



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

|                       |  |
|-----------------------|--|
| Policy no. 2021-CA-27 | Student Representation at the Sir Wilfrid Laurier School Board |
|-----------------------|--|

|           |                          |                   |
|-----------|--------------------------|-------------------|
| Approved: | Resolution no.           | CC-210623-CA-0136 |
| Revised:  | Resolution no.           |                   |
| Origin:   | Council of Commissioners |                   |

NOTE: In keeping with its commitment to respecting diversity, the Sir Wilfrid Laurier School Board uses gender-inclusive language in all its written communications. In cases where eliminating references to gender is not possible, gender-specific pronouns and possessive determiners are used solely for purposes of clarity and concision.

## 1.0 PREAMBLE

The Sir Wilfrid Laurier School Board (the “**SWLSB**”) would like to encourage its students to be actively involved in the student life of their school or centre and with the SWLSB.

In accordance with section 211.1 of the Education Act (the “**EA**”), “the school board must adopt a policy on introducing students to democracy in schools, providing, in particular, for a form of student representation with the council of commissioners”. The EA also provides some form of student representation as students can be members of the governing board of their school or centre.

Particularly, in accordance with sections 42 (3) and 51 of the EA, students from the second cycle of the secondary level elected by the students enrolled at the secondary level or, as the case may be, appointed by the students’ committee or the association representing those students, are members of the governing board of the school.

With regard to the adult education and the vocational training sector (the “**AEVT Sector**”), in accordance with section 102 of the EA, the students elected by their peers according to the procedure determined by the centre director after consulting with the students or the students’ association, if any, are members of the governing board of the centre.

The SWLSB wishes to give the opportunity to such students who are involved in the democracy and the student life of their school or centre to be involved in the Council of Commissioners of the SWLSB.

## 2.0 CENTRAL STUDENTS’ COMMITTEE – ROLES AND FUNCTIONS

- 2.1 The Council of Commissioners creates the Central Students’ Committee of the SWLSB.
- 2.2 The Council of Commissioners enables the Central Students’ Committee with financial and material support.
- 2.3 The SWLSB can consult the Central Students’ Committee at its discretion.

- 2.4 Each high school and centre of the SWLSB shall designate one student and one alternate from among the students who are members of the governing board, the student council or a leadership program. Should there be no representative among those students, or should the school or centre not have any of the previously mentioned board, council or program, any student enrolled at the school or centre may be designated on the Central Students' Committee to represent their school or centre on said committee.
- 2.5 The Council of Commissioners assigns four (4) of its members as the persons responsible for the Central Students' Committee to facilitate communication between the Council of Commissioners and the Central Students' Committee (the "**Responsible Commissioners**").
- 2.6 The Responsible Commissioners shall be a Parent Commissioner and three (3) elected Commissioners.
- 2.7 The Director General assigns at least one member of the personnel of the SWLSB to act as liaison between the Central Students' Committee and the schools and centres.
- 2.8 During the school year, the Central Students' Committee shall meet at least five (5) times or when required by the Responsible Commissioners, notably to prepare the reports provided for in section 5.5 hereinafter.
- 2.9 At least two (2) Responsible Commissioners and one (1) representative of the personnel of the SWLSB must attend the meetings.
- 2.10 The meetings of the Central Student Committee can be held virtually via Zoom or any other video conferencing option as authorized by the SWLSB policies and guidelines notably with regard to security parameters.
- 2.11 Any vacancy resulting from the departure of a student representative can be filled, for the unexpired portion of the representative's term, by another student from the same school or centre.

### **3.0 ELECTION OF THE STUDENT REPRESENTATIVES BY THE CENTRAL STUDENTS' COMMITTEE**

- 3.1 Each year, during the month of October, the first meeting of the Central Students' Committee shall be called with the guidance of the Responsible Commissioners.
- 3.2 During this first meeting, the Central Students' Committee shall adopt or review its operating rules.
- