



**Provo City School District
Policy Series: 1000 Board of Education**

**Policy No. 1110
Procedure 2**

Student Advisory Council (SAC)

To further the Board of Education's desire to obtain student voices as it considers policy and governance, a Student Advisory Council will be created that represents each of the three high schools in Provo City School District.

Purpose

There are three main purposes for creating a Student Advisory Council:

1. To broaden the scope of student perspectives on matters the board is discussing.
2. To encourage more of a liaison function between students throughout the district and the board.
3. To allow Student Board Members an opportunity to lead the Student Advisory Council to better inform the Board of Education of student viewpoints.

Eligibility

The Board asks that each high school principal select representatives from their school to participate monthly in the Student Advisory Council. Timpview and Provo High Schools will have four representatives each, and Independence High School will have up to two members. Eligible students will be enrolled as full-time students in a high school in Provo City School District. The students must be a senior during the intended year of service.

The following additional eligibility criteria are required:

1. Student Advisory Council members must be willing to commit the necessary time to attend meetings with their Student Board Members and Board of Education representatives. This assignment will require 1-2 hours of time per month.
2. The student must have a good attendance record so that missing school for a monthly meeting will not put them behind in their academic coursework.

3. The student should have a record that is clear of truancies and major disciplinary infractions for at least twelve months prior to taking on this assignment. This includes violations of state/municipal laws.
4. It is preferable for these Student Advisory Council members to have a cumulative GPA of 2.7 or higher to ensure that their path toward graduation is in no way impeded by their participation. If an exception must be made, the principal will work with District Leadership to ensure that the student's participation does not place them at risk of not graduating. Members of the Student Advisory Council cannot have failing or incomplete grades during the time in which they serve. In the event that a student member's final academic grades fall below the minimum standard, District Leadership will work with the principal to determine the best course of action.
5. Student Advisory Council members are selected in August and will serve until May the following year.
6. Principals are encouraged to choose students that may meet one or more of the following criteria:
 - a. Students that are passionate about current events and education in general.
 - b. Students that would be representative of different groups across the school (i.e. athletes, performing or visual arts, LIA, student government, National Honors Society, club leadership, students who might not be represented in other parts of their school but have a strong connection with others)
 - c. Students that enjoy problem-solving with their peers and with adults in leadership roles.
 - d. Students who want to understand more about the local governing process.
 - e. Students who desire to make a difference in their school community.

Role

Student Advisory Council members will meet with the two Student Board Members, a member of the District Cabinet, and Board of Education members once a month to discuss policies, procedures, and decisions for which the Board of Education wants input. Student board members will create the agenda for these meetings, and Student Advisory Council members will be notified of key topics prior to the meeting so they can be prepared to share their perspectives with District Leadership and with the Board of Education.

Student Advisory Council members will attend a retreat in September that informs them of their role and the important voice they have within the Provo City School District. Student Advisory Council members will also be invited to attend a Day at the Capitol during the Utah Legislative Session to speak with legislators about issues relevant to education.

Attendance and Participation at Student Advisory Council Meetings

Student Advisory Council members should attend their monthly meetings. If they are unable to attend, they should notify their Student Board Member and District Leadership representative.

Student Advisory Council members should feel comfortable as they provide feedback and insight to members of the Board of Education about issues that are directly impacting students. They will build relationships with board members and communicate with them at meetings to represent the voices of students across the district.

Expectations and Responsibilities

The Student Advisory Council Members should:

1. Be prepared to participate fully in monthly meetings with their peers and board members.
2. Be respectful and courteous with board members, other Student Advisory Council members, and district leaders in meetings and in public.
3. Make every effort to represent all students throughout the district.
4. Get to know the Board members, utilizing opportunities to talk with them informally.
5. Contribute to the discussion by providing student insight and comment on policies, procedures, and decisions.
6. Refer requests to action via the correct administrative channels.

Board Member and Administrator Mentorship

The Board will designate a member of the Board and a member of the District Leadership Team to serve as mentors for the Student Advisory Council members. Together, the board member and administrator will provide relevant and required training for council members.

Selection and Announcement

1. Students will be chosen by the principal of their respective high schools to serve as members of the Student Advisory Council.
2. The decision and public announcement of the student officers selected will be made by September 1st.
3. Student Advisory Council Members will be introduced at a board meeting at the beginning of the year and then receive a recognition at the end of the school year.

Approved by the Board of Education: March 21, 2023

Revised: April 16, 2024