



PROCEDURE

Title: **STUDENT ADVISORY COUNCIL**

Procedure No.: **2010b**

Effective Date: **2002 Feb. 26**

Department: Director's Services – Board Services

Reference(s):

- Policy – Student Trustees on the Board
- Procedure – Student Trustees on the Board
- Education Statute Law Amendment Act (Student Performance), 2006, S.O. 2006. C.10 – Bill 78.

1.0 Purpose

The Thames Valley District School Board values student voice and engaging students in leadership opportunities where their opinions are valued, heard and respected. As members of the Board of Trustees, TVDSB elected Student Trustees lead the student voice opportunities through the consultation and engagement with Thames Valley's Student Advisory Council.

TVDSB's Student Advisory Council (SAC) will:

- a) assist the Student Trustees of the Board in determining the student-related priorities, gathering student opinion, and communicating TVDSB opportunities and initiatives with students at their respective schools;
- b) provide students with an opportunity for a larger, more cohesive voice, and a forum for the exchange of ideas through student voice events and initiatives; and
- c) allow for discussion and advice on students' interests and concerns related to Board matters
- d) encourage and promote student leadership opportunities with students at their respective schools, such as but not limited to, participation in future Student Advisory Council roles or the Student Trustee election process.

2.0 Composition of Student Advisory Council

The Student Advisory Council will consist of up to four students per secondary school which will comprise of:

- A maximum of two non-Indigenous students; and
- A maximum of two Indigenous students.

Administered By: **Director Services**

Amendment Date(s): 2006 Dec. 19, 2010 Feb. 09, 2019 April 23, 2021 May 18

In addition to Senators, each secondary school should also encourage participation of two or more Designates and Indigenous Designates. School representatives shall be referred to as Student Senators.

The Student Trustees shall:

- a) serve as Chair/s of the Student Advisory Council;
- b) prepare the agenda in consultation with adult advisors;
- c) ensure that minutes are recorded and distributed to each secondary school in the Board; and
- d) provide the Board with a summary of pertinent topics discussed at the meetings.

The following adult advisors will be available to assist and provide guidance to the Student Trustees and the Student Advisory Council:

- a) a member of Senior Administration, who serves as the Staff Advisor, as appointed by the Director of Education, and
- b) the Executive Assistant, Trustees' Office.

3.0 Selection Process

The selection of Student Senators will occur before October 1, so long as the School Year Calendar is not modified.

Information pertaining to the selection process will be provided from the Trustees' Office from the Staff Advisor and Executive Assistant assigned to Student Trustees.

Information will include advertisements for print and social media, nomination forms, and an outline of the role and responsibilities of Student Senators. The opportunity is extended to all students in Grades 9-12.

Secondary School Administrators are to be actively engaged in the promotion of this opportunity to the entire school population and encourage other staff members to also promote this opportunity to the student population. Each school is to determine a panel of staff, representing different roles within the secondary school (e.g., Learning Support Teacher, ESL Staff, First Nation, Métis and Inuit Counsellor, Indigenous Graduation Coach, Student Success/ Guidance Staff, Administration, etc.) to review the applications. Dates are to be provided to the student population to allow for applications to be submitted, reviewed and for the panel to select the Student Senators and Delegates. Representation should be aligned with the requirements set out in Section 2.0.

Every effort is to be made to encourage opportunities for this leadership position to student leaders who reflect and affirm the diverse identities of students within the

school. Accommodations are to be provided to students who require it during the selection process (e.g., use of technology, translation of materials, format of application).

4.0 **Senators' Role and Responsibilities**

Student Senators are to:

- a) represent their school's student body (e.g., student interests, concerns, barriers);
- b) liaise between the SAC and their individual school;
- c) promote topics to be discussed at SAC to their school community or through school-based communications (e.g., announcements, social media) in order to gain input from the student body of their school;
- d) communicate to their school community and Students' Council relevant topics discussed/decided on at the SAC meetings;
- e) attend all SAC meetings or appoint a Designate to attend to represent their school;
- f) work collaboratively with Student Trustees to promote initiatives, determine student concerns, gather student opinion and communicate with students;
- g) participate in and assist (as needed) the Student Trustees with the planning and promotion of the Student Leadership Conference;
- h) develop and promote positive connections with other secondary schools;
- i) implement any action items from SAC in their school;
- j) be a positive ambassador for students of all identities and leader in their school and community; and
- k) advise the Student Trustees on matters of student well-being and achievement to be brought forward to the Board.

5.0 **Organization of Student Advisory Council**

The general organization of the Student Advisory Council (SAC) will be as follows:

- i. Student Trustees, serving as Co-Chairs
- ii. Student Senators
- iii. Staff Liaison, to be present at all meetings
- iv. Executive Assistant to the Student Trustees, to be present at all meetings.

6.0 Committees of Student Advisory Council

- i. The Student Trustees shall use their discretion if pursuing, in collaboration with the Staff Liaison and Student Senators, the formation of committees;
- ii. Should the establishment of committees within SAC occur, the mandate of the committee is to be in be aligned with the priorities of the Student Advisory Council; and
- iii. There shall be a Standing Committee of SAC that is established for the discussion of Indigenous-related topics, chaired by the Indigenous Student Trustee, which will be comprised of any interested Student Senators (i.e., Indigenous and non-Indigenous).

7.0 Meetings

The Student Advisory Council will meet:

- a) at a central location and/or through an approved virtual platform;
- b) up to eight times per year (in addition to the debate and election organized by the Board to elect the Student Trustees);
- c) outside of school hours; and
- d) remote access to meetings will be offered.

8.0 Travel

One Student Senator from each secondary school is entitled to be reimbursed for travel expenses at the Board-approved rate in accordance with current Board policy. This is to encourage carpooling with other Senators from their school and to ensure efficient use of mileage. Attendees may complete and submit an expense statement to the Trustees' Assistant following each meeting and/ or at the end of the school year.

9.0 Community Service Hours

Student Senators are able to log their time spent on SAC matters as volunteer hours and get them signed by their respective Principal and/ or the Staff Advisor for the Student Trustees.