

January 8, 2018

Dear Principals, Guidance Counselors, Teachers, and Advisors:

The Education Article of the Annotated Code of Maryland authorizes the election of a student member of the Howard County Board of Education. Howard County Policy 2010 specifies that Howard County students in grades 6-11 shall have the opportunity to elect the Student Member of the Howard County Board of Education (SMOB) to a one-year term.

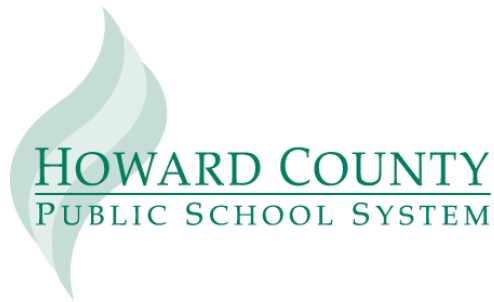
The responsibilities of this position are extensive. A copy of the position description is enclosed for your information. The student member must spend at least two evenings per month in attendance at BOE meetings. Considerable time prior to each meeting must be devoted to reviewing policies and programs scheduled for action or review by the BOE. In addition to the twice-monthly meetings, the student member attends public BOE functions and all Howard County Association of Student Council (HCASC) meetings.

It is now time to receive applications for the next Student Member of the Howard County Board of Education. Any current sophomore or junior in Howard County may apply for this position. The student must be regularly enrolled in a Howard County Public School System (HCPSS) high school, academically eligible, and a junior or senior in the 2018-2019 school year. The student elected by the students of Howard County will serve a one-year term on the Howard County Board of Education, July 1, 2018 to June 30, 2019.

Applicants must submit an application, a resume, essay responses, a confirmation of academic eligibility signed by a guidance counselor, the principal's recognition that the student is running for this position, a statement of parent permission, and two letters of recommendation. The applicant must assemble the complete application packet and return it to Ms. Cindy Drummond, HCASC Advisor, HCPSS, 10910 Clarksville Pike, Ellicott City, MD 21042 or by email cindy_drummond@hcpss.org. **The complete application packet must be received no later than 4:00 pm on Friday, February 9, 2018. Incomplete or late applications will not be considered.**

All applications will be checked for completeness and eligibility. **All applicants and their parents or guardians must attend a Guidelines and Expectations meeting at 6:00 pm on Monday, February 12 at the Board of Education (BOE).** Student Member applicants may not campaign or reach out to delegates or convention organizers in any way prior to convention.

A student delegate convention will convene Wednesday, February 21, 2018, to review the Student Member of the Board of Education applicants and nominate the final two candidates who will run for the Student Member of the Board of Education position. Delegates will represent every middle and high school in accordance with Policy 2010.



The candidates selected will then participate in the campaign process by creating and distributing campaign materials, including a video to be produced by HCASC and the HCPSS Television Studio that will be shown at all voting schools. Guidelines for this process will be distributed to the candidates and parents at an information meeting on March 1. Until then, **no** campaigning may begin.

Dates to remember:

- ⇒ February 9, 2018 Completed application packets due to Ms. Cindy Drummond by 4:00 pm

- ⇒ February 12, 2018 Mandatory Guidelines and Expectations Meeting
Board of Education 6:00 pm

- ⇒ February 21, 2018 Student Delegate Convention held at Wilde Lake High School

- ⇒ March 1, 2018 Meeting of nominated candidates and a parent/guardian
Board of Education 6:00-7:00 pm

- ⇒ April 18, 2018 Election in middle and high schools

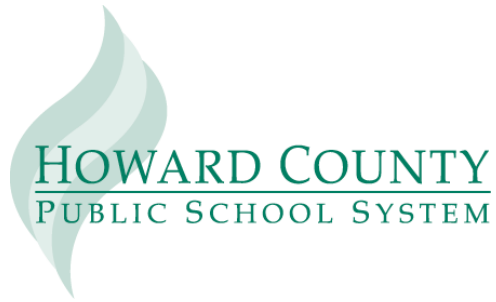
Please help HCPSS and the citizens of Howard County by seeking out students who may be interested in this position, encouraging strong candidates to apply, and helping students complete the application.

