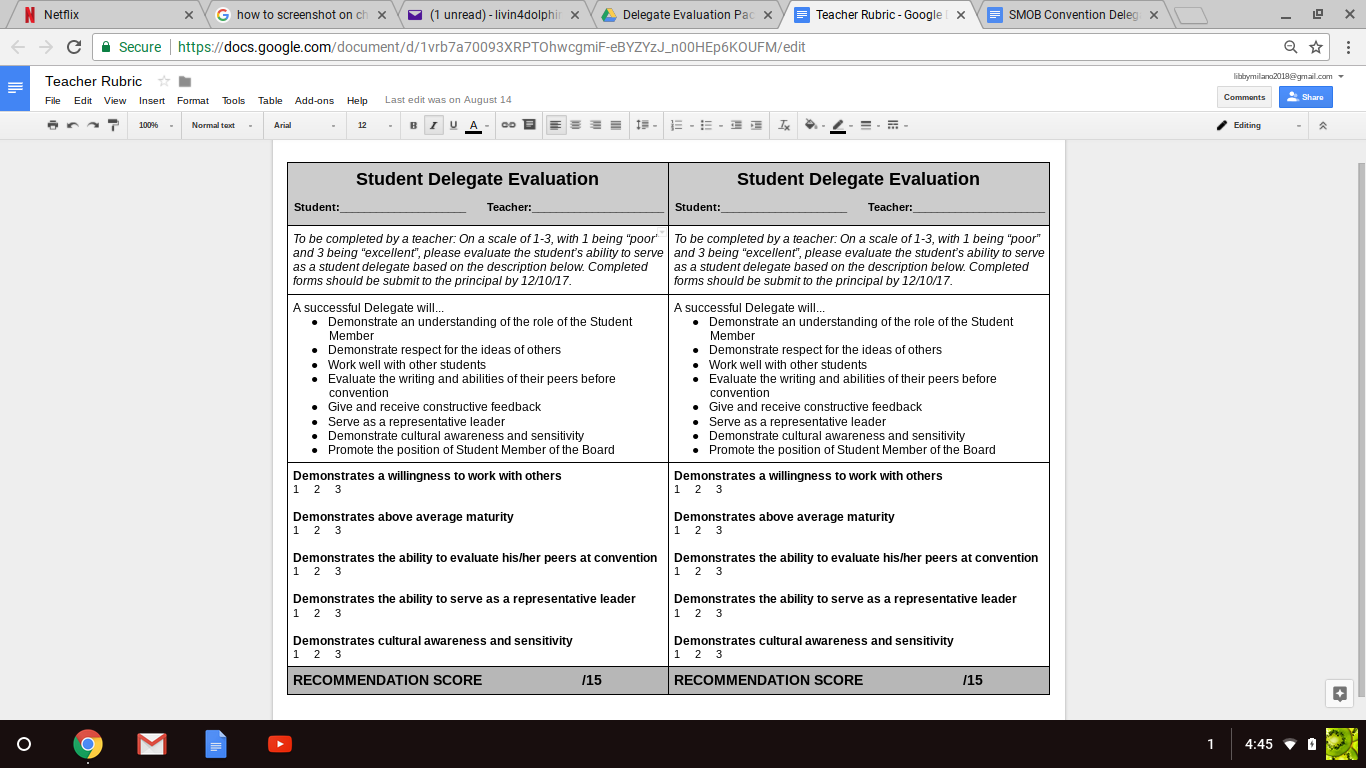
* Demonstrate an understanding of the role of the Student Member.
* Demonstrate respect for the ideas of others.
* Work well with other students.
* Evaluate the Student Member applicants before convention.
* Complete a training program for delegates.
* Give and receive constructive feedback.
* Serve as a representative leader.
* Demonstrate cultural awareness and sensitivity.
* Promote the position of Student Member of the Board.

In order to be considered for the position of delegate to the Student Member Convention,

* Submit Student Delegate Application including **TWO (2)** Evaluation Forms to your principal by November 30,2020.
* Participate in an interview at your principal assigned date and time. Please come prepared to answer the following questions in an interview. You may bring notes.

