



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

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**Section: Board and Community**

- **General**

**Policy: STUDENT TRUSTEES**

**Policy Code: B-1.5**

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The Kawartha Pine Ridge District School Board recognizes the benefits which accrue when students are involved fully in the planning of their education, and this is especially true in the process of decision making. To enable students to participate in this manner, two positions of Student Trustee have been established. Student Trustees shall sit at the Board table in open meetings and committee meetings, and may, where appropriate, attend in-camera meetings.

It is expected that students who serve as Student Trustees will bring student perspectives directly to the Board, will develop as leaders, and will assist the Board in achieving a better understanding of educational issues among students.

### **1. Role and Responsibilities of Student Trustees**

- 1.1 Student Trustees are expected to attend all open sessions of Board meetings.
  - 1.1.1 Incidents of irregular attendance, including but not limited to missing three consecutive Board meetings, shall be submitted by the Chairperson of the Board to the Student Leadership Group for review and recommendation to the Board Chairperson who will submit it to the Board for review and possible action in accordance with Section 4.2 of this policy.
  - 1.1.2 Student Trustees shall notify the Director's Office if unable to attend a Board meeting.
  - 1.1.3 Student Trustees will submit a "Student Trustee Report" for inclusion in Board meeting agendas, and will speak to this report at the Board meeting.
  - 1.1.4 Student Trustees are not members of the Board.
  - 1.1.5 Student Trustees will not count for quorum at Board meetings.
  - 1.1.6 Student Trustees will operate within Board policies and procedures and comply with all relevant legislation including the Education Act and the Municipal Freedom of Information and Protection of Privacy Act.
- 1.2 Student Trustees will be able to participate in the examination and discussion of matters brought to the Board table in the same manner as a Trustee.

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- 1.2.1 Student Trustees will have the right to participate in discussions at all open and in-camera session meetings of Board and committees, with the following exception:  
Student Trustees are not permitted to attend in-camera sessions of either the Board or Board committee meetings when the subject matter under consideration involves 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 pupil or his or her parent or guardian.
- 1.2.2 Student Trustees are not entitled to move a motion, but are entitled to suggest a motion on any matter at a Board or committee meeting on which the Student Trustee sits. If no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.
- 1.2.3 Student Trustees are not Board members and therefore not entitled to a binding vote.
- 1.2.4 A Student Trustee has the right to have their non-binding vote recorded in the Board Minutes if she or he requests it.
- 1.2.5 A Student Trustee may request that a matter before the Board or any of its committees be put to a vote, in which case there must be two votes:
  - 1.2.5.1 a non-binding vote that includes the Student Trustee's vote; and
  - 1.2.5.2 a recorded binding vote that does not include the Student Trustee's vote.
- 1.3 A Student Trustee will have authority to act on behalf of the Board only where authority has been explicitly and specifically delegated, and act in good faith and within Board policy.
- 1.4 In preparation for meetings of the Board and its committees, Student Trustees shall receive and review regular copies of the open session agenda packages and minutes, which shall be forwarded to Student Trustees in a manner consistent with other Trustees. Student Trustees, upon request, shall receive and review sanctioned copies of the in-camera agenda packages and minutes.
- 1.5 Student Trustees will be encouraged to be actively involved with the Student Leadership Group and the Ontario Student Trustees' Association.

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- 1.6 Student Trustees shall report back to the Student Leadership Group on a regular basis and shall solicit ideas and opinions about matters coming before the Board. Student Trustees will be encouraged, through the Student Leadership Group, to provide occasional reports to all students through several of the following means: a newsletter, e-mail, assemblies, and school meetings.

### **2. Term of Office for Student Trustees**

- 2.1 A student will serve as Student Trustee for one school year, unless the position is vacated in accordance with Section 4 of this policy.
- 2.1.1 Each term shall begin August 1 and cease on July 31.
- 2.1.2 In-coming Student Trustees will be elected by the end of February, to permit the in-coming Student Trustees to attend meetings with the incumbent Student Trustees in order to prepare the in-coming Student Trustees for the responsibilities once appointed.
- 2.1.3 Student Trustees will be appointed by the Board by May 31. The appointment, shall come into force on August 1.
- 2.1.4 Boards are required to provide to the Ministry of Education the names of elected Student Trustees, within thirty days after the election.

### **3. Qualifications of Student Trustees**

- 3.1 Student Trustees must be registered in the senior division on August 1 following the election, at a Kawartha Pine Ridge District School Board secondary school, and be:
- 3.1.1 a full-time pupil, or
- 3.1.2 an exceptional pupil in a special education program for whom the Board has reduced the length of the instructional program.
- 3.2 To qualify for the position of Student Trustee, the student must be at least sixteen years of age and no more than twenty-one years of age during the term.
- 3.3 Parental permission to be appointed as a Student Trustee must be obtained for any student under eighteen years of age at the time of appointment.

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- 3.4 All Student Trustees are to consult with parent(s)/guardian(s), teachers, and the school principal, to ensure the role of Student Trustee will have a positive impact on the student's regular school program.

### **4. Selection and Vacancy of Student Trustees**

- 4.1 Two Student Trustees will be elected by the Student Leadership Group, and be appointed by the Board, taking into account geographic representation where possible.
- 4.1.1 In an effort to ensure that all students within the Board have an opportunity to compete for the position of Student Trustee, the Student Leadership Group shall ensure timely communication with all secondary schools and the school student councils. This will include relevant information about the Student Trustee position and the application requirements.
- 4.1.2 All students who qualify in accordance with Section 3 of this policy may apply to the Student Leadership Group to become a Student Trustee.
- 4.1.3 The Board will be provided with copies of all information provided by the Student Leadership Group to schools and students as part of the search for Student Trustees.
- 4.1.3.1 Board members are encouraged to attend secondary schools to explain the role of Student Trustees on the Board.
- 4.2 Any Trustee of the Board may on an in-camera motion recommend the removal of the Student Trustee.
- 4.2.1 Student Trustees may be present and make submissions at the in-camera meeting of the Board.
- 4.2.2 A decision of the Board to remove the Student Trustee shall be made on a two-thirds majority vote.
- 4.3 The Student Leadership Group may at any time recommend to the Chairperson of the Board the removal of a Student Trustee by the Board.
- 4.3.1 The Chairperson of the Board shall bring a motion, consistent with the recommendation of the Student Leadership Group, at the next appropriate in-camera meeting of the Board.

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4.3.1.1 Student Trustees, as well as a representative of the Student Leadership Group, as determined by the Student Leadership Group, may be present and make submissions at the in-camera session of the Board.

4.3.2 A decision of the Board to remove a Student Trustee shall be made on a two-thirds majority vote.

4.4 A Student Trustee may at any time resign from the position of Student Trustee.

4.5 Where the position of Student Trustee is vacated as a result of a decision of the Board, by resignation or disqualification, the Student Leadership Group will hold a by-election to elect a Student Trustee for the remainder of the term.

4.5.1 The Board shall appoint the elected Student Trustee unless the individual has previously served as a Board Student Trustee for all or part of any term as the Student Trustee.

### **5. Student Leadership Group**

5.1 The Board recognizes the Student Leadership Group, a body of secondary school students who are organized and operate in accordance with the Student Leadership Group Constitution. The Student Leadership Group consists of students from each secondary school (Student Council).

5.1.1 The Student Leadership Group will begin each meeting with an acknowledgement that the group is meeting on the traditional territory of the Mississauga First Nations.

5.1.2 The Board will provide an annual operating budget for the Student Leadership Group according to Ministry funding.

5.1.2.1 Student Leaders will be reimbursed for travel expenses at the Board approved rate in accordance with current Board policy, on Board approved activities.

5.2 At the request of any Board or committee chairperson, the Student Leadership Group shall appoint one student representative from the Student Leadership Group to serve on that committee.

5.2.1 Where appropriate Board committees are strongly encouraged to solicit student involvement.

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5.2.1.1 Students would be responsible to the committee chairperson and would be expected to attend committee meetings regularly.

5.2.1.2 The student shall notify the office of the committee's administrative resource person if the student is unable to attend a meeting.

5.2.1.3 The student will not count for quorum.

5.2.1.4 In the case of irregular attendance or any breach of conduct, the committee chairperson will refer the matter to the Student Leadership Group.

### **6. Student Trustee Resources**

6.1 The Vice-chairperson of the Board, or designate, will act as a Student Trustee Mentor to Student Trustees.

6.1.1 The designation of Student Trustee Mentor shall be made by the Chairperson of the Board in consultation with the Student Trustee, the Trustee being considered, and the Director of Education.

6.1.2 Existing Student Trustees will be asked to play a role in orientating the in-coming Student Trustee representative to the Board.

6.2 Once elected, the Board will provide Student Trustees with an orientation package.

6.2.1 The Board will provide Student Trustees with a resource list of federation and union representatives, senior administration, Trustees and representatives of non-union groups.

6.3 The Board shall reimburse Student Trustees for expenses while on approved Board business in accordance with Board policy.

6.4 The Board will provide Student Trustees with reasonable access to resources for the purpose of fulfilling the duties, including a computer, a cell phone, voice-mail and email.

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## **7. Recognition for Student Trustees**

Student Trustees will receive an honorarium based on Ministry funding for the term August 1 to July 31. If a Student Trustee does not serve for a full term, then the amount is prorated. A Student Trustee may earn up to two independent study credits.

7.1 A Student Leadership Group advisor shall monitor the position and make a recommendation to the principal of the school the student attends.

The Board will provide documentation to the Student Trustee, and the student's home school, referencing the Student Trustee's contributions.

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Established: April 30, 1998

Revised/Reviewed: May 24, 2001  
June 20, 2002  
April 24, 2003  
April 26, 2007  
May 24, 2012  
May 24, 2017

June 21, 2018  
December 17, 2019