Lambton Kent District School Board

PROCEDURE NO: A-AD-123-18

ADMINISTRATIVE PROCEDURES

SUBJECT:	**Student Trustees**

Election Process

1. The election for Student Trustees will be held at the April meeting of the Student Senate.

2. Two Student Trustees will be elected by the members of Student Senate. The members of Student Senate will elect one student to represent Sarnia Lambton and one student to represent Chatham Kent.

3. One Indigenous Student Trustee will be elected by students who identify as First Nations, Métis, or Inuit (FNMI). Two students who identify as First Nations, Métis, or Inuit (FNMI) from each secondary school will be invited to attend the April Student Senate Meeting to act as an elector of the Indigenous Student Trustee.

4. Each secondary school may submit the name of one non-Indigenous student and one student who identifies as First Nations, Métis, or Inuit (FNMI) to be included on the ballot. The names, along with the completed application package, must be submitted to the Director of Education by March 31.

5. To be eligible, a student must plan to be enrolled fulltime in the senior division of a Lambton Kent District School Board secondary school for the following year or be 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. Members of the Student Senate are also eligible if they meet the criteria.

6. Candidates for the Student Trustee positions will be required to address the Student Senate. After a three to five-minute presentation, they will be required to respond to questions from the members of the Student Senate. This exercise provides the opportunity for candidates to describe their interest in the Student Trustee position and demonstrate their communication skills to the members of the Student Senate.

7. Members of the Student Senate will consider the content of the written application package as well as each candidate's oral presentation and responses when making their decision.

8. The vote will be conducted by secret ballot. The Indigenous Student Trustee will be elected by the students who identify as First Nations, Métis, or Inuit (FNMI) who are in attendance at the April Student Senate Meeting.

9. In the event of a tie vote for the positions, a second vote involving only those tied candidates will be held to break the tie. If a tie still persists, the tie shall be broken by lot. The candidates shall draw lots to fill the position.

Expectations of a Student Trustee

a) The Student Senate appointed Trustees would serve as the mentor/supervisor for the Student Trustees.
b) Student Trustees will attend all Board Meetings. The meetings are held on the second Tuesday of the month in Chatham (Chatham Education Centre), beginning at 7:00 p.m., and the fourth Tuesday of the month in Sarnia (Sarnia Education Centre), beginning at 7:00 p.m.
c) Student Trustees are encouraged to provide input at all Board Meetings.
d) Student Trustees may participate in the closed private Board Meetings as deemed appropriate under the Education Act.
e) Student Trustees may attend other Board committee meetings ~~of interest~~. Committee meetings are often held in the evenings.
f) The Director, or designate, will assist the Student Trustees in preparing and planning for Board and Committee meetings.
g) Student Trustees are responsible for their own transportation. Student Trustees will be reimbursed for travel and other eligible expenses according to LKDSB Policy and Regulations R-BU-502.

Credit for Community Activity Involvement

The Director of Education will determine, in consultation with the Student Trustees, the number of hours that should be credited toward the Community Involvement Activity requirement for the Ontario Secondary School Diploma. The Director of Education will verify the information on the Completion of Community Involvement Activities Form and sign the form for the Student Trustees.

Implementation Date: June 10, 1998
Revised: May 8, 2002; April 13, 2005; April 1, 2008, November 6, 2012
April 27, 2015, February 26, 2018

Reference: LKDSB Policy and Regulations

Lambton Kent District School Board

APPLICATION FORM

STUDENT TRUSTEE

PERSONAL DATA *(Please Print)*

Last Name: _____First Name: _____ Initial

School: _____

Grade: _____

Email address: _____

Application Form

1. EXTRA CURRICULAR ACTIVITIES

a) School connected activities: _____

_____

b) Community activities *(list any special skills, courses, certificates, hobbies, interests, teams, etc.)*

_____

3. APPLICANT'S RESUMÉ - *must be submitted with this application form*

4. TRANSPORTATION

As a Student Trustee, you will be responsible for your own Transportation (e.g. meetings will be held at various locations throughout the Lambton Kent District School Board).

5. REFERENCES

a) **Teachers in Support** *(at least three)*

i) _____
Name *Position*

ii) _____
Name *Position*

iii) _____
Name *Position*

b) **Students in Support** *(two)*

i) _____
Name *Position*

ii) _____
Name *Position*

c) **Community Reference** *(one)*

i) _____
Name *Position*

Application Form

6. PROGRAM KNOWLEDGE

Are you and your parents/guardians aware of the nature of this position: the length, the commitment required, as well as the possible cost? ☐ Yes ☐ No

It is to be understood that completion of this application does not mean acceptance into the position. Information will be used to help determine the most suitable candidates.

GENERAL EXPECTATIONS OF STUDENT TRUSTEE

- Attend all Board Meetings and participate in Board deliberations.
- Represent LKDSB Students at the Board table and provide the student perspective.

RISK MANAGEMENT POLICY: VEHICLES

The risk management policy with respect to the driving of owned or non-owned vehicles to or from the meetings, as well as during the co-operative education experience, is outlined as it pertains to students/parents.

1. Transportation to and from meetings is the student's responsibility. Students will receive compensation as outlined in the Board Regulations.

2. The student is appropriately licensed and insured to drive to meetings.

3. The insurer of the vehicle must respond to any insurance claim.

STUDENT

Personal information on this form is collected under the authority of the Education Act, and will be used to determine eligibility for acceptance as a Student Trustee.

I have read the statement of expectations on this application form and agree to abide by these to the best of my ability.

Signature of Student _____ Date _____

PARENT OR GUARDIAN

I hereby give my approval for _____ to apply for the Student Trustee position.

Signature of Parent/Guardian _____ Date _____