

**DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD**  
**BOARD POLICY / REGULATIONS**

**Board Policy Number:** 5.25  
**Subject:** Student Trustee  
**Effective Date:** (598) March 23, 2007; Revised (308) November 22, 2011

It is the policy of the Dufferin-Peel Catholic District School Board that two Student Trustees be elected to the Board to serve for a term of one year. The inclusion of Student Trustees enables the perspective of students to be considered in the decisions of members of the Board, and provides students with valuable learning experiences.

One Student Trustee will be elected from the Mississauga Families of Schools and one from the Brampton/Caledon/Dufferin/Malton Families of Schools.

Board policy shall be in accordance with Ontario Regulation 07/07, made under the *Education Act*, and with any policies and guidelines established by the Minister under paragraph 3.5 of subsection 8 (1) of *the Act*. The Regulation was last amended on March 1, 2011.

**1.0 Eligibility**

A person is qualified to act as a student trustee if he or she is enrolled in a senior division of a school of the board and is,

- a) a 'full-time pupil' **or**
- b) an exceptional pupil in a special education program for whom the board has reduced the length of the instructional program on each school day under subsection 3 (3) of Regulation 298 of the revised Regulations of Ontario, 1990 (Operation of Schools – General) made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced; **and**
- c) Must be Catholic
- d) Shall, if under the age of 18, provide written confirmation of support and acknowledgement of their responsibilities from their parent/guardian;
- e) Shall sign a Confidentiality Agreement;
- f) Be willing to commit the necessary time to attend meetings and perform the duties and responsibilities of a Student representative;
- g) Shall acknowledge the responsibilities and consequences of becoming disqualified.

## **2.0 Responsibilities**

The responsibilities of the Student Trustee include the following:

- a) To regularly attend Board meetings and the Committee of the Whole In-Camera sessions. Student trustees are to be excused from discussions in which the subject matter includes intimate, personal or financial information of a member of the Board or committee, an employee or prospective employee of the board or a pupil or his or her parent(s) or guardian(s).
- b) To be knowledgeable about, and comply with Board By-Law/Policies/Regulations and the Trustee Code of Ethics.
- c) To maintain on-going contact and dialogue with Student Councils throughout the Board to ensure that the interests of students continue to be represented on the Board;
- d) To serve as a student liaison representative for the Board at various events.

## **3.0 Term of Office**

The term of office for Student Trustees shall be one year commencing August 1 to and including July 31 of the following year.

## **4.0 Travel**

In all cases where the Student Trustees travel outside the jurisdiction of the Board, in carrying out their duties as Student Trustees, and where they are under the age of 18, written parent/guardian consent is required.

## **5.0 Mentors**

Each of the Student Trustees will be assigned a member of the Board to serve as their mentor during the student's term of office.

## **6.0 Disqualification**

A Student Trustee, who ceases to be qualified, must resign from the position. The Principal/or designate of the Student Trustee will monitor their qualification and apprise the Chair of the Board should any concerns arise during the student's term of office.

## **7.0 Vacancy**

In the event a vacancy arises prior to the expiration of the term of a Student Trustee, it will be filled in accordance with the process outlined in the Regulations hereto.

## **REGULATIONS**

### **5.25 STUDENT TRUSTEE**

#### **1.0 Election Process (Indirect Elections)**

An election shall be held no later than April 30 in each year. The Student Trustees shall be elected via the following procedure:

- a) By the end of March of each year, the Principal of each secondary school will meet with interested candidates from the student body to discuss the role, the commitment and the responsibilities, of a Student Trustee;
- b) The Principal will counsel the members regarding the academic and behavioural expectations and the workload for the position of Student Trustee;
- c) Each Candidate for the position of Student Trustee will submit a completed Application for Student Trustee to his/her Principal.
- d) In consultation with the Principal and the Student Council Advisor, the Student Council cabinet will nominate a candidate from their ranks;
- e) In April, the appropriate Instructional Superintendent will convene a meeting of all candidates and the Student Council Prime Ministers.
- f) Candidates will have an opportunity to make presentations that speak to their suitability to represent the interests of students on the Board.
- g) The Student Council Prime Ministers will elect two candidates in accordance with Board-approved procedures.
- h) Before April 30<sup>th</sup>, the appropriate Instructional Superintendent will advise the Board of the Student Trustees elected;
- i) The names of the two elected Trustees are to be provided to the Ministry within 30 days after the election or the by-election.

#### **2.0 Orientation**

Orientation for the newly-elected Student Trustees will be the responsibility of the Chair of the Board.

#### **3.0 Honorarium**

The Student Trustees are each entitled to receive an honorarium from the Board, in the amount of \$2,500.00, or an amount pro-rated, as necessary.

The specifics of the honorarium will be communicated to the Student Trustees, prior to the commencement of their Term.

The Student Trustee shall be reimbursed for out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a Student Trustee.

#### 4.0 **Disqualification**

A Student Trustee must resign his or her position as a Student Trustee if he/she is no longer qualified to act as a Student Trustee.

A Student Trustee will not be qualified to act as Student Trustee if he/she is not a full-time pupil of the Board; **is suspended or expelled;** and/or is serving a sentence of imprisonment in a penal or correctional institution.

#### 5.0 **Vacancy**

If the Board determines that a vacancy shall be filled, the appropriate Instructional Superintendent shall commence the process of a by-election.

#### 6.0 **Voting**

The Student Trustee may call for a non-binding, advisory vote during public Board meetings, in-camera meetings, and committee meetings where they serve as a member. In such a case, there must be two votes:

- a) A non-binding vote that includes the Student Trustee's vote; and
- b) A recorded binding vote that does not include the student trustee's vote.
- c) The Student Trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter. If the motion is not moved by a member of Board or of committee, the record shall show the suggested motion.

#### 7.0 **In-Camera Meetings**

Student Trustees may attend In-Camera meetings, pursuant to section 207(2), when the subject matter under consideration involves:

- a) The security of the property of the Board;
- b) The acquisition or disposal of a school site;
- c) Decisions in respect of negotiations with employees of the Board, or
- d) Litigation affecting the Board.

**The Student Trustee may not attend In-Camera meetings in the following circumstances:**

- a) The Student Trustee declares an interest; and/or
- b) Any of the subject matter, including the subject matter in subsections a), b), c) and d) above, reveals intimate, personal or financial information in respect of a member of the Board or a Committee, an employee or prospective employee of the Board, or a pupil or his or her parent(s)/guardian(s).

#### **Access to Board Resources**

Student Trustees have the same access to professional development opportunities, conferences, etc., as provided to Board members. The Student Trustee shall have the same access to material and information as Trustees to allow for participation at meetings of the Board and at meetings of Committees of the Board.