



**POLICY SECTION:** Trustees  
**SUB-SECTION:**  
**POLICY NAME:** Student Trustee  
**POLICY NO:** T. 02

<b>Date Approved:</b> February 19 <sup>th</sup> , 2015	<b>Date of Next Review:</b> 2018	<b>Dates of Amendments:</b> February 23, 2012 – Board, January 26, 2012 – Board, 18 April 07; January 24, 2013
<b>Cross References:</b> Education Act, S. 55, Student Trustees · O. Reg. 07/07 · Trustee Services and Expenditures T.17		
Appendix A - Rights and Responsibilities of a Student Trustee Appendix B – Process for Election of the Student Trustee		

**Purpose**

This Policy provides direction on terms of reference and rules of engagement for two Student Trustees at TCDSB.

**Scope and Responsibility**

The policy extends to the election of two Student Trustees and their terms of reference, as well as rules of engagement while participating at Board and Committee meetings. The Director of Education, with the assistance of the Superintendent of Education for Curriculum and Accountability, is responsible for this policy.

**Alignment with MYSP:**

- Strengthening Public Confidence
- Excellence in Governance
- Fostering Student Achievement and Well-Being



**POLICY SECTION:** Trustees  
**SUB-SECTION:**  
**POLICY NAME:** Student Trustee  
**POLICY NO:** T. 02

### **Financial Impact**

Honoraria will be paid to Student Trustees, as well as reimbursement for approved expenses, as per the Education Act.

### **Legal Impact**

Generally, there is no significant liability associated with having Student Trustees participate at Committee or Regular Board meetings.

### **Policy**

In accordance with the provisions of the Education Act, the Toronto Catholic District School Board will establish and maintain two, full-year Student Trustee positions on its Board of Trustees.

### **Regulations**

1. The Toronto Catholic District School Board shall establish two Student Trustee positions to represent the interests of all students, and candidates for the position will be in the last two years of the intermediate division and in the senior division of the Board.
2. The Student Trustees may participate in TCDSB Board and Committee meetings, both in public and private session. A Student Trustee is not entitled to be present at a meeting that is closed to the public if 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 of the board or a pupil or his/her parent or guardian.
3. The student trustees will serve two successive one year terms beginning on August 1 of the year of election, following a transition period from May until July 31, in the first year of election.
4. Only one trustee will be elected each year. Each student trustee will be elected in March of their second year of secondary school, thus commencing their two year term. (The 2015 Student Trustee election will require two



**POLICY SECTION:** Trustees  
**SUB-SECTION:**  
**POLICY NAME:** Student Trustee  
**POLICY NO:** T. 02

trustees to be elected, one currently in their second year of secondary school and the second in their third year of secondary school.)

5. The student trustee elected may not be from the same secondary school as the student trustee who is currently mid-term.
6. The Student Trustees will serve as the Co-Chairs of the Catholic Student Leadership Impact Team (CSLIT). The CSLIT will hold at least one meeting per month during the school year.
7. In the event that a Student Trustee is unable to continue in the role, the second Student Trustee will continue with his/her duties, and the vacancy will be filled by the Director of Administrative Affairs of CSLIT until such time as a by-election is held and a new Student Trustee is elected.
8. Each secondary school will be entitled to put forward one candidate for election to one of the positions of Student Trustee in any given year.
9. Each candidate for the position of Student Trustee shall meet the following qualification criteria:
  - (i) be a Roman Catholic student enrolled at a Toronto Catholic District School Board secondary school, and during his or her term of office must be a full-time student;
  - (ii) be elected by the local student body;
  - (iii) receive the written approval of his/her parent(s)/guardian(s), unless 18 years of age, to stand for election and also present a letter of reference from a teacher, guidance counsellor or Principal;
  - (iv) maintain a grade average that will contribute to his/her successful graduation at the time of becoming a candidate for the position; and
  - (v) meet the eligibility requirements within the Education Act related to Catholic District School Board Trustees, excluding those related to age and residence.



**POLICY SECTION: Trustees**  
**SUB-SECTION:**  
**POLICY NAME: Student Trustee**  
**POLICY NO: T. 02**

10. The Superintendent of Education, Curriculum and Accountability Department or designate, shall establish procedures and include suitable orientation to assist the Student Trustees in fulfilling their roles and responsibilities.
11. The Student Trustees will provide a verbal report and/or written report at each regular Board meeting.
12. A Student Trustee may be disqualified from holding office for one or more of the following reasons:
  - (i) serious violation of the TCDSB Trustees' Code of Conduct;
  - (ii) disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee of the TCDSB or a student or his/her parent or guardian;
  - (iii) commission of a serious breach of his/her school's code of conduct;
  - (iv) demonstrated behaviour that is deemed to be incompatible with the role and responsibilities of the Student Trustee.
13. Student Trustees shall be entitled to reimbursement of out-of-pocket expenses as if they were members of the Board.
14. Student Trustees shall be paid an honorarium consistent with the provisions of the Education Act, which shall be prorated if the Student Trustee holds office for less than a full term.
15. Student Trustees have the same status as a Board member with respect to access to Board resources and opportunities for training.
16. The successful candidates elected/appointed to the position of Student Trustee will have prescribed rights and responsibilities. ([hyperlink to Appendix A: Rights and Responsibilities of the Student Trustee](#))
17. The procedure for election of Student Trustees is determined by the Board. ([hyperlink to Appendix B: Election of the Student Trustee](#))



**POLICY SECTION:** Trustees  
**SUB-SECTION:**  
**POLICY NAME:** Student Trustee  
**POLICY NO:** T. 02

18. Student Trustees shall be required to wear their school uniform or business attire when representing the Board at either internal or external board-related business meetings, or when meeting with other students in the Board in the capacity of student trustee.

19. The opportunity to earn a secondary school credit towards the Ontario Secondary School Diploma in the area of Co-operative Education, consistent with Ministry of Education policies and procedures, will be offered to the Student Trustees.

### **Definitions**

Not of significance in this policy.

### **Metrics**

1. Leadership of the Catholic Student Leadership Impact Team (CSLIT) through student feedback.