



**Shelton School District**  
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## ***ADMINISTRATIVE PROCEDURES***

No. 1250P  
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### **PROCEDURES**

#### **BOARD OF DIRECTORS**

##### **Students On Governing Boards**

###### **A. Selection of Nominees**

Each high school will announce the process to apply for the position of student representative to the school board. Nominees should meet the qualifications in section “B” for student representatives.

To apply to be a student representative, students must:

- Submit a Student Representative Application to their school’s ASB Advisor or principal;
- Obtain approval signatures from a parent/guardian and their principal; and
- Submit two (2) reference letters, with at least one from a teacher or administrator.

Selected applicants will be interviewed by their principal, the ASB Advisor and one current student leadership representative. The interview committee will select a nominee for the board. Selected nominee’s names and contact information should be sent to the superintendent no later than the last school calendar day of May.

###### **B. Qualifications**

The student must be a current sophomore (entering his/her junior year in the fall) or junior at the time of selection in May and in good academic standing (3.0 minimum GPA), and maintain good academic standing throughout his or her term. Selected students should have some leadership experiences, in or out of school, and involvement in extra-curricular and/or community activities.

###### **C. Term of Office**

One student representative will be selected by each high school in the Shelton School District, resulting in a total of three student representatives. School board representatives are to be selected in the spring of the school year to serve on the board for the following year. Student representatives will serve a one-year term beginning in July and concluding in June. After the student representatives are selected they will receive an orientation session provided by the superintendent (or designee) and the President of the Board of Directors.

###### **D. Responsibilities**

Student representatives will obey all the rules and regulations pertaining to board members. Student representatives will receive copies of all regular meeting agendas, minutes, and other relevant

information, excluding executive session materials. The board may remove a student representative during the term if they become ineligible or fail to fulfill their responsibilities. In the event a vacancy arises prior to the expiration of the term, an alternate from the same school will be appointed by the school's principal to fill the vacancy.

Approved: July 22, 2014  
Revised: April 26, 2022