

Salt Lake City School District

Administrative Procedures for Board Policy B - 1

Title: School Board Legal Status, Responsibilities, and Ethics
Index: B = Board Policy

Reference: [Salt Lake City School District Board Policy B-1](#)
[Salt Lake City School District Board Policy B-1 Form](#)

Procedures for Implementation:

1. The selection of a student board member will be rotated among the high schools each year as follows: West High School 2008-2009, Horizonte Instruction Center 2009-2010, Highland High School 2010-2011, and East High School 2011-2012, continuing in rotation thereafter. If the school assigned does not recommend a student to serve in this capacity, selection for the student board member will automatically move to the next school in the rotation.
2. It is the responsibility of the principal, or designee, to make all students aware of the application process to serve as a student board member. Ninth, tenth, and eleventh grade students registered at the school, under the age of 18 (absent unusual circumstances) at the time of application, are eligible to apply.
3. The application process will be initiated in January of each year so that the selection of the student board member for the subsequent school year is made by the second board meeting in March.
4. Notification to Prospective Candidates Should Include:
 - a. Announcements to general student body to be made over the intercom for a minimum of 10 days prior to application deadline.
 - b. Flyers and posters advertising the position to be placed in prominent positions in the halls for a minimum of 10 school days prior to application deadline.
 - c. An article advertising the position to be published in the PTA communique, and/or school newsletter prior to the application deadline.
 - d. Information will include a description of the length, frequency and schedule of board meetings, as well as the possibility of extra study sessions throughout the year.
5. Application Process:

The interested student will complete each of the following steps in the application process (see form B-1):

 - a. Complete an application form and get a parent or guardian's signature agreeing to support the student in this commitment (form available in the main office);
 - b. Provide a 1-2 page resume or narrative about him/herself; and,
 - c. Write a statement detailing his/her reasons for wishing to serve on the board and contributions he/she hopes to make.
6. A panel consisting of teachers, administrators, parents, the student body president, and students selected at random from the board of control, student senate, or other student decision making body, will interview candidates.
 - a. The panel will select no more than five (5) and no fewer than one (1) candidate who they consider to be qualified to serve as a student board member.
 - b. In the event that more than one qualified person is chosen by the panel, the students and the student body president will make the final selection by consensus or voting.

Approved by: McKell Withers
Date: 2/17/09