Sincerely,
Cindy Drummond, Advisor
Howard County Association of Student Councils, HCPSS

- c: Members of the Board of Education
Michael Martirano, Interim Superintendent
Karalee Turner-Little, Assistant Superintendent for Administrative Affairs
Helen Nixon, Chief Human Resources and Development Officer
Frank Eastham, Chief School Management and Instructional Leadership Officer
James LeMon, Executive Director of Community, Parent and School Outreach
Marcy Leonard, Community Superintendent
Theo Cramer, Community Superintendent
Patrick Saunderson, Community Superintendent

Enclosures:

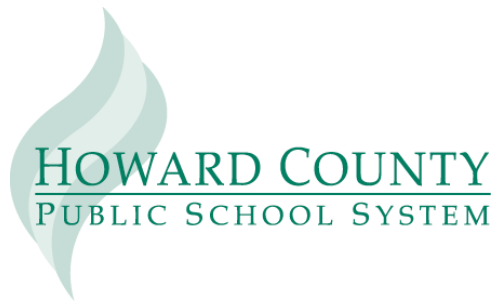
1. Letter to Student Applicant
2. Position Description, Responsibilities, Attendance Requirements, Candidate Selection Process
3. Application Packet
4. Parent Letter
5. Instructions for Letters of Recommendation



Student Member of the Board of Education Application Packet 2018

Dates to remember:

February 9, 2018	Completed application packets due to Ms. Cindy Drummond by 4:00 pm
February 12, 2018	Mandatory Guidelines and Expectations Meeting Board of Education 6:00 pm
February 21, 2018	Student Delegate Convention held at Wilde Lake High School
March 1, 2018	Meeting of nominated candidates and a parent/guardian Board of Education 6:00-7:00 pm
April 18, 2018	Election in middle and high schools



January 8, 2018

Dear Student:

Thank you for your interest in serving as the Student Member of the Howard County Board of Education for the 2018-2019 school year. The responsibilities associated with shaping county education policies are extremely challenging and rewarding, and your desire to serve the citizens of Howard County in this capacity is commendable. The Howard County Association of Student Councils (HCASC) carries out the selection process; this process is described in the attached information.

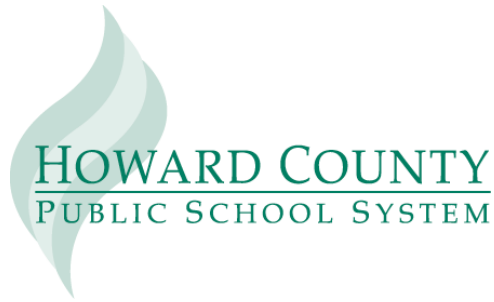
The responsibilities of this position are extensive. Prior to making the decision to pursue this position, please carefully consider your ability to commit a significant amount of time outside of school as well as your ability to transport yourself to meetings.

Applicants must submit an application, a resume, essay responses, a confirmation of academic eligibility signed by a guidance counselor, the principal's recognition that the student is running for this position, a statement of parent permission, and two letters of recommendation. The applicant must assemble the complete application packet and return it to Ms. Cindy Drummond, HCASC Advisor, HCPSS, 10910 Clarksville Pike, Ellicott City, MD 21042 or by email cindy_drummond@hcpss.org. **The complete application packet must be received no later than 4:00 pm on Friday, February 9, 2018. Incomplete or late applications will not be considered.**

All applications will be checked for completeness and eligibility. **All applicants and their parents or guardians must attend a Guidelines and Expectations meeting 6:00 pm on Monday, February 12 at the Board of Education (BOE).** Student Member applicants may not campaign or reach out to delegates or convention organizers in any way prior to convention.

A student delegate convention will convene on **Wednesday, February 21, 2018** to review the Student Member of the Board of Education applicants and nominate the final two candidates who will run for the Student Member of the Board of Education position. Delegates will represent every middle and high school in accordance with Policy 2010.

On **March 1**, nominated candidates and a parent or guardian will meet to talk about expectations and responsibilities. Candidates may do no campaigning until after this meeting where campaign guidelines will be distributed. Candidates may then participate in the campaign process by creating and distributing campaign materials, including a video to be produced by HCASC that will be shown at all voting schools and on Comcast 72 and Verizon 42.



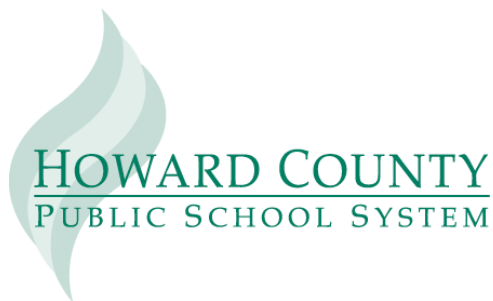
The election will take place on April 18, 2018 at all Howard County middle and high schools.

Please review the attached information and carefully complete the application packet. If you have any questions, please do not hesitate to contact me Cindy_Drummond@hcpss.org.

Sincerely,
Cindy Drummond, Advisor
Howard County Association of Student Councils, HCPSS

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Board of Education 6:00-7:00 pm
- ⇒ April 18, 2018 Election in middle and high schools



HOWARD COUNTY BOARD OF EDUCATION Student Member Position Description

ROLE OF THE STUDENT MEMBER:

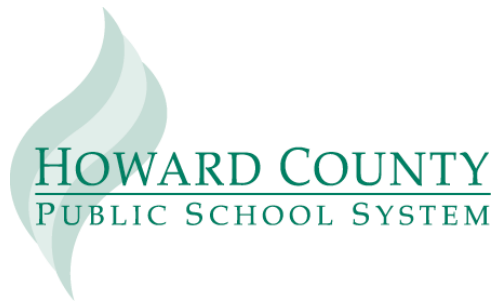
The Student Member serves as a member of the Board of Education (BOE) in accordance with the Annotated Code of Maryland, Education Article §3-701. The Student Member has all the rights and responsibilities of a BOE member with the exception of statutory restrictions against voting on specific matters, participation in appeals or confidential personnel matters, and attendance at closed sessions relating to restricted matters.

The Student Member is expected to participate in all public BOE meetings. He or she will attend other BOE functions as he or she wishes if parent consent is given to miss classroom time. Unless invited to attend by the affirmative vote of a majority of the BOE, the Student Member may not attend closed sessions when the BOE is addressing matters on which a Student Member is prohibited from voting. The Student Member shall receive all information needed to prepare for participation in meetings and will maintain the confidentiality of that information until it is appropriate to do otherwise.

On matters that come before the BOE at public meetings, Student Members may express their own views and/or the views of Howard County Public School System (HCPSS) students and other constituents. They should identify which views are being expressed.

RESPONSIBILITIES OF THE STUDENT MEMBER:

1. Participate in all public BOE meetings and exercise the right to vote in accordance with policy and Maryland statute.
2. Participate in public functions of the BOE, following procedures stated in Policy 2010 if attendance requires missing classroom time.
3. Read the relevant pre-meeting materials to prepare for BOE meetings and discussions.
4. Establish the rotation for Student Representatives to report at regular BOE meetings, and meet with high school Student Representatives as necessary.
5. Accept that all BOE policies and school rules applicable to students apply equally to the Student Member.
6. Conduct himself/herself appropriately and be subject to removal from office for immorality, misconduct in office, incompetence, or willful neglect of duty.



RESPONSIBILITIES OF THE STUDENT MEMBER (CONTINUED):

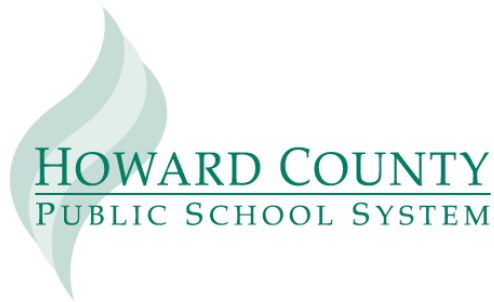
7. Provide his/her own transportation and supervision for conference attendance.
8. Work closely with the HCASC Advisor who serves as the Superintendent's Designee.
9. Assist with updating the Orientation Binder to be passed on to the next student member.

ATTENDANCE REQUIREMENTS:

1. To serve a one-year term from July 1 through June 30.
2. To attend two regular BOE meetings each month.
3. To attend all HCASC executive committee and general assembly meetings.
4. To participate in public functions of the BOE, following stated procedures if it is necessary to miss classroom time to attend.
5. To attend an introductory meeting with the Chairman of the Board of Education.

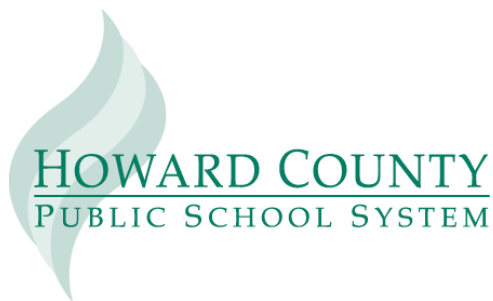
CANDIDATE SELECTION:

1. Completed applications are due by **4:00 pm on February 9** to Ms. Cindy Drummond, HCPSS, 10910 Clarksville Pike, Ellicott City, MD 21042.
2. **Eligible Student Member applicants and a parent or guardian must attend a Guidelines and Expectations Meeting at 6:00 pm on Monday, February 12** at the BOE. Student Member applicants may not campaign or reach out to delegates or convention organizers in any way prior to convention.
3. Student delegates representing all middle and high schools according to Policy 2010 will meet all qualified applicants at the Convention on Wednesday, February 21.



CANDIDATE SELECTION (CONTINUED):

4. A scoring rubric will be used to evaluate each applicant based on information in the application and shared at Convention using the following criteria:
 - a. Academic eligibility to participate in extra-curricular activities
 - b. Leadership experiences
 - c. Understanding of the function of the Student Government Association (SGA) and/or Howard County Association of Student Councils (HCASC)
 - d. Understanding of the function of the BOE
 - e. Understanding of the role of the Student Member
 - f. Reasons for pursuing the position of Student Member
 - g. Personal goals for the position of Student Member
 - h. Plan for balancing the academic, extra-curricular, and BOE workload as the Student Member
5. A meeting of the nominated candidates will be held on **March 1 at 6:00 pm** at the BOE, to review the election process and answer any questions about the process or the position. **A parent/guardian must attend with the candidate.**
6. Guidelines for the campaign process will be given to applicants at the March 1 candidates' meeting. **No campaigning may begin before this meeting.**
7. The election of the Student Member will be through confidential ballot. Balloting will be conducted on April 18, 2018.
8. The Superintendent's designee will certify to the BOE by the end of June that the Student Member Elect was elected in accordance with all policies and procedures in and enforceable by Policy 2010.



**APPLICATION FOR THE POSITION OF
STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION**

Student's Name:

School:

Home Address:

Current Grade: _____ **Email address:** _____

Home telephone: _____ **Cellular telephone:** _____

Your Application Packet must include:

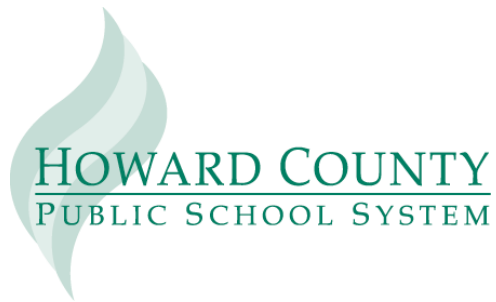
- a. This application form
- b. Your resume (Use white paper.)
- c. Three essay responses (Use white paper and place your name at the top of each page.)
- d. Three signed forms (One each from your guidance counselor, principal, and parent.)
- e. Two letters of recommendation from adults who know you well but are not related to you. At least one must be from someone who knows you **through school**. In this packet there are **two** forms with instructions for the two people who are writing your letters of recommendation. Give a form to each of them.

ESSAY: Please respond to EACH of the following prompts in **250 or fewer words**. Please put each response on a separate sheet of paper.

1. Review the list on the next page, a summary of what a successful SMOB will do. Discuss the skills and/or experiences you've had that you feel will help you rise to the challenges of the role of Student Member of the Board of Education.
2. Describe what you think is the most important issue or concern facing the BOE today and how you think the BOE should address this issue.
3. Briefly describe your reasons for pursuing the position of Student Member.

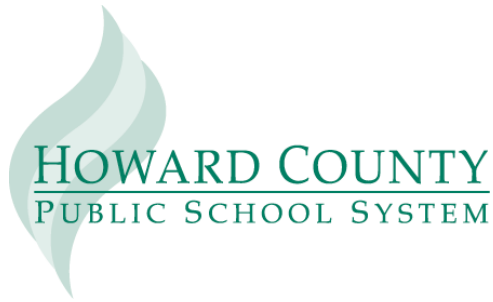
Your **complete application packet** must be received via mail, hand delivery, or email by **4:00 pm on February 9** to:

Ms. Cindy Drummond
Howard County Public School System
10910 Clarksville Pike
Ellicott City, MD 21042
cindy_drummond@hcpss.org



A successful SMOB will:

- Articulate and understand the function of the BOE
- Demonstrate maturity and tact while dealing with adults
- Maintain regular communication through email and/or phone with his/her mentor and assigned staff
- Collaborate with HCASC to promote and broadcast board issues to HCPSS students at large
- Engage in meaningful conversation with adults about HCPSS issues
- Proactively address concerns with the appropriate person/organization
- Participate in BOE meetings and events
- Prepare for BOE meeting discussions
- Maintain confidentiality
- Conduct himself/herself in ways appropriate for public leadership
- Voice a student perspective on business coming before the BOE



GRADE AND ACADEMIC ELIGIBILITY RECOGNITION- GUIDANCE COUNSELOR

**APPLICATION FOR THE POSITION OF
STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION**

Student's Name: _____

School: _____

This student is currently in the _____th grade and is on target to be in the _____th grade for the 2018-2019 school year.

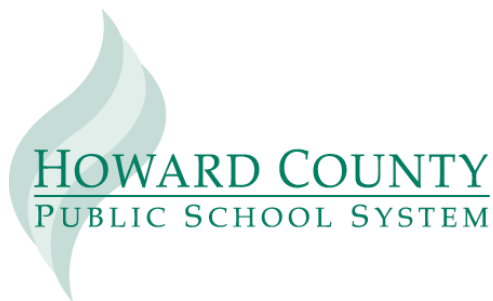
This student is academically eligible for extra-curricular activities in accordance with HCPSS Policy 9070--meaning that he/she has no failing grades and at least a 2.0 GPA on the most recent report card.

If you have questions before signing this, please contact Cindy Drummond cindy_drummond@hcpss.org.

Guidance Counselor's Signature

Date

Guidance Counselor's Printed Name



APPLICANT AND POLICY RECOGNITION- PRINCIPAL

**APPLICATION FOR THE POSITION OF
STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION**

Student's Name: _____

School: _____

I am aware that this student is applying to be a nominated candidate for the position of Student Member of the Board of Education for Howard County for the 2018-2019 school year.

I understand that if this student becomes elected Student Member of the Board of Education, he/she may wish to attend public functions of the BOE that occur during the school day. If so, the Student Member will obtain parent permission to be absent from school, follow all school attendance procedures, and notify the HCASC Advisor of the need to miss all or part of a school day(s). When all of these procedures are followed, the absence will be coded as "lawful."

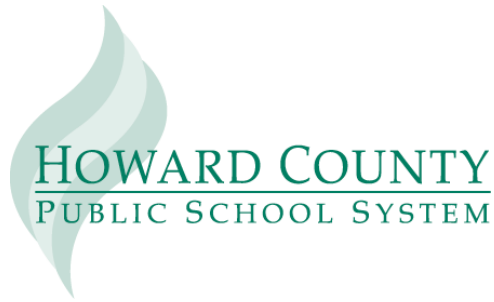
Further, I understand that all BOE policies and school rules applicable to students apply equally to the Student Member of the Board of Education.

If you have questions before signing this, please contact Cindy Drummond
cindy_drummond@hcpss.org.

Principal's Signature

Date

Principal's Printed Name



January 8, 2018

Dear Parent or Guardian:

Your child has expressed an interest in being elected to the position of Student Member of the Howard County Board of Education for 2018-2019. This is a tremendous opportunity for your son or daughter to grow and mature while serving the Howard County students and community in a challenging and rewarding capacity.

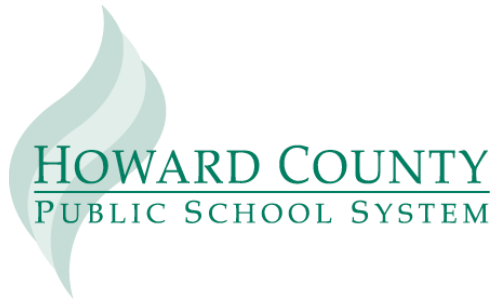
To fulfill the requirements of the position, your child will be expected to spend at least two evenings per month in attendance at BOE meetings. As a voting member of the BOE, the Student Member must devote considerable time prior to each meeting to reviewing policies and programs scheduled for action or review by the BOE. In addition to the twice-monthly BOE meetings, the student member attends public BOE functions and all Howard County Association of Student Councils (HCASC) meetings. As a BOE member, there will be numerous other meetings and events, and a large part of the position will be speaking to other students and community members to gather information and opinions to be used when making informed decisions.

Accepting the position of Student Member of the Board of Education and making the required time and energy commitments affect not only the student but also his or her family. The student and student's family are responsible for transportation to and from meetings, conferences, and other events and for providing supervision when the student attends overnight conferences. Your student's time away from schoolwork and family obligations may be an adjustment for your family. To verify that you and your family are aware of the responsibilities that are part of your child's being elected Student Member of the Board of Education, I ask that you sign the attached letter of understanding.

Please know that I serve as one of the Student Member's mentors, supporters, and teachers and will be a reliable source of information for both you and your child. Best wishes to your child in his or her pursuit of this honor, and congratulations to you for raising a young adult who is eager to serve in this significant capacity! Thank you for your support.

Sincerely,

Cindy Drummond, HCASC Advisor
Howard County Public School System



PERMISSION TO APPLY - PARENT

**APPLICATION FOR THE POSITION OF
STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION**

Student's Name: _____

School: _____

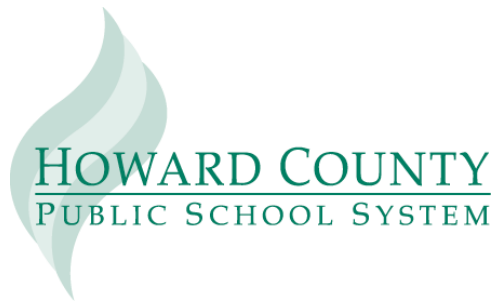
I have read the attached letter to parents and the other included materials. I understand and accept the responsibilities that my child, _____, and our family will assume if he/she is elected to the position of Student Member of the Board of Education. I give permission for my child to apply to be a candidate for this position. I also realize that I am **required to attend a Guidelines and Expectations meeting on Monday, February 12 at 6:00 pm at the BOE and if my child is nominated for the position, one of his/her parents or guardians must attend a meeting on Wednesday, March 1 at 6:00 pm at the BOE.**

If you have questions before signing this, please contact Cindy Drummond at cindy_drummond@hcpss.org.

Parent's Signature

Date

Parent's Printed Name



**LETTER OF RECOMMENDATION FOR THE POSITION OF
STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION**

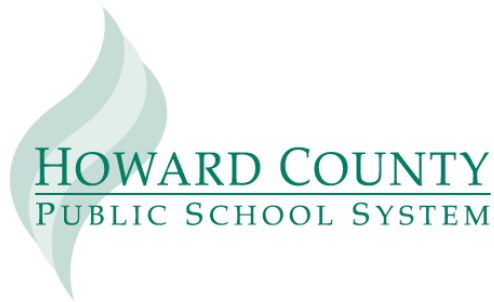
When recommending a student for the position of Student Member of the Board of Education (SMOB), please consider the following.

To fulfill the requirements of the position, the SMOB will be expected to spend at least two evenings per month in attendance at BOE meetings. As a voting member of the BOE, the Student Member must devote considerable time prior to each meeting to reviewing policies and programs scheduled for action or review by the BOE. In addition to the twice-monthly BOE meetings, the student member attends public BOE functions and all Howard County Association of Student Councils (HCASC) meetings. As a BOE member, there will be numerous other meetings and events, and a large part of the position will be speaking to other students and community members to gather information and opinions to be used when making informed decisions.

In addition to the time requirements above, a successful SMOB will:

- Articulate and understand the function of the BOE
- Demonstrate maturity and tact while dealing with adults
- Maintain regular communication through email and/or phone with his/her mentor and assigned staff
- Collaborate with HCASC to promote and broadcast board issues to HCPSS students at large
- Engage in meaningful conversation with adults about HCPSS issues
- Proactively address concerns with the appropriate person/organization
- Participate in BOE meetings and events
- Prepare for BOE meeting discussions
- Maintain confidentiality
- Conduct himself/herself in ways appropriate for public leadership
- Voice a student perspective on business coming before the BOE

By 4:00 pm on February 9, send your letter in a sealed envelope with your signature over the seal to Cindy Drummond, HCPSS, 10910 Clarksville Pike, Ellicott City, MD 21042 or by email to cindy_drummond@hcpss.org



LETTER OF RECOMMENDATION FOR THE POSITION OF STUDENT MEMBER OF THE HOWARD COUNTY BOARD OF EDUCATION

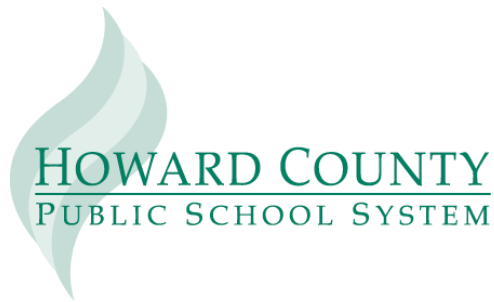
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CAMPAIGN GUIDELINES
FOR STUDENT MEMBER OF THE BOARD OF EDUCATION CANDIDATES

Successful Candidates Will

-Follow all HCPSS policies and procedures with specific attention to

- [1000](#) – Civility
- [1010](#) – Discrimination
- [1020](#) – Sexual Discrimination
- [1040](#) – Safe and Supportive Schools
- [1050](#) – Tobacco-Free Environment
- [1060](#) – Bullying, Cyberbullying, Harassment, or Intimidation; [BHI Reporting Form](#)
- [9000](#) – Student Residency, Eligibility, Enrollment and Assignment
- [9010](#) – Attendance
- [9020](#) – Students’ Rights and Responsibilities
- [9030](#) – School-Sponsored Publications and Productions
- [9070](#) – Academic Eligibility for High School Extracurricular Activities
- [9200](#) – Student Discipline – See also: [Student Code of Conduct](#)
- [9210](#) – Student Dress Code
- [9230](#) – Alcohol, Other Drugs, Prescription Medication and Over-the-Counter Products
- [9400](#) – Student Behavior Intervention

-Create and distribute campaign materials which promote the candidate

-Refrain from any negative messages about other candidates

-Conduct campaign visits after the school day

-Maintain the assigned academic schedule

-Send requests for visitation and attendance to school administrative teams in advance of your visit and secure administrative approval before your visit

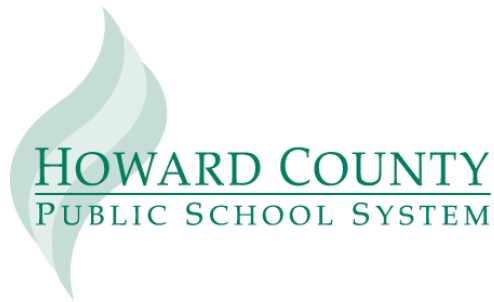
-Report to the front office when you arrive for an approved school visit

-Create school-based campaign materials to share in designated approved areas

-Lead and manage family, friends, and school support to remain positive and constructive to the campaign process, all candidates, the Student Member position

-Support fellow candidates and honor the selection of the final candidates and the election of the Student Member

-Attend all required candidate meetings and submit all required paperwork



Expectations of School-Based Administrators

-Enforce all HCPSS policies and procedures with specific attention to

- [1000](#) – Civility
- [1010](#) – Discrimination
- [1020](#) – Sexual Discrimination
- [1040](#) – Safe and Supportive Schools
- [1050](#) – Tobacco-Free Environment
- [1060](#) – Bullying, Cyberbullying, Harassment, or Intimidation; [BHI Reporting Form](#)
- [9000](#) – Student Residency, Eligibility, Enrollment and Assignment
- [9010](#) – Attendance
- [9020](#) – Students’ Rights and Responsibilities
- [9030](#) – School-Sponsored Publications and Productions
- [9070](#) – Academic Eligibility for High School Extracurricular Activities
- [9200](#) – Student Discipline – See also: [Student Code of Conduct](#)
- [9210](#) – Student Dress Code
- [9230](#) – Alcohol, Other Drugs, Prescription Medication and Over-the-Counter Products
- [9400](#) – Student Behavior Intervention

-Provide designated locations for school based campaign materials

-Prevent posting of campaign materials in voting locations (classrooms)

-Allow candidate visits to schools only after the high school dismissal

-Provide equal opportunity to all candidates

-Refrain from endorsing any one candidate over another

-Serve as a first point of contact for any candidate concerns about the campaign process