



KNOX COUNTY BOARD OF EDUCATION 2023-2024 STUDENT REPRESENTATIVE APPLICATION INFORMATION SHEET

The Knox County Board of Education seeks a student representative as a non-voting member. This position is to be filled annually by a Knox County high school senior.

The role of the student representative will be:

1. To provide student insight and perspective to the Board and school system administrators;
2. To serve as liaison to the students of Knox County Schools through established student government and other student communication networks; and
3. To report to students about the work of the school system and the Board of Education.

Eligibility requirements for the student representative will be:

1. To be a rising senior who has attended a Knox County public high school for one year in good standing;
2. To maintain a 2.75 minimum grade point average; and
3. To commit a minimum of 15 hours per month.

Responsibilities for the student representative will be:

1. To be a resident of Knox County and a senior in a Knox County high school;
2. To be bound by all applicable rules and regulations pertaining to the elected Board of Education members;
3. To maintain appropriate rules and regulations pertaining to the elected Board of Education members;
4. To participate in Board discussions, but not to make motions, vote, hold Board offices, or attend Executive Sessions;
5. To receive materials distributed to Board members, with the exception of materials relating to individual students, employees, and other confidential matters exempt from disclosure by law;
6. To receive services and support from the Board office and staff members with the prior approval of the Board Chair;
7. To be reimbursed for all expenses incurred while on Board business with prior approval of the Board Chair;
8. To attend and sit with Board members during monthly Board meetings which are held on Monday and Thursday evenings;
9. To meet with individual Board members for mentoring sessions up to once per month; and
10. To provide reports at Board quarterly work sessions.

Please email or fax COMPLETE APPLICATION PACKET (See APPLICATION CHECKLIST)

****No later than 4:00 p.m. on FRIDAY, MARCH 10, 2023****

****Email: terri.coatney@knoxschools.org or Fax 865-594-1629****

*****Typed or handwritten applications will be accepted*****

*****Handwritten applications should be completed using blue or black ink*****

*****Please do not use pencil!*****



KNOX COUNTY BOARD OF EDUCATION 2023-2024 STUDENT REPRESENTATIVE APPLICATION CHECKLIST

A complete application will include the following:

- This Application Checklist (signed by the student applicant)
- Application Form (completed by applicant and signed by parent/guardian)
- Resume (not to exceed 1 single-sided page) that includes:
 - Extracurricular Activities
 - Community Service
 - Leadership Roles
 - Academic Achievements
 - Awards
- Three Recommendation Forms
 - One principal or teacher recommendation
 - One extracurricular recommendation
 - One peer recommendation
- Proof of Grades
- Narrative/Essay (not to exceed 3 single-sided, double-spaced pages)

STUDENT APPLICANT STATEMENT

- **Please sign the statement below in order to apply and participate if selected.**
- **Return a signed copy of this checklist along with the other required documents as indicated on the information sheet to the Board of Education Executive Assistant by e-mail at terri.coatney@knoxschools.org or fax at 865-594-1629 no later than 4:00 p.m. on Friday, March 10, 2023.**
- **Keep a copy of all documents for your records.**

I have checked my application to ensure all required items listed above are included. I understand that this position will require a commitment of approximately 15 hours per month, attendance at 2-3 monthly Board meetings, and that I must meet all requirements described on the Application Information Sheet.

Applicant Signature: _____

Date: _____

Thank you for applying to be a student member of the Board of Education!



**KNOX COUNTY BOARD OF EDUCATION
2023-2024 STUDENT REPRESENTATIVE APPLICATION FORM**

Applicant's Full Name: _____

Gender (optional): Female Male

High School: _____ Grade: 9th 10th 11th 12th

Daytime Telephone: _____ Mobile Telephone: _____

Date of Birth: _____

Mailing Address: _____

City/State/ZIP: _____ Email Address: _____

***ATTACH UP TO THREE (3) SINGLE-SIDED, DOUBLE-SPACED PAGES
Please answer the following questions in an attached Narrative/Essay*.
(Handwritten in blue/black ink or typed – please do not use pencil!)***

1. Why do you want to be a student representative on the Knox County Board of Education?
2. What specific assets (personality traits, experience, knowledge, etc.) can you offer to the Board of Education?
3. What are your goals as the Board of Education Student Representative?
4. How will you communicate with the students you represent?

