



# KENORA CATHOLIC DISTRICT SCHOOL BOARD

## Policy 18: Student Trustees

---

Student representation on the Board of Trustees is an essential component of trusteeship and student voice. Student Trustees serve a vital role in representing students in decisions about education and keeping their peers informed about important information across the Board. The Student Trustee is an integral part of the Board who represents the interests of students and serves as a model of servant leadership in the school and broader Kenora Catholic District School Board community.

The Kenora Catholic District School Board endorses a process where student representation is determined in an open and democratic manner.

This policy provides direction pertaining to the interests of students on the Board in accordance with the provisions of the Education Act, and guidelines issued by the Ministry of Education.

### 1.0 General

- 1.1. One Student Trustee will be known as “Student Trustee” and one Student Trustee will be known as “Indigenous Student Trustee”. As a pair they will be known as Student Trustees.
- 1.2. A Student Trustee of the Kenora Catholic District School Board is a role model of servant leadership for St. Thomas Aquinas High School, and the broader community.
- 1.3. The term of office of a Student Trustee may be one year or two years and starts on August 1 of the year in which the student trustee is elected.
- 1.4. No student shall be appointed for more than two, consecutive one-year terms.
- 1.5. Student Trustees shall attend all regularly scheduled Board meetings and committees on which Student Trustees serve and be present and participate in meetings of the Board that are closed to the public except where a meeting is closed under clause 207 (2) (b) of the *Education Act* or where the subject matter under consideration puts them in a conflict of interest. The Municipal

Conflict of Interest Act provisions that apply to members of the Board of Trustees apply to Student Trustees.

- 1.6. Student Trustees have a non-binding vote. Student Trustees do not have voting rights as per the Education Act.
- 1.7. A Student Trustee shall be paid an annual honorarium for each complete year that the student holds office in compliance with the applicable laws, including Ontario Regulation 7/07 under the Act. The specifics of the honorarium will be communicated to the Student Trustees prior to the commencement of their term. The honorarium will be prorated for the number of months served by a Student Trustee who does not serve a full term.
- 1.8. Student Trustees shall receive out-of-pocket expenses and travel expenses reasonably incurred in connection with carrying out the responsibilities of Student Trustees. Reimbursement shall be in accordance with the board policy for trustees.
- 1.9. The Chair of the Board shall appoint a Trustee or delegate to act as a mentor for the Student Trustees.
- 1.10. The Director of Education or designate shall act as the staff contact for the Student Trustees.
- 1.11. Once elected the Student Trustees automatically become a member of the Ontario Student Trustees' Association - l'Association des élèves conseillers et conseillères de l'Ontario (OSTA-AECO).
- 1.12. In preparation for their term of office, the newly elected Student Trustees attend at least two Board Meetings in May and June as observers, alongside the incumbent Student Trustees.
- 1.13. The Student Trustees will receive a Rite of Commissioning ceremony at the September Board Meeting commencing their term of office.

## 2. Qualifications

2.1. A student is eligible to be elected as a Student Trustee if they are:

- a) a full-time (i.e., in at least three credits per semester) student at St. Thomas Aquinas High School, enrolled in the senior division (Grade 11 or 12) at the time of their term as Student Trustee.

- b) a Canadian citizen
- c) must be a resident student of the Kenora Catholic District School Board.

If the student is running for the Indigenous Student Trustee position, they must be an Indigenous student from among students who self-identify as an Indigenous person.

### **3. Role and Responsibility of Student Trustees**

Student Trustees shall:

- 3.1.** Attend all regularly scheduled public Board meetings and committees on which the Student Trustee may be assigned. If a conflict prevents attendance at the meeting, notice must be sent to the Director of Education or designate prior to the start of the meeting. Student Trustees are responsible for arranging their transportation for board meetings and/or other Student Trustee duties.
- 3.2.** Represent the Board's students at public/official functions and on Board committees as assigned.
- 3.3.** The Student Trustee shall act on behalf of the Board only where authority has been specifically delegated by the Chair.
- 3.4.** The Student Trustee must make a reasonable effort to represent the interests of students from St. Thomas Aquinas High School.
- 3.5.** Provide leadership within the school to promote the distinctiveness and values of Catholic Education within the Kenora Catholic District School Board.
- 3.6.** Student Trustees are called upon to participate in and report on special projects for the Board. They represent the voice of students at St. Thomas Aquinas High School and are ambassadors that reflect the values of the Catholic school system and the Seven Grandfather Teachings.

### **4. Confidentiality**

- 4.1.** The Student Trustees must treat issues within limits of confidentiality and with discretion.

## 5. Disposition of Complaints

- 5.1. The Student Trustees shall follow the normal process of dealing with complaints, questions or suggestions regarding a school or service by advising the Principal, Superintendent of Education, or the Director of Education.