1. Why do you want to serve as a delegate to the Student Member Convention?
2. What experiences would help you to serve as a delegate?
3. How would you work with students at Convention who disagree with your point of view?
4. Describe the skills and characteristics you have that would make you a representative leader?
5. What characteristics do you think would make a successful Student Member of the Board?
6. What do you think is the most important issue facing HCPSS?

**STUDENT DELEGATE APPLICATION PART 3 of 3 - EVALUATION FORMS**



**STUDENT DELEGATE SELECTION PROCESS**

**Principal Responsibilities**

* Promote the Student Delegate Application.
* Provide a way for students to access the Delegate Application
* Invite students to serve on the Selection Committee
* Train members of the Selection Committee including but not limited to
  + Confidentiality
  + Representative leadership
  + Demonstrate cultural awareness and sensitivity
  + Understanding of the role of the Student Member of the Board of Education
* Collect the Student Delegate Applications by November 30.2020.
* Convene the Selection Committee to conduct interviews and complete the selection process by December 23, 2020.
* Encourage those students who apply and do not get to serve as delegates to find other opportunities to engage in the school community.
* Send **LETTER FOR DELEGATE PARENT/GUARDIAN** to those students selected to serve as delegates.

**Interview Questions for Student Delegates**

1. Why do you want to serve as a delegate to the Student Member Convention?
2. What experiences would help you serve as a delegate?
3. How would you work with students at Convention who disagree with your point of view?
4. Describe the skills and characteristics you have that would make you a representative leader?
5. What characteristics do you think would make a successful Student Member of the Board?
6. What do you think is the most important issue facing HCPSS?

**LETTER FOR DELEGATE PARENT/GUARDIAN**

**Distribute to Parents/Guardians of Students Selected to Serve as Delegates**

Dear Student,

Congratulations! Your principal selected you to serve as a delegate to the Student Member Convention. This is a recognition of your leadership skills and is a tremendous opportunity for you to serve your school community.

By the end of January, you will receive information and training designed to help you serve as a delegate and representative leader for your school community. In addition to a description of the Student Member’s position and brief descriptions of each Student Member of the Board applicant, you will attend an in-person **training session from 6:00 - 8:30 p.m. on February 10, 202** through online meeting.

We encourage you to work with the other delegates at your school to gather feedback from your peers about the HCPSS issues that are important to them. Please know that your principal is prepared to support you throughout this process.

Accepting the position of delegate and making the required time and energy commitments to serve as a representative leader affects all participants in the Student Member Convention process. Please sign and return this letter to your principal to verify that you and your family are aware of the responsibilities that are part of your selection as a delegate, including time to train as a delegate and the requirement to miss a day of school in order to **attend the** **Student Member Convention on February 17, 2021**.

Sincerely,

Cindy Drummond, HCASC Advisor

Howard County Public Schools

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Parent/Guardian

**PLEASE RETURN TO PRINCIPAL BY December 23, 2020.**

**Virtual Convention Agenda**

**February 17, 2021**

8:45 - 9:00 Welcome Activity

9:00 - 9:30 Delegate Group Activity

9:30 - 9:45 Convention Process Overview

9:45 - 10:45 Applicant Opening Statements & Q&A

10:45 - 11:45 Delegate Round Robin

11:45- 12:00 Applicant Closing Statements

12:00 - 12:30 Voting

12:30 - 1:00 Lunch Break

1:00 - 1:15 Results and Closing

Student Member of the Board of Education

Application Packet

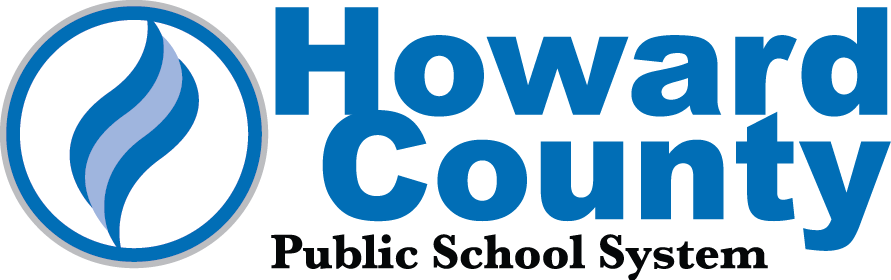
2018

**DATES TO REMEMBER:**

* February 9, 2018 Completed application packets due by 4:00 p.m.
* February 21, 2018 Convention for qualified applicants 8:00 am-1:30 p.m.
* March 1, 2018 Meeting of nominated candidates and a parent/guardian

Board of Education 6:00 p.m.