****Do not reference your name or school in the attached Narrative/Essay to allow for blind judging by the Board of Education Student Representative Selection Committee.***

PARENT/GUARDIAN PERMISSION

- Please complete and sign the permission statement below in order for your child/student to apply and participate if selected.
- Return a signed copy of this Application Form to the Board of Education Executive Assistant by e-mail at terri.coatney@knoxschools.org or fax at 865-594-1629 no later than **4:00 p.m. on Friday, March 10, 2023.**
- Keep a copy for your records.

I, _____, authorize _____
(Parent/Guardian – print full name) (Print Applicant's full name)

to participate in all Board of Education meetings and work sessions which requires a commitment of at least fifteen (15) hours per month. I have read and understand the commitment required for full participation and agree to support my child's involvement. I give my consent for use of photos for publicity and promotional purposes and I agree to submit Emergency Contact Information if my child is selected.

Parent Signature: _____ Date: _____

My child/student can participate with reasonable accommodations: Yes No

If No, please attach explanation, not to exceed one single-sided, single-spaced page.

KNOX COUNTY BOARD OF EDUCATION
2023-2024 STUDENT REPRESENTATIVE RECOMMENDATION FORM

Name of Student Applicant _____

The above-named student has applied for the position of Student Representative to the Knox County Board of Education for the 2023-2024 school year. Please complete the attached recommendation form and return to the student applicant or directly to the Board of Education Executive Assistant by e-mail at terri.coatney@knoxschools.org or by fax at 865-594-1629 by **4:00 p.m. on Friday, March 10, 2023**. The role, eligibility requirements, and responsibilities for this position are described below.

The role of the student representative will be:

1. To provide student insight and perspective to the School Board and School Administration.
2. To serve as liaison to the students of Knox County Schools through established student government and Youth Action Council communication networks; and
3. To report to students about the work of the Board of Education and school system.

Eligibility requirements for the student representative will be:

1. To be a rising senior who has attended a Knox County public high school for one year in good standing;
2. To maintain a 2.75 minimum grade point average; and
3. To commit a minimum of fifteen (15) hours per month to the Board of Education.

Responsibilities for the student representative will be:

1. To be a resident of Knox County and a senior in a Knox County high school;
2. To be bound by all applicable rules and regulations pertaining to the elected Board of Education members;
3. To maintain appropriate rules and regulations pertaining to the elected Board of Education members;
4. To participate in Board discussions, but not to make motions, vote, hold Board offices, or attend Executive Sessions;
5. To receive materials distributed to Board members, with the exception of materials relating to individual students, employees, and other confidential matters exempt from disclosure by law;
6. To receive services and support from the Board office and staff members with the prior approval of the Board Chair;
7. To be reimbursed for all expenses incurred while on Board business with prior approval of the Board Chair;
8. To attend and sit with Board members during monthly Board meetings which are held on Monday and Thursday evenings;
9. To meet with individual Board members for mentoring sessions up to once per month; and
10. To provide reports at Board quarterly work sessions.

PLEASE COMPLETE PAGE 2



2023-2024 STUDENT REPRESENTATIVE RECOMMENDATION FORM

Full Name: _____ Daytime Telephone: _____

Name of Student Applicant: _____

How long and in what capacity have you known the applicant? _____

Based on the description on Page 1 about the role, requirements, and responsibilities of the Knox County Board of Education student representative, why do you believe this applicant is a strong candidate for this position?

Please rate how well the applicant demonstrates the following characteristics on a scale from 1 to 10, 10 being excellent and 1 being very poor. Circle your rating.

