



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES STUDENT TRUSTEES

1. The Student Trustee shall have the qualifications of a Catholic Trustee, except for age. As outlined under paragraph 3.5 of subsection 8(1) of Reg. 07/07 of the Education Act:  
  
A person is qualified to act as a student trustee if he or she is enrolled in the 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.
2. The Student Council of each secondary school shall advertise and obtain written applications from senior Catholic students for the position of Student Trustee on the Board.
  - a) From these written applications, each secondary school will conduct an election not later than April 30 in each year.
  - b) The secondary school Principal shall forward the names of his/her respective Student Trustees to the Director of Education immediately following the election in any year. It is the intent of this policy that there will be two Student Trustees for the school board. In order to allow for some sustainability and retention of knowledge, it is recommended that Student Trustees be elected at the end of their second year of secondary school (i.e., end of Grade 10). This will permit the Student Trustee in his/her second year of office to mentor the Student Trustee in his/her first year of office.
  - c) The Board shall provide the Ministry with names of the elected Student Trustees not later than 30 days after the date of the elections.
  - d) Unless otherwise arranged, the term of office for all Student Trustees will be two years in length. The term starts on August 1 of the year in which they are elected and ends July 31 the second year following.

3. The filling of a vacancy shall be the same as the procedure used for appointing a new Student Trustee. The replacement shall complete the term of the departing Student Trustee.
4. The Board shall reserve the right to disqualify a Student Trustee if actions of the said student are unacceptable to the Board. Unacceptable actions include, but are not limited to, committing a serious breach of his/her school's code of conduct and/or demonstrating actions or values that are incompatible with the position of Catholic Student Trustee. In addition, a Student Trustee is disqualified if s/he is no longer a student at the board's secondary school.
5. In the unlikely event that a Student Trustee engages in actions that are unacceptable to the Board, before disqualifying a Student Trustee, the Director of Education or designate will conduct a thorough investigation of the Student Trustee's alleged behaviour, in concert with the school Principal, Chair of the Board, Vice-Chair of the Board, and superintendent responsible for Student Trustees. Where required, advice from OSTA, OCSTA, the board's legal counsel, law enforcement officials, and/or other third parties may be sought to determine appropriate consequences and next steps. Depending upon the age of the Student Trustee at the time of the infraction, parental involvement may be required or requested.
6. Student Trustees are not Board members and therefore not entitled to a binding vote (i.e., their vote does not count). Where legislation requires that a committee must include one or more members of a Board, a Student Trustee cannot count as one of these members, since a Student Trustee is not a "member of the Board".
7. Student Trustees shall have at least the same opportunity for participation at meetings of the Board and at meetings of Committees of the Board as a Board Member has [Reference: Education Act, Reg. 461/97 3.(4)], subject to the limitations set out in subsections 55 (3) and (5) of the Education Act.

The Education Act requires that all Board meetings be open to the public and that all committee meetings also be open, except those "when the subject matter under consideration involves:

- a) The security of the property of the Board;
- b) The disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board, or a student or his or her parent or guardian;
- c) The acquisition or disposal of a school site;
- d) Decisions in respect of negotiations with employees of the Board; or

e) Litigation affecting the Board.”

Subsection 55(5) of the Act provides that student trustees may attend all of these closed meetings, with the exception of (b), those that require “the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian.” In other words, a student trustee may attend any in camera meeting except those portions of it, if any, where there is “disclosure of intimate, or personal financial information.”

8. As representatives of the board, Student Trustees will, under normal circumstances and subject to board finances, be eligible to travel to and participate in two face-to-face trustee conferences within Ontario each year, with parental permission. Approval for attending such conferences must be sought in accordance with Policy 2007 - Trustee Expenses. It is expected that Student Trustees provide an update to the Board of Trustees at the open meeting following the conference they attend.

Additionally, the board recognizes that some Student Trustees might wish to pursue leadership and/or executive positions at the provincial level with OSTA. Should a Student Trustee be selected for an executive position within OSTA, the board will develop a cost-sharing plan with OSTA so that the Student Trustee can attend at least half of all executive meetings in person. Participation in the remaining executive meetings will be virtual. Alternatively, should the Student Trustee wish to attend all executive meetings in person, s/he may attend the remaining meetings at his/her own personal expense.

9. The Student Trustee shall be reimbursed for out-of-pocket expenses reasonably incurred in connection with the carrying out of his/her responsibilities on behalf of the Board. [Education Act, Reg. 07/07 8.]. The same request, approval, and reimbursement guidelines outlined in Policy 2007 - Trustee Expenses will also apply to Student Trustees.
10. Each Student Trustee will receive an honorarium of \$2,500 per year if the Student Trustee holds office for a complete year. The \$2,500 honorarium will be prorated to the proportion of a term for which the Student Trustee holds office, if the Student Trustee holds office for less than a complete term of office.
11. Upon successful completion of the Student Trustee’s term, the Board will suitably recognize him/her by, at a minimum, including a notation in the student’s Ontario Student Record and providing him/her with a letter of service signed by the Chair of the Board.