* April 25, 2018 Election in middle and high schools



Dear Student:

Thank you for your interest in serving as the Student Member of the Howard County Board of Education for the 2021-2022 school year. The responsibilities associated with shaping county education policies are extremely challenging and rewarding, and your desire to serve the citizens of Howard County in this capacity is commendable. The Howard County Association of Student Councils (HCASC) carries out the selection process; this process is described in the attached information.

The responsibilities of this position are extensive. Prior to making the decision to pursue this position, please carefully consider your ability to commit a significant amount of time outside of school as well as your ability to transport yourself to meetings.

In order for you to be considered for this position, you must submit a completed application by **4:00 p.m.** **on** **Thursday,** **February 4, 2021. Incomplete or late applications will not be considered.**

All applications will be checked for completeness and eligibility, and eligible Student Member applicants and a parent or guardian must attend a Guidelines and Expectations Meeting at **6:00 p.m. on Tuesday, February 9, 2021, location TBD. Student Member applicants may not campaign or reach out to delegates or Convention organizers in any way prior to Convention.**

A Student Member Convention will convene on **Wednesday, February 17, 2021,** to interview qualified applicants and to nominate two election candidates. Delegates will represent every middle and high school according to Policy 2010.

On Monday **February 22, 2021**, nominated candidates and at least one of their parents will meet to talk about the duties and responsibilities of Student Member candidates. Candidates must not campaign until after this meeting where campaign guidelines will be distributed. Candidates may then participate in the campaign process by creating and distributing campaign materials, including materials shared through HCASC and HCPSS.

The election will take place the week of April 19, 2021 at all Howard County middle and high schools.

Please review the attached information and carefully complete the application packet. If you have any questions, please do not hesitate to contact me [Cindy\_Drummond@hcpss.org](mailto:Cindy_Drummond@hcpss.org).

Sincerely,

Ms. Cindy Drummond

Advisor, Howard County Association of Student Councils

Howard County Public School System

**HOWARD COUNTY BOARD OF EDUCATION**

# Student Member Position Description

Role of the Student Member:

The Student Member serves as a member of the Board of Education in accordance with the Annotated Code of Maryland, Education Article §3-701. The Student Member has all the rights and responsibilities of a Board member with the exception of statutory restrictions against voting on specific matters, participation in appeals or confidential personnel matters, and attendance at closed sessions relating to restricted matters.

The Student Member is expected to participate in all public Board of Education meetings. He or she will attend other Board functions as he or she wishes if parent consent is given to miss classroom time. Unless invited to attend by the affirmative vote of a majority of the Board, the Student Member may not attend closed sessions when the Board is addressing matters on which a Student Member is prohibited from voting. The Student Member shall receive all information needed to prepare for participation in meetings and will maintain the confidentiality of that information until it is appropriate to do otherwise.

On matters that come before the Board at public meetings, Student Members may express their own views and/or the views of Howard County Public School System students and other constituents. They should identify which views are being expressed.

Responsibilities of the Student Member:

1. Participate in all public Board of Education meetings and exercise the right to vote in accordance with policy and Maryland statute.
2. Participate in public functions of the Board of Education, following procedures stated in Policy 2010 if attendance requires missing classroom time.
3. Read the relevant pre-meeting materials to prepare for Board meetings and discussions.
4. Establish the rotation for student representatives to report at regular Board meetings, and meet with high school student representatives as necessary.
5. Accept that all Board policies and school rules applicable to students apply equally to the Student Member.
6. Conduct himself/herself appropriately and be subject to removal from office for immorality, misconduct in office, incompetence, or willful neglect of duty.
7. Provide his/her own transportation and supervision for conference attendance.
8. Work closely with the HCASC Advisor who serves as the Superintendent’s Designee.
9. Assist with updating the Orientation Binder to be passed on to the next student member.

Attendance Requirements:

1. To serve a one-year term from July 1 through June 30.
2. To attend two regular Board meetings each month.
3. To attend all HCASC executive committee and general assembly meetings.
4. To participate in public functions of the Board of Education, following stated procedures if it is necessary to miss classroom time to attend
5. To attend an introductory meeting with the Chairman of the Board of Education.

