

**Somerset County Board of Education  
Administrative Procedures  
for Policy # 100-2**

**STUDENT REPRESENTATIVE TO THE BOARD OF EDUCATION**

**I. Qualifications**

- A. A rising junior or senior in the Somerset County Public School System.
- B. Cumulative G.P.A. 3.33
- C. Completed Application.
- D. Parental consent

**II. Responsibility of Office**

- A. Non-voting representative who will advise the Board on school activities and achievements
- B. Attend all public meetings.
- C. Service for one year term.
- D. Attend work sessions and/or executive sessions if invited by an affirmative vote of a majority of the Board; the student may not attend an executive session that relates to:
  - 1. Hearing an appeal of Special Education Placement.
  - 2. Hearing in regard to suspension and dismissal of personnel.
  - 3. Collective bargaining.
- E. Attend Student Council meetings to obtain student viewpoints and to provide information on the Board's decisions.
- F. Provide information on Board of Education decisions to feeder school students.

**III. Selection Procedures**

- A. Any student meeting qualifications may file an application.
- B. Application deadline is March 31<sup>st</sup>.
- C. All applications reviewed by a School Review Board consisting of:
  - 1. Instructional Supervisor
  - 2. Building Principal
  - 3. School Guidance Counselor

**IV. Introduction**

- A. The student representative from each school will be publicly announced during a spring board meeting

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- B. Any questions or concerns regarding the qualifications, responsibilities or selection procedures will be referred to the responsible Instructional Supervisor

IV. Removal From Office

- A. If a student representative to the Board fails to fulfill the responsibilities of the office, or behaves in a manner unbecoming a Somerset County student, a hearing will be held before the School Review Board.
- B. The hearing will involve:
  - 1. The listing of charges.
  - 2. Opportunity to present evidence in defense.
- C. The decision of the School Review Board is final.

V. Role of School Review Board

- A. Verify qualifications of candidate.
- B. Assess completion of application.
- C. Hold parental conference as needed
- D. Secure necessary consent forms
- E. Hold appeal hearing.
- F. Determine the awarding of credit.

VI. Term

- A. Length of term - one year, with the option to seek renewal for a second year if entered assignment as a junior

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**APPLICATION FOR STUDENT REPRESENTATIVE TO THE  
SOMERSET COUNTY BOARD OF EDUCATION**

I. Personal Information

A. Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_  
Last First Middle

B. Address: \_\_\_\_\_ Phone: \_\_\_\_\_

C. \_\_\_\_\_ Date: \_\_\_\_\_  
City State Zip Code

II. School and Community Activities

A. List all activities in which you have been involved within the school and community during your ninth, tenth and eleventh grades (if applicable). Indicate the extent of your involvement including the amount of time per month (i.e., Class President, 1998 - 99 at 8 hours per month).

B. Ninth Grade

Activity	Extend of Involvement	Time Per Month
1.		
2.		
3.		
4.		

C. Tenth Grade

Activity	Extend of Involvement	Time Per Month
1.		
2.		
3.		
4.		

D. Eleventh Grade

Activity	Extend of Involvement	Time Per Month
1.		
2.		
3.		
4.		

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III. Work Experience

A. Are you employed during the school year?

1. Name of Company:

2. Address of Company

3. Position: \_\_\_\_\_ Hours Worked Per Week:

B. Are you employed during the summer?

1. Name of Company:

2. Address of Company

3. Position: \_\_\_\_\_ Hours Worked Per Week:

IV. General Information

A. What is your knowledge of parliamentary procedure? Advanced \_\_\_\_\_ Basic

B. What is your career objective? If college, in what field will you major?

C. What transportation is available to you?

D. What are your parents' reactions to your application?

V. Recommendation, Essay and Transcript

A. A written statement from a member of your English Department relevant to your verbal and written communication skills must be submitted with your application.

B. A brief essay to include all of the following:

1. Your reason for seeking this position.

2. Your perception of the role of the student on the Board.

3. What you would like to learn during your term.

VI. Application Deadline

A. March 31, 20\_\_\_\_.

B. To be submitted to the Guidance Counselor.

# SOMERSET COUNTY PUBLIC SCHOOLS

7982-A Tawes Campus Drive  
Westover, MD 21871



Telephone: 410 651-1616  
Instructional Fax: 410 651-2931  
Administrative Fax: 410 651-3566

OFFICE OF THE SUPERINTENDENT

## Student Representative to the Board CONSENT FORM

### PARENTAL CONSENT

I hereby grant permission for \_\_\_\_\_ to seek the office of Student Representative to the Somerset County Board of Education. I understand that, if elected, \_\_\_\_\_ will be required to attend all Board meetings including the summer and fulfill the responsibilities of the office. Further, I understand that all in-county travel expenses of \_\_\_\_\_ to attend meetings will be my responsibility.

\_\_\_\_\_  
Parent/Guardian Signature

Date

### STUDENT CONSENT

I understand that, if elected, I will carry out to the best of my ability the responsibility of the office of Student Representative to the Somerset County Board of Education..

\_\_\_\_\_  
Student Signature

Date