



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"

Guidance for the Student Teen Election Participant (STEP) Program

In Reference to State Board of Education
Rule 160-5-1-.10
Student Attendance

REVISION 1

This is a companion document to the State Board of Education Rule 160-5-1-.10 Student Attendance. The purpose of this document is to bring clarity to the practical application of the State Board Rule and address topics covered in the rule with greater detail. It is not intended to state new law or supplant any federal or state laws, regulations, or requirements. Nothing in this manual should be seen as having the force of law. This manual should not be cited as law or as imposing any additional requirements or obligations outside the requirements of existing law.

This page intentionally left blank.

**Georgia Department of Education
Guidance for State Board of Education Rule
160-5-1-.10 STUDENT ATTENDANCE – STEP Program**

Table of Contents

| | |
|--|----|
| Table of Contents | i |
| Revision History | ii |
| 1. Student Teen Election Participant (STEP) Program..... | 1 |

Revision 1

**Georgia Department of Education
Guidance for State Board of Education Rule
160-5-1-.10 STUDENT ATTENDANCE – STEP Program**

Revision History

Revision 1 Initial release published on November 14, 2012

1. Student Teen Election Participant (STEP) Program.

The STEP program shall permit full-time public, private, and home schooled high school students to volunteer to work as poll officers during any primary, special, or general election.

Each local board of education and election superintendent shall be authorized to develop and implement through a coordinated effort a Student Teen Election Participant (STEP) program for public school students.

A student participating in the STEP program shall:

1. Be a United States citizen that is judicious, intelligent and upright;
2. Be a resident of or otherwise employed by the county in which they are appointed or, in the case of municipal elections, residents of or otherwise employed by the municipality in which the election is to be held or of the county in which that municipality is located,
3. Be 16 years of age or over,
4. Be able to read, write, and speak the English language.
5. Have demonstrated age-appropriate academic ability for the previous school year;
6. Have a Georgia driver's license or Georgia state-issued identification card;
7. Have a history of responsible school and community behavior.

No poll officer shall be eligible for any nomination for public office or to be voted for at a primary or election at which the poll officer shall serve. No person who is otherwise holding public office, other than a political party office, shall be eligible to be appointed as or to serve as a poll officer. A parent, spouse, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law of a candidate shall not be eligible to serve as a poll officer in any precinct in which such candidate's name appears on the ballot in any primary or election.

Notwithstanding the preceding provisions, in the event that a municipal primary or election is held in conjunction with a regular county, state, or federal election, poll officers assigned by the county election superintendent to conduct such county, state, or federal election shall also be authorized to serve as poll officers to conduct such municipal election or primary and shall not be required to be residents of said municipality.

A student participating in the STEP program shall at all times while working as a poll officer remain under the supervision of an adult poll officer or manager who is 21 years of age or older.

Revision 1

**Georgia Department of Education
Guidance for State Board of Education Rule
160-5-1-.10 STUDENT ATTENDANCE – STEP Program**

No student under the age of 18 shall be permitted to participate in the STEP program without the written authorization of his or her parent, legal guardian, or by the student if he or she is an emancipated minor and such other documentation as may be required by the local board of education or election superintendent.

A student in the STEP program shall work a minimum of four but not more than six hours during a single election day and shall receive age-appropriate training for serving as a poll officer.

A student who successfully participates in the STEP program shall be counted as present and given full credit for the school day during which he or she served in the STEP program.

No student shall be permitted to be absent from school to participate in the STEP program for more than two school days per school year.

If the election superintendent and local board of education develop and implement the STEP program, they shall adopt mutually agreed upon rules, regulations, and policies prior to the initiation of a STEP program.