School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
November 21, 2025

Standard Operating Procedure
School Board Student Leadership Development Program

PURPOSE:

To create a process for the application and selection of School Board Student Leadership Development Program (SBSLDP) participants, and the timeline and agenda for related meetings.

SCOPE:

The SBSLDP includes students selected by each School Board Member through an application process in collaboration with the high schools and secondary schools. Once selected, the students participate in an orientation, regular meetings, a mock forum, and a mock work session. The program culminates in a completion ceremony celebrating the hard work of the student leaders.

The goal of the SBSLDP is to increase the students' knowledge of the workings of the School Board while offering training in leadership and communication skills. Students will learn to work collaboratively and eventually hold their own mock forum and work session.

ROLES:

Clerk's Team: Creation and distribution of the SBSLDP application. Collation and distribution of the applications to school administrators and School Board Members. Sending out acceptance and rejection letters to each applicant.

All SBSLDP materials and trainings will be the responsibility of the School Board Office and the Clerk's Team.

School Principals and Administrative Team: School principals and directors of student services will be responsible for creating a list of the top five candidate recommendations from their school's applications.

School Board Members: School Board Members will select and act as mentors for their selected applicant for the SBSLDP for the duration of the program.

School Board Staffers: Staffers may assist their School Board Members in evaluating the applications each year, but each School Board Member is ultimately responsible for their final applicant selection.

Student Representative: The Student Representative will assist in person SBSLDP cohort sessions and will act as the Meeting Manager for the Mock Forum and Mock Work Session.

TIMELINE:

Late August: Applications sent out from the School Board Office to schools (including principals and directors of student services) and through Infogram. Program information and application information will also be posted on the School Board website.

Late September/early October: Applications due from students to the School Board Office.

October: The School Board Office sends applications received to each high school and secondary school principal and director of student services. The principal's top five choices must be returned to the School Board Office by the end of October. Applications will be sent to School Board Members no later than October 31st.

November: School Board Members' send their top five choices to the School Board Office. The Clerk's Team will send out acceptance and rejection letters to all candidates by the Monday before Thanksgiving Break.

December: Orientation

January through March: Monthly Meeting of SBSLDP

April: Mock Forum

May: Mock Work Session and Program Completion Ceremony

GUIDELINES:

A School Board Member will serve as the program's liaison each school year and will be selected by the Board Chair and approved by the Board when it makes its committee and liaison assignments for that school year.

Magisterial Members will receive applications from only students who reside in their districts. At-large Members will receive the applications for all potential candidates. Upon request, Magisterial Members will be given all applications for their Magisterial District, not just the top 5 submitted by the principals and directors of student services.

School Board Members will communicate with the School Board Office to minimize duplicate applicant selection or more than one student being selected from the same school.

Selected applicants will receive the program timeline and dates upon acceptance to review for conflicts with their schedules.