Candidate Selection:

1. Completed applications are due by **4:00 p.m. on** **Thursday** **February 4, 2021** to Ms. Cindy Drummond, HCPSS, 10910 Route 108, Ellicott City, MD 21042. [Cindy\_drummond@hcpss.org](mailto:Cindy_drummond@hcpss.org)
2. Eligible Student Member applicants and a parent or guardian must attend a Guidelines and Expectations Meeting at **6:00 p.m. on Tuesday, February 9, 2021, location TBD. Student Member applicants may not campaign or reach out to delegates or Convention organizers in any way prior to Convention.**
3. A Student Member Convention including delegates from all middle and high schools will convene on **February 17, 2021** to interview qualified applicants and to nominate two candidates. The HCASC Advisor will moderate. Voting members of the convention will include the delegates from every middle and high school nominated according to Policy 2010. The two candidates will be announced no later than March 1, 2021.
4. A meeting of the nominated candidates will be held on **February 22, 2021** at **6:00 p.m.** location TBD to review the election process and answer any questions about the process or the position. **A parent/guardian** **must attend with the candidate**.
5. Guidelines for the campaign process will be given to applicants at the February 22, 2021 candidates’ meeting. **No campaigning may begin before this meeting.**
6. The election of the Student Member will be through confidential ballot. Balloting will be conducted no later than May 1, 2021.
7. The Superintendent’s designee will certify to the Board by June 30, 2021 that the Student Member Elect was elected in accordance with all policies and procedures in and enforceable by Policy 2010.

**APPLICATION FOR THE POSITION OF**

**STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION**

**Student's Name**:

**School**:

**Home Address**:

**Current Grade**: \_\_\_\_\_\_ **Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home telephone**: **Cellular telephone**:

Your Application Packet must include:

a. This application form.

b. Your resume. (Use white paper.)

c. Three (3) essay responses. (Use white paper and place your name at the top of each page.)

d. Three (3) signed forms. (One each from your guidance counselor, principal, and parent.)

e. Two (2) letters of recommendation from adults who know you well but are not related to you. At least one (1) must be from someone who knows you **through school**. In this packet there are two (2) forms with instructions for the two (2) people who are writing your letters of recommendation. Give a form to each of them.

**ESSAY:** Please respond to EACH of the following prompts in **250 or fewer words**. Please put each response on a separate sheet of paper.

1. Review the list, a summary of what a successful SMOB will do, on the next page. Discuss the skills and/or experiences you’ve had that you feel will help you rise to the challenges of the role of Student Member of the Board of Education.

2. Describe what you think is the most important issue or concern facing the Board of Education today and how you think the Board should address this issue.

3. Briefly describe your reasons for pursuing the position of Student Member.

Your **complete application packet** must be **received via mail, hand delivery, or email by 4:00 p.m. on Thursday February 4, 2021** to: *Ms. Cindy Drummond* *Howard County Public School System* *10910 Route 108* *Ellicott City, MD 21042* [cindy\_drummond@hcpss.org](mailto:cindy_drummond@hcpss.org)

A successful SMOB will:

* Articulate and understand the function of the Board of Education.
* Demonstrate maturity and tact while dealing with adults.
* Maintain regular communication through email and/or phone with his/her mentor and assigned staff.
* Collaborate with HCASC to promote and broadcast Board issues to HCPSS students at large.
* Engage in meaningful conversation with adults about HCPSS issues.
* Proactively address concerns with the appropriate person/organization.
* Participate in Board meetings and events.
* Prepare for Board meeting discussions.
* Maintain confidentiality.
* Conduct himself/herself in ways appropriate for public leadership.
* Voice a student perspective on business coming before the Board.

**GRADE AND ACADEMIC ELIGIBILITY RECOGNITION - GUIDANCE COUNSELOR**

# APPLICATION FOR THE POSITION OF

**STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION**

**Student's Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This student is currently in the \_\_\_\_\_\_th grade and is on target to be in the \_\_\_\_\_\_th grade for the 2021-2022 school year.

This student is academically eligible for extracurricular activities in accordance with HCPSS Policy 9070--meaning that he/she has no failing grades and at least a 2.0 GPA on the most recent report card.