## 6. Elections

- 6.1. Each year, St. Thomas Aquinas High School will facilitate the election of one Student Trustees and/or one Indigenous Student Trustee, as required by upcoming vacant positions.
- 6.2. The Student Trustee and the Indigenous Student Trustee will be for a student who is in Grade 10 or 11 at the time of elections.
- 6.3. The Student Trustee will be elected from the student population and the Indigenous Student Trustee will be elected from the student population who self-identify as Indigenous.
- 6.4. Each student interested in running for the Student Trustee position will complete a Statement of Interest Form (Appendix A) and submit it to the Principal.
- 6.5. The Principal will review the Statement of Interest Form and sign it to indicate that the submission is complete and that the student meets the requirements to stand for election.
- 6.6. Statement of Interest Forms from all qualified candidates will be kept on file at St. Thomas Aquinas High School until the student's term of office is complete.
- 6.7. The Principal will arrange for a vote, either by paper or electronic, for the Student Trustee and the Indigenous Student Trustee. A team comprised of the Principal and delegates will supervise the voting process.
- 6.8. The Principal shall announce the result by declaring the student who has received a majority of the votes cast but shall not declare the count. All ballots shall be destroyed after the election is complete and the results have been declared.
- 6.9. In the case of a tied vote, the candidates shall draw lots to fill the position of Student Trustee. Ballots shall be prepared, in a number of equal to the number of candidates tied for office, with one ballot stating 'Student Trustee' and the remaining ballots blank. Each of the candidates tied for office shall draw a ballot, and the winner shall be the person who draws the ballot that states 'Student Trustee'.
- 6.10. Where there is only one student running for the office of Student Trustee, that student shall be acclaimed, eliminating the requirement for election.

- 6.11. The Principal shall forward the name(s) of the successful Student Trustee(s) to the Director of Education no later than April 20 of any given year.
- 6.12. The Board of Trustees shall, by formal motion, confirm the Student Trustee and the Indigenous Student Trustee at the first Board Meeting following elections.
- 6.13. The Board shall notify the Ministry of Education of the names of the Student Trustees elected no later than 30 days after the date of the election or by-election.
- 6.14. Student Trustees will represent the interest of students by fulfilling the roles and responsibilities of Student Trustees as outlined in 3.0 Role and Responsibility of Student Trustees of this policy.

## **7. Disqualification**

- 7.1. A Student Trustee who ceases to be qualified as a Student Trustee must resign as a Student Trustee. Student Trustees may be disqualified from office for the following reasons:
  - (a) as per trustee disqualification criteria outlined in the Education Act and Regulations.
  - (b) the Student Trustee ceases to be enrolled as a full-time student at St. Thomas Aquinas High School.
  - (c) the Student Trustee commits a serious breach of their school's code of conduct.
  - (d) the Student Trustee's behaviour is deemed to be incompatible with the roles and responsibilities of the position.
  - (e) a student who is serving a sentence of imprisonment in a penal or correctional institution is not qualified to be elected or to act as a Student Trustee.
  - (f) a decision of a majority of the board of trustees.
  - (g) Absence from three (3) consecutive board meetings will result in the disqualification of the student representative.

## **8. Resources and Training**

- 8.1 The Board of Trustees, via the Director of Education, shall provide an orientation session and ongoing support as needed throughout the term in office.
- 8.2 If opportunities and the trustee/school budgets permit, Student Trustees will participate in Catholic student leadership development activities associated with the fulfillment of the roles and responsibilities of the student trustee.

## 9. Filling of Vacancy

If the Board determines that a vacancy shall be filled, it shall be filled by means of a by-election, following the steps outlined in Section 6.

### References:

Education Act, Reg. 7/07 Student Trustees  
Education Act Reg. 354/18 Student Trustees  
Municipal Conflict of Interest Act 1997  
Ontario Regulation 298 (Operations of Schools - General)  
Ministry of Education Memorandum: Provisions with regard to Student  
Trustee, 2009  
Good Governance: A Guide for Trustees, School Boards, Directors of  
Education, and Communities, 2022-2026

### Other References:

Ontario Catholic Graduate Expectations  
Seven Grandfather Teachings

Approval Date: June 2006  
Date of Latest Review: June 2022, March 2023, March 2024  
Date of Latest Revision: June 2022, March 2023, March 2024

APPENDIX A

**Student Trustee Candidate  
Statement of Interest Form**

Thank you for your interest in the Student Trustee position. Student Trustee candidates are asked to complete this attestation:

*Please check all that apply:*



- I strive to be a role model of the Ontario Catholic Graduate Expectations (see below)
- I am a self-identified Indigenous (FNMI) person
- I am a Canadian citizen
- I am a student of the Kenora Catholic District School Board
- I am enrolled full-time at St. Thomas Aquinas High School (i.e., in at least three credits per semester), and I will be a full-time student next school year
- I will be a senior in Grade 11 or 12, next school year
- I am a positive role model for my school community
- I maintain regular school attendance and good academic standing

I \_\_\_\_\_ attest that the above information is accurate, and I wish to have my name stand for the position of Student Trustee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

## APPENDIX B

### Ontario Catholic Graduate Expectations

- **A discerning believer** formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
- **An effective communicator**, who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.
- **A reflective, creative and holistic thinker** who solves problems and makes responsible decisions with an informed moral conscience for the common good.
- **A self-directed, responsible, lifelong learner** who develops and demonstrates their God-given potential.
- **A collaborative contributor** who finds meaning, dignity and vocation in work, which respects the rights of all and contributes to the common good.
- **A caring family member** who attends to family, school, parish and the wider community.
- **A responsible citizen** who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.