Responsibility	1	2	3	4	5	6	7	8	9	10
Knowledge of School Issues	1	2	3	4	5	6	7	8	9	10
Interest in Politics	1	2	3	4	5	6	7	8	9	10
Communication Skills	1	2	3	4	5	6	7	8	9	10
Open Mindedness	1	2	3	4	5	6	7	8	9	10
Organization Skills	1	2	3	4	5	6	7	8	9	10
Confidence Working with Adults	1	2	3	4	5	6	7	8	9	10
Tactfulness	1	2	3	4	5	6	7	8	9	10
Accountability	1	2	3	4	5	6	7	8	9	10
Enthusiasm	1	2	3	4	5	6	7	8	9	10
Leadership Potential	1	2	3	4	5	6	7	8	9	10

Signature: _____ Date: _____

Please feel free to attach additional comments, not to exceed one single-sided, single-spaced page, about the applicant's strengths, challenges, interests, experience, accomplishments, abilities, potential, or anything else you feel is relevant.

Completed recommendation forms may be returned to the applicant for submission or e-mailed to the Board's Executive Assistant at terri.coatney@knoxschools.org or faxed directly to the Board of Education office at 865-594-1629 no later than 4:00 p.m. on FRIDAY, MARCH 10, 2023.

Thank you for assisting this student applicant!



KNOX COUNTY BOARD OF EDUCATION
2023-2024 STUDENT REPRESENTATIVE RECOMMENDATION FORM

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The above-named student has applied for the position of Student Representative to the Knox County Board of Education for the 2023-2024 school year. Please complete the attached recommendation form and return to the student applicant or directly to the Board of Education Executive Assistant by e-mail at terri.coatney@knoxschools.org or by fax at 865-594-1629 by **4:00 p.m. on Friday, March 10, 2023**. The role, eligibility requirements, and responsibilities for this position are described below.

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Leadership Potential	1	2	3	4	5	6	7	8	9	10

Signature: _____ Date: _____

Please feel free to attach additional comments, not to exceed one single-sided, single-spaced page, about the applicant's strengths, challenges, interests, experience, accomplishments, abilities, potential, or anything else you feel is relevant.

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Thank you for assisting this student applicant!



<u>Section J:</u>	Knox County Board of Education Policy		
Students	Descriptor Term:	Descriptor Code:	Issued:
	Student Representative to the Knox County Board of Education	J-450	2/08
		Reviewed:	Revised:
		11/22	12/22

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PURPOSE

The opinions and concerns of the students of Knox County Schools are important to the Board of Education. To increase Board awareness of the views of students, the Board shall have a Student Representative. The Student Representative will serve in a non-voting capacity, representing the interests of the students of Knox County Schools.¹

REQUIREMENTS AND RESPONSIBILITIES

The Student Representative shall:

- Be a resident of Knox County and a student in the Knox County Schools.
- Be enrolled as a senior at the start of the school year that the student is to serve.
- Participate in Board discussions, but will not have the right to make motions, vote, hold Board offices, or attend Executive Sessions.
- Be known as the Student Representative to the Board of Education and not a member of the Board.
- Serve not more than a single one-year term. The student representative will begin service on July 1 of the year of his or her election.
- Receive materials distributed to School Board members, with the exception of materials relating to individual students, individual employees, and other confidential matters exempt from disclosure by law.
- Receive services and support from the School Board office, with the prior approval of the School Board chairman.
- Be reimbursed for all expenses incurred while on School Board business, with the prior approval of the School Board chairman.
- Sit with Board members at the Board table.
- Be eligible to propose resolutions to the Executive Committee for consideration.

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SELECTION PROCESS

The Student Representative to the Board of Education shall be selected by May 1 of each year and will assume office on July 1.

The selection shall be by a committee composed of at least five (5) from the following:

- School Board member
- Assistant Superintendent of Strategy
- Knox County Schools Student Government Representative
- Mayor’s Youth Council Representative
- High School Administrator
- Community Representative
- Parent Representative
- Outgoing Student Representative

The selection committee members will be appointed by the Chair of the Board of Education on an annual basis by February.

Legal Reference:

1. T.C.A. § 49-2-202.

Approved as to Legal Form
By Knox County Law Director 11/11/2022
/Gary T. Dupler/Deputy Law Director