If you have questions before signing this, please contact Cindy Drummond at [cindy\_drummond@hcpss.org](mailto:cindy_drummond@hcpss.org).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guidance Counselor’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Guidance Counselor’s Printed Name

**APPLICANT AND POLICY RECOGNITION - PRINCIPAL**

# APPLICATION FOR THE POSITION OF

**STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION**

**Student's Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am aware that this student is applying to be a nominated candidate for the position of Student Member of the Board of Education for Howard County for the 2021-2022 School Year.

I understand that if this student becomes an elected Student Member of the Board, he/she may wish to attend public functions of the Board that occur during the school day. If so, the Student Member will obtain parent permission to be absent from school, follow all school attendance procedures, and notify the HCASC Advisor of the need to miss all or part of a school day(s). When all of these procedures are followed, the absence will be coded as “lawful.”

Further, I understand that all Board policies and school rules applicable to students apply equally to the Student Member of the Board.

If you have questions before signing this, please contact Cindy Drummond at [cindy\_drummond@hcpss.org](mailto:cindy_drummond@hcpss.org).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

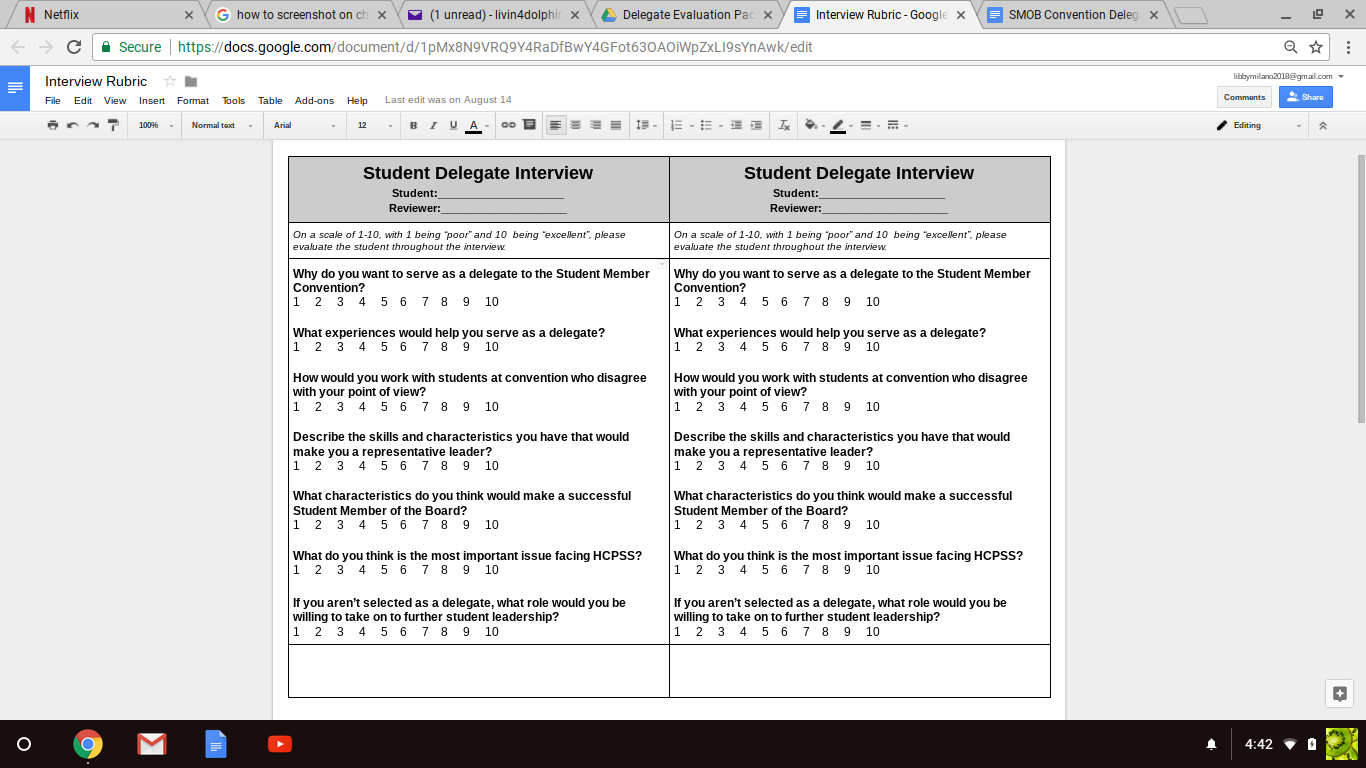
Date Principal’s Printed Name

Dear Parent or Guardian:

Your child has expressed an interest in running for the position of Student Member of the Howard County Board of Education for 2021-2022. This is a tremendous opportunity for your son or daughter to grow and mature while serving the Howard County students and community in a challenging and rewarding capacity.

To fulfill the requirements of the position, your child will be expected to spend at least two evenings per month in attendance at Board meetings. As a voting member of the Board, the Student Member must devote considerable time prior to each meeting to reviewing policies and programs scheduled for action or review by the Board. In addition to the twice-monthly Board meetings, the student member attends public Board functions and all Howard County Association of Student Councils (HCASC) meetings. As a Board member, there will be numerous other meetings and events, and a large part of the position will be speaking to other students and community members to gather information and opinions to be used when making informed decisions.

Accepting the position of Student Member of the Board and making the required time and energy commitments affect not only the student but also his or her family. The student and student’s family are responsible for transportation to and from meetings, conferences, and other events and for providing supervision when the student attends overnight conferences. Your student’s time away from schoolwork and family obligations may be an adjustment for your family. To verify that you and your family are aware of the responsibilities that are part of your child serving as the Student Member of the Board, I ask that you sign the attached letter of understanding.



Please know that I serve as one of the Student Member’s mentors, supporters, and teachers and will be a reliable source of information for both you and your child. Best wishes to your child in his or her pursuit of this honor, and congratulations to you for raising a young adult who is eager to serve in this significant capacity! Thank you for your support.

Sincerely,

Cindy Drummond, HCASC Advisor

Howard County Public Schools

**PERMISSION TO APPLY - PARENT**

# APPLICATION FOR THE POSITION OF

**STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION**

**Student's Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the attached letter to parents and the other included materials. I understand and

accept the responsibilities that my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and our

family will assume if he/she is elected to the position of Student Member of the Board. I give

permission for my child to apply to be a candidate for this position. I also realize that if my

child is nominated for the position, **one of his/her parents must attend a meeting on**

**February 22, 2021 at 6:00 p.m. location TBD.**

If you have questions before signing this, please contact Cindy Drummond at [cindy\_drummond@hcpss.org](mailto:cindy_drummond@hcpss.org) .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

# LETTER OF RECOMMENDATION FOR THE POSITION OF

**STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION**

When recommending a student for the position of Student Member of the Board of Education (SMOB), please consider the following.

To fulfill the requirements of the position, the SMOB will be expected to spend at least two evenings per month in attendance at Board meetings. As a voting member of the Board, the Student Member must devote considerable time prior to each meeting to reviewing policies and programs scheduled for action or review by the Board. In addition to the twice-monthly Board meetings, the student member attends public Board functions and all Howard County Association of Student Councils (HCASC) meetings. As a Board member, there will be numerous other meetings and events, and a large part of the position will be speaking to other students and community members to gather information and opinions to be used when making informed decisions.

In addition to the time requirements above, a successful SMOB will:

* Articulate and understand the function of the Board of Education.
* Demonstrate maturity and tact while dealing with adults.
* Maintain regular communication through email and/or phone with his/her mentor and assigned staff.
* Collaborate with HCASC to promote and broadcast Board issues to HCPSS students at large.
* Engage in meaningful conversation with adults about HCPSS issues.
* Proactively address concerns with the appropriate person/organization.
* Participate in Board meetings and events.
* Prepare for Board meeting discussions.
* Maintain confidentiality.
* Conduct himself/herself in ways appropriate for public leadership.
* Voice a student perspective on business coming before the Board.

**By 4:00 p.m. on Thursday February 4, 2021, send your letter in a sealed envelope with your signature over the seal to Cindy Drummond, HCPSS, 10910 Route 108, Ellicott City, MD 21042 or by email to** [**cindy\_drummond@hcpss.org**](mailto:cindy_drummond@hcpss.org)**.**

**CAMPAIGN GUIDELINES**

**FOR STUDENT MEMBER OF THE BOARD OF EDUCATION CANDIDATES**

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)
* [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 that promote the candidate.

