



Policy 2010- Student Representation Rules and Expectations for SMOB Candidates and School Based Administrators

As representatives of their schools and the Howard County Public School System (HCPSS), candidates for school-based positions and the position of Student Member of the Board of Education (SMOB), must follow the guidance, expectations, and directions included in this document, HCPSS Policy 2010 - Student Representation, all other applicable HCPSS policies, the Student Handbook, and the direction of HCPSS appointed advisors and leaders.

Because the school system policies and guidelines may not cover all situations which arise throughout a campaign or while a student holds a representative position, any question which arises will fall to the discretion and direction of the HCPSS appointed advisors and leaders.

As stated in Policy 2010, failure to adhere to all rules and expectations may result in student discipline including the removal as a SMOB candidate, SMOB, or school-based elected position.

Throughout this document, the term "Candidate" includes the student running for the SMOB position and Candidate Campaign staff includes all persons associated with the candidate's campaign including friends, family members and other associates.

Student Member of the Board of Education (SMOB)

The Student Member of the Board of Education election process, and the role of the Student Member of the Board, are Howard County Public School System (HCPSS) sponsored activities that are bound by all HCPSS rules, expectations and policies. Candidates for Student Member of the Board of Education (SMOB) act as a representative of the students of Howard County, the Howard County Association of Student Councils (HCASC), and Howard County Public School System.

Campaign Accountability Policy 2010 Implementation Procedures

- A Student Member of the Board of Education applicant/candidate/candidate elect found to have violated the Student Member of the Board Candidate Rules and Expectations, the HCPSS Student Code of Conduct, or other HCPSS policy will be subject to progressive disciplinary action that may include school level discipline and/or up to and including disqualification from running or serving as Student Member of the Board of Education.
- **Initial each row to indicate that you have read the rules and agree to adhere to the following rules and expectations**

Maintain a positive and ethical campaign in alignment with HCPSS Policy 2070 - Ethics: Candidates and campaign team members will:

- Focus on your skills, experiences, and plans for helping Howard County Public schools, students and community.
- Demonstrate ethical behavior characterized by honesty, fairness and equity in interpersonal and professional relationships and activities.
- Respect the dignity, diversity and rights of individuals and groups of people.
- Communicate only in a positive manner about themselves, their team, and their beliefs and the other candidate, their team and their beliefs.
- Maintain your assigned academic schedule.
- Respect the time and workloads of HCPSS students and staff who are supporting campaigns.
- Lead and encourage family, friends, and peers to remain positive and constructive during the campaign process.
- Support fellow candidates and honor the election results of the SMOB.
- Attend all required candidate meetings and submit all required paperwork
- Demonstrate polite and respectful behavior
- Avoid any slanderous and/or negative remarks against opponents or other students
 - given in speeches,
 - posted on social media,
 - shared through any platform or student connected to or representing the campaign

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Endorsements, Adult Involvement, and Campaign Staff

- Candidates may not solicit, accept, or engage in endorsements from any individuals or groups.
- Candidates may not engage adults inside or outside of HCPSS to influence or participate in the campaign in any way.
- Candidates will only engage campaign team members who are current HCPSS students

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Candidates will only begin their campaigns when the ECC Campaign Window opens. Campaigning to ask for support of one's candidacy or a vote in support of one's candidacy through social media, verbal communication, or literature is only acceptable once the campaign window opens and you are

- selected as a finalist at convention
- complete the mandatory parent/ guardian, and
- complete the campaign team training meeting.

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Candidates may not distribute food, money, gifts, and/or promises or threats of any kind for the purpose of acquiring votes.

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Candidates will conduct themselves appropriately while visiting schools and while utilizing any communication platform, demonstrating:

- ethical and respectful behavior
- appropriate language
- professional communication

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Candidates will check with a school's administration before visiting a school and distributing materials.

- School based administrators may use their own rules and discretion when
 - sharing information provided by candidates and/ or their campaign teams
 - providing opportunities for candidates to visit their schools
- School based administrators may allow one candidate to visit at a time or ask that both appear together.
- Campaign visits and online events will occur outside of the instructional day

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Candidates are responsible for their own campaign materials.

- Materials must include the candidate's initials or approval statement.
- Candidates will send a description of all campaign materials to the ECC at least 24 hours before distribution.
- If a candidate fails to submit campaign materials at least 24 hours in advance and/or submits materials which do not meet the Campaign Rules and Expectations, they forfeit the opportunity to post information.
- Utilize HCPSS approved campaign platforms.

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SMOB Candidates MUST 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
- 2070 Ethics
- 8080 Responsible Use of Technology, Digital Tools, and Social Media
- 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

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Candidates may submit a 200 word limit statement to appear on the ballot for the general election.

- If the statement exceeds the 200 word limit, the statement will be cut off after the 200th word.
- If the statement does not follow the Campaign Rules and Expectations, the statement may not post to the ballot.
- If the candidate does not meet the deadline for sharing the statement, the ballot will show the candidate's name without a statement

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Role of the School Based Administrator

Per Policy 2010- School-based administrators at secondary schools are expected to:

- Meet with each Student Member of the Board applicant from their school to clarify expectations detailed in HCPSS policies and the Student Member of the Board Candidate Rules and Expectations, discuss the time commitment required by a Student Member of the Board, and answer questions.
- Serve as the initial point of contact regarding questions or concerns that may arise during the campaign process and following the election of the Student Member of the Board of Education. The HCASC Advisor and Superintendent/designee will act as liaisons to the school-based administrator to students and Central Office leadership.
- Promote information about the Student Member of the Board of Education, student delegate selection process, Student Convention, Student Representatives, and election to the students, staff, and school community on a regular basis throughout the school year.
- Follow the Convention Guidebook now known as the [Student Member of the Board Process Portal](#) and expected timeline for the delegate selection processes and convention.
- Confirm the applicant is eligible to participate in extracurricular activities according to HCPSS policy.
- Enforce all HCPSS policies and the HCPSS Student Handbook and consider any disciplinary measures that may be taken based on the violation of the rules and expectations contained in those documents.
- Ensure applicants/candidates comply with the Student Member of the Board Candidate Rules and Expectations, the HCPSS Student Code of Conduct, and all HCPSS policies throughout the election process. Students who fail to comply with HCPSS policies and expectations may receive discipline in alignment with HCPSS Policy 9200 Student Discipline. Concerns should be relayed to their Community Superintendent when appropriate.

Role of the School Based Administrator Continued

Per Policy 2010- School-based administrators at secondary schools are expected to:

- Ensure HCPSS staff do not become involved in campaigning for or against either SMOB candidate during the SMOB election process
- Provide designated locations for school based campaign materials equally for both candidates.
- Promote campaign events hosted and supported by HCASC and HCPSS.
- Refrain from endorsing any one candidate over another.
- Ensure candidates and campaign staff are held accountable to the expectations set forth in this document, all HCPSS policies, and the Student Code of Conduct.
- Investigate all alleged violations of all HCPSS policies, the rules and expectations defined in this document and HCPSS Policy 2010 in a prompt and timely fashion and share outcomes with the Community Superintendent and Superintendent's Designee.
- Select a method to identify Student Representatives who will attend Board of Education meeting and work with the school based administrator to share BOE information and topics with the school community.
- Align school based elections with the SMOB election. Allocate time during a class period and utilize secure, individualized ballots to hold general election.
- Consider holding an additional selection process for Student Representatives in the fall of the following school year to engage incoming students.



My signature indicates I read and understand the Policy 2010 Student Representation Rules and Expectations.

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Print Student Name

Signed Student Name and Date