

## **Guidelines for the Implementation of the Student Advisors to the School Board of Broward County, Florida**

### **I. The Office of Student Advisor to the Board**

The Broward County Association of Student Councils shall elect a Student Advisor to the School Board and an Alternate Student Advisor from among students nominated from the Broward County public high schools. Each school may nominate one student who, if elected, must be a senior for his/her term of office.

### **II. Function of Student Advisors:**

- The Student Advisor shall sit as an ADVISOR to the Board during Board meetings as a representative of the organization and will speak and respond to questions from the Board on student-related issues.
- The Alternate Student Advisor shall receive the same materials as the advisor but is only required to attend the BCASC meetings. The Alternate Advisor will assume the duties of the Advisor if that position is vacated.

### **III. Criteria for Selection:**

To be selected as Student Advisor to the School Board or as Alternate Student Advisor to the School Board, a student must:

- Be a senior at a public high school during his/her year of service.
- Maintain a minimum GPA of 2.5 unweighted
- Submit all the necessary applications to the Student Activities office by the stated deadline
- Be nominated of his/her school possibly through the process of an open election.
- Be elected by the delegates to the March meeting of the Broward County Association of Student Councils, each member school having one vote.

### **IV. Academic Credit Option:**

The Student Advisor to the School Board may receive the following elective credits for his/her term of office.

- Executive Internship I & II (1/2 credit each) for orientation and service from July 1 to August 30.
- Leadership Skills Development and Social Studies Research (2 credits) for service from August 30 to July 1.

### **V. Election of Student Advisor and Alternate Advisor:**

The candidates for Student Advisors to the Board shall be: selected by the individual high schools; and elected by the BCASC during the spring, each high school having one vote. The candidate receiving the second largest number of votes shall be the Alternate Advisor.

### **VI. Method of Communication:**

The Student Advisors shall meet with the BCASC on a monthly basis to review the School Board agenda and receive directions from the Association.

### **VII. Seating of Student Advisor:**

The Student Advisor shall be seated with the members of the School Board.

**VIII. Travel and Expenses of Student Advisor:**

The Student Advisor shall be reimbursed for mileage at the regular rate paid Board members.

**IX. Responsibilities of the Student Advisor:**

The responsibilities of the Student Advisor shall be as follows:

- Become familiar with the staff and operations of the Broward School System.
- Maintain a daily log.
- Attend the regularly scheduled meetings of the School Board.
- Attend the Broward County Association of Student Councils monthly meetings.
- Identify and appoint students to various School Board and County committees
- Read, research, and obtain answers to questions on Board agenda items.
- Review daily publications regarding items of interest to the students in school.
- Serve as liaison between the students in the school system and the community, as can be arranged within the limits of the time available and within reason.
- Submit a midyear report.
- Submit an exit report.
- Conduct a briefing of incoming Student Advisor and Alternate.

**X. Responsibilities of the Alternate Advisor:**

- Attend all School Board meetings and be prepared to assume the duties of the student advisor in the event the position becomes vacant.
- Attend BCASC meetings.
- Assist in identifying and appointing students to various School Board and County committees.

**XI. Orientation and Scheduling of the Student Advisor:**

Following the election of the Student Advisor, he/she shall:

- Meet with the School Board Members on an individual basis to become acquainted and to better understand their roles and responsibilities.
- Meet with the Superintendent of Schools and appropriate staff members to gain an understanding of the organization of the school system.
- The student advisor will be given assistance in scheduling his/her time. Activities and meetings will be scheduled only within the approved time frame unless approved by the person designated for this function and with the approval of the Student Advisor's principal if the activity occurs during regularly scheduled classes.

**XII. Supervision of Student Advisor:**

Responsibility for the supervision of the Student Advisor shall be as follows:

- The Student Activities Liaison will monitor the Student Advisor's day to day activities.
- The Coordinator of Guidance Services, in consultation with the principal, will monitor the Student Advisor's course requirements, attendance, punctuality, and academic grades.

**XIII. Replacement Option for Student Advisor:**

- If the responsibilities of the position seriously affect the Student Advisor's grades, or if serving the position creates a hardship for the Student Advisor, he/she may be removed from the position by the student's principal following a consultation with the student and the parent. In such cases, the Alternate Advisor will assume the position.