

Effective: October 19, 2023

Revised: December 19, 2023

Board Operating Guidelines for Board of Education Non-Voting Student Board Representatives

(Attachment for Policy No. 004.1)

Purpose

The purpose of the Board Operating Guidelines is to effectuate Policy 004.1: Non-Voting Student Representatives regarding students serving as non-voting members of the Board of Education (“Board”) of The School District of Philadelphia (“District”) in an advisory role.

Procedures

The Board encourages the participation of students in District governance and believes that student voice and involvement in the governance process is critical to the success of the District.

When the application window opens, Board staff will distribute application materials over various platforms such as posting on the [District’s website](#), through social media, announcements during Board meetings, and email.

Qualifications

To serve as a non-voting Student Representative students shall meet the following requirements, at a minimum:

1. be a current resident of the City of Philadelphia;
2. attend a District or Philadelphia charter school;
3. apply during their ninth or tenth grade at a District or Philadelphia charter high school to serve during their tenth or eleventh grade year;
4. have a minimum GPA of 2.5 or higher and in good standing;
5. be able to demonstrate a willingness to actively participate in the work of Student Representatives to include bi-weekly meetings with Board staff to maintain the work of a Student Representative;
6. demonstrate an ability and willingness to work collaboratively with their counterpart in pursuit of successfully carrying out the work of Student Representatives;
7. be actively involved in their school community and willing to work to support Philadelphia’s public schools, on behalf of their peers, on a regular basis;
8. be willing to represent their peers by communicating student opinions to the Board, and reporting Board deliberations and actions to the student body;

9. be available to meet with the Board on a monthly basis, to communicate the concerns of their peers, and make an effort to be at every public meeting.

Application Materials

During the application window (generally in the Spring), students enrolled in ninth and tenth grade at District and charter high schools may submit a completed application to the Office of Student Support Services via email to studentleaders@philasd.org. When the application window opens, Board staff will make the application materials available on the [Board's website](#).

A completed application includes the following materials:

- Completed application
- Current/most recent transcript
- Two reference letters; at least one of these references must come from a current teacher or administrator
- Applicants must obtain approval signature from parent/guardian
- Completed essay

The application for non-voting Student Representatives is shared through but not limited to the below channels:

- Principals
- School counselors
- Direct student emails

Selection Process

The selection of two (2) Student Representatives and one (1) alternate shall include an interview process carried out by the non-voting Student Representative selection team that may comprise of individuals representing the following organizations/offices (but not limited to):

- Current non-voting Student Representatives
- Other student leaders
- Charter Schools Office
- Office of the Board of Education
- Office of Student Support Services
- Mayor's Office of Youth Engagement

All students who submit a completed application will receive an invitation to a mandatory information session as a part of this process.

Members of the Student Representative selection team will work collaboratively to identify the top final applicants to recommend for a final round interview with the Board President and the Board's liaison to the Student Representatives.

Final Selection

The presiding Board President with support from the Board liaison shall interview student applicants recommended by the non-voting Student Representative selection team and identify two (2) Student Representatives and one (1) alternate to serve for the duration of the upcoming school year.

Student applicants who are selected to serve as non-voting Student Representatives will be asked to sign a letter of commitment for the duration of their role.

Student Board Representative Supports

To ensure that Student Board Representatives have the supports they need to carry out their duties, the below supports are provided to them during their term:

- Transportation to/from the 440 N. Broad Street Education Center for meetings
- Meals during Board meeting days
- Necessary technology

Orientation

Orientation topics vary year-to-year based on the past experiences and interests of the appointed Student Representatives. Typical topics include but are not limited to overviews of:

- Board Members and current Board priorities
- Goals and Guardrails and board governance
- School District of Philadelphia's central office structure

There will also be opportunities to meet with different District student leaders and past student representatives.

Orientation typically culminates in an annual plan outlining objectives the Student Representatives want to accomplish by the end of their term.

Student Feedback and Continuous Improvement

Student Board Representatives will meet with the relevant Board and staff liaisons at the beginning, middle, and end of their term to provide feedback on additional areas they'd like to engage in and/or where they need additional support.

Student Board Representatives will also provide the full Board, during a public meeting, a final overview of the work carried out during their term.

Vacancies

In the event that one or both of the non-voting Student Representatives are unable to complete their term for any reason, the alternate Student Representative shall be installed to the position of Student Representative to serve for the remainder of the one-year term.