- Refrain from any negative messages about other candidates.

- Conduct campaign visits after the school day.

- Maintain the assigned academic schedule.

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

- Report to the front office when you arrive for an approved school visit.

- Create 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.

- Support fellow candidates and honor the selection of the final candidates and the election of the Student Member.

- Attend all required candidate meetings and submit all required paperwork.

**CAMPAIGN GUIDELINES**

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).

- Allow candidate visits to schools only after the high school dismissal.

- Provide equal opportunity to all candidates.

- Refrain from endorsing any one candidate over another.

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

**STUDENT MEMBER OF THE BOARD OF EDUCATION CONVENTION AND ELECTION TIMELINE**

~~September~~

* ~~Schools promote the Student Member Convention.~~
* ~~Schools promote opportunities to serve as delegates, members of the Delegate Selection Committee, or as Student Member candidates.~~
* ~~All interested students invited to attend HCASC Meeting on September 11, 2019 from 7:00 - 8:30 p.m. at Homewood Center.~~

October

* Principal selects the students who will serve on the Delegate Selection Committee.
* Principal trains students and SGA advisor/counselor to serve on Selection Committee.
* Schools promote Student Delegate Evaluation forms and Delegate Cover Letters.
* All interested students invited to attend HCASC Meeting on October 14, 2020 from 7:00 - 8:30 p.m. through google meet.

November

* Promote Student Delegate Evaluation forms and Delegate Cover Letters.
* Collect completed Student Delegate Evaluation forms due to principal by November 30, 2020.
* All interested students invited to attend HCASC Meeting on November 11, 2020 from 7:00 - 8:30 p.m. through google meet.

December

* Principals convene the Delegate Selection Committee and conduct student delegate interviews.
* Principals submit names of delegates by December 23, 2020 to cindy\_drummond@hcpss.org
* All interested students invited to attend HCASC Meeting on December 9, 2020 from 7:00 - 8:30 p.m. through google meet.

January

* Student Member of the Board applications open week of January 4, 2021.
* All interested students invited to attend HCASC Meeting on January 13, 2021 from 7:00 -8:30 p.m. through google meet.
* Delegates to the Student Convention participate in online training.

February

* Application for Student Member of the Board of Education due February 4, 2021.
* Meeting for Student Member of the Board applicants and their parents/ guardians on February 9, 2021 at 6:00 p.m. through google meet.
* Delegates attend training session for Student Member Convention on February 10, 2021 from 6:00 – 7:00 p.m. through google meet.
* Delegates and all interested students invited to attend the HCASC Meeting on February 10, 2021 from 7:00 - 8:30 p.m. through google meet.
* Student Member Convention on February 17, 2021 from 9:00 a.m. - 1:00 p.m. through google meet.
* Meeting for Student Member candidates and their parents/guardians on February 22, 2021 from 6:00 - 7:00 p.m. through google meet.

March

* All students and delegates welcome to attend the Student Member of the Board of Education Candidates Forum location TBD on March 10, 2021 from 7:00 - 8:30 p.m.
* Delegates help promote the candidates for the Student Member of the Board position and the election process.
* Delegates and principals help students at large better understand the election process and serve as informed citizens.
* Delegates and all interested students invited to attend the HCASC Meeting on March 10, 2021 from 7:00 - 8:30 p.m. location TBD. Meeting also serves as the Candidates Forum.

April

* Schools receive election materials and instructions for Student Member of the Board General Election on or before April 14, 2021.
* All students and delegates welcome to attend the HCASC Meeting on April 14, 2021 from 7:00 - 8:30 p.m. location TBD.
* Applications for elected HCASC positions open April 14, 2021.
* ~~Student Member of the Board General Election in middle and high schools the week of April 19, 2021.~~

May

* General Election for Student Member of the Board and school wide Student Government Associations through Canvas 5/3-5/5
* All students and delegates welcome to attend the HCASC Meeting on May 12, 2021 from 7:00 - 8:30 p.m. location TBD.
* Elections for HCASC officer positions at HCASC Meeting on May 12, 2021.
* Applications for HCASC appointed positions open May 20, 2021.