Application Packet:
Student Representative to the School Board

Prince William County Public Schools (PWCS) does not discriminate in employment nor in its educational programs, services and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law.
Student Representative to the School Board

Role

To serve as a non-voting Student Representative to the Prince William County School Board at open meetings

Term

November 1, 2019-June 30, 2020

Number of Student Representatives

One Student Representative

Two Alternate Student Representatives

Qualifications

- Prince William County resident attending Prince William County Public Schools
- Must be a rising junior or rising senior
- Must have a 2.5 GPA or higher with no failing grades in current semester
- Must not be related to a School Board member or Prince William County Public Schools Senior Leadership Staff
- Completion of application packet, essay, and interview
- Commitment to attend open meetings of the School Board
- Signed acknowledgement by parent(s) for approval and support of commitment

Selection Process

- Interested students obtain application packet (May 20, 2019)
- Applications are submitted to school designee (First week of June 2019)
- School-Based Selection Committee reviews completed application packets using criteria
- School-Based Selection Committee submits two student recommendations to school designee (no later than September 6, 2019)
- School designee notifies students and administers the essay (September 12, 2019)
- School designee submits the two recommendations to the Office of Student Learning (no later than September 16, 2019)
- Candidates notified of interview date and time (Third week of September 2019)
- Division Selection Committee conducts interviews (First week of October 2019)
- Division Selection Committee submits the Student Representative to the School Board and the two alternates to the Superintendent’s Office (October 7, 2019)
- Student introduced at School Board meeting (Second School Board Meeting in October)
**Job Description**

The Student Representative to the School Board must demonstrate:

- Leadership skills and experiences;
- Communication skills both written and verbal;
- Listening skills;
- Time management;
- An ability to handle multiple tasks; and
- An open-mind to opinions that differ from their own.

The Student Representative to the School Board will be expected to:

- Follow the Prince William County School Board Code of Ethics;
- Follow Robert’s Rules of Order;
- Review the agenda and read materials in prepared packet prior to meetings of the School Board;
- Solicit ideas, suggestions, and concerns of students in Prince William County Public Schools;
- Attend open meetings of the School Board representing the student voice;
- Participate in a non-voting capacity at School Board meetings representing the student voice by sharing ideas, suggestions and concerns; and
- Inform Prince William County Public Schools students of the reports and decisions made at open meetings of the School Board through Prince William County School Board minutes.
Applicant Information

First Name ___________________________       Last Name ___________________________
Address _______________________________       Apt. # ___________________________
City ________________________________       Zip Code ___________________________
Home Phone ___________________________       Cell Phone ___________________________
Email Address __________________________

School Information

High School __________________________
Grade (as of July 1) _____________________
Past Honors/Awards:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

School Clubs and Athletics (including leadership positions):

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Other Extracurricular Activities (including employment and volunteering):

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
The following attached short answer questions will give the selection committee an opportunity to get to know you through your communication skills. Please do your best not to reference identifying factors such as your name or school in order to allow for an equitable selection proves through “blind judging.”

**Short Answer Questions**

What do you plan to gain from this experience of being a Student Representative to the School Board?

In what ways have your previous experiences equipped you for this position of Student Representative? Include your experiences with both peers and adults.

Describe a time in which you encountered a challenge. How did you identify it as a challenge? What was your response?
Youth Consent

Please read carefully and sign the statement below:

To the best of my knowledge, the information given in this application is accurate and complete. If chosen for the Student Representative or alternate position, I agree to make a commitment to participate and follow the rules and regulations.

_________________________________________  ________________________________
Signature of Student                      Date

Parent/Guardian Acknowledgement of Student Application for Nomination as Non-Voting Student Representative to the School Board

Please read and sign the acknowledgment statement below:

I understand that my child is submitting an application for nomination to serve in the non-voting role as a Student Representative to the School Board during the 2019-20 school year. School Board Student Representatives and alternates may be photographed and will participate in televised meetings. I further understand that if my child is selected to be a Student Representative, he/she will be expected to attend all open meetings of the School Board unless there are extenuating circumstances.

_________________________________________  ________________________________
Signature of Parent/Guardian                      Date

Applications are due no later than May 30, 2019

Only complete applications received on or before May 30 will be accepted.

(Candidates will be notified by phone, mail, or email for follow-up essay and interviews.)

DATE RECEIVED: __________
Application Number (to be completed by school official): __________________________