

# THE SCHOOL DISTRICT OF PHILADELPHIA

No. 004.1

SECTION: Board Bylaws

TITLE: Non-Voting Student  
Representatives

ADOPTED: August 16, 2018<sup>1</sup>

REVISED: October 19, 2023

## 004.1 NON-VOTING STUDENT REPRESENTATIVES

### **Purpose**

This policy establishes the position of the non-voting Student Representatives of the Board of Education (“Board”) of The School District of Philadelphia (“District”). The non-voting Student Representatives shall serve on the Board in an advisory capacity to engage with and represent the interests of all students in Philadelphia. [1]

### **Authority**

The Public School Code and Philadelphia Home Rule Charter permit the Board to appoint by a majority vote of those present and voting, from among the students enrolled in Philadelphia public schools, non-voting Student Representatives of the Board. [1][2]

### **Delegation of Responsibility**

The Office of the Board of Education shall develop and disseminate Board Operating Guidelines for the application and selection process of the Student Representative positions. Notice shall be sent to District students, parents/guardians, and staff and the charter school community with information on the application process and related procedures.

### **Core Requirements**

The Board shall appoint two (2) non-voting Student Representatives. The Board shall appoint the Student Representatives for a one (1) school year term, commencing in August. Additionally, one (1) alternate shall be appointed as an alternate non-voting Student Representative. An oath of office will be publicly administered by the Board President or their designee to the two (2) non-voting Student Representatives and the alternate. The alternate Student Representative shall only sit alongside the Board and participate in public Board meetings if they are called to fill a vacancy but may participate in other Student Board Representative activities.

### ***Qualifications***

Student Representatives must attend a District or charter high school in Philadelphia and be a current resident of the City of Philadelphia. Student Representatives must be enrolled in their

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<sup>1</sup> This policy was originally adopted as Policy 003.1: Non-Voting Student Board Representatives

tenth (10th) or eleventh (11th) grade year while serving as the Board Student Representative.

### *Roles and Responsibilities*

The appointed non-voting Student Representatives shall:

- Advise the Board on matters in the best interest of all students in Philadelphia, including Action Item vote recommendations and recommending the development or amendment of Board policies.
- Serve on the Superintendent's Student Advisory Council.
- Serve as leaders that represent the student voice for all Philadelphia public schools (District and charter).
- Make every effort to attend and participate in all public meetings of the Board held outside of their school day.
- Receive orientation, training, and support from the Office of the Board of Education, in relation to fulfilling their role on the Board.
- Advise on the impact of Board Policies on the students of Philadelphia.

The non-voting Student Representatives and alternate shall not:

- Participate in any official votes conducted by the Board.
- Participate in confidential Board executive sessions.
- Publically represent the intent of the Board.
- Contract on behalf of the Board or the District.

### *Orientation and Training*

The Board is committed to keeping appointed Student Representatives well informed and prepared to perform the respective duties and responsibilities outlined in their role. All appointed Student Representatives shall participate in an orientation and training following their appointment.

### *Mentoring and Support*

The Board President shall select from interested Board Members one (1) Board Member to serve as the Board's Liaison to the Student Representatives. This Board Liaison shall serve as a mentor to appointed Student Representatives to educate and ensure that Student Representatives understand the work of the Board and acquire non-confidential knowledge of matters related to the operation of schools. The Board Liaison shall also report back to the Board on the work of the Student Representatives, provide relevant updates to the public, and coordinate necessary staff support.

The Chief of Staff of the Board of Education shall designate one (1) member of the staff of Office of the Board of Education to serve as the primary point of contact for the Student Representatives, supporting them in the functions of their roles.

### *Vacancies*

The alternate Student Representative shall be installed by the Board in the event a Student Representative is unable to complete their term. If both Student Representatives are unable to complete their terms, the one (1) alternate Student Representative shall carry out the duration of

the term in accordance with the procedures of this policy.

**Legal References:**

1. [Home Rule Charter](#) – §12-201
2. [24 P.S.](#) §4-407

**Related Information:**

1. [004.1](#) Non-Voting Student Board Representatives Board Operating Guidelines
2. [Policy](#) 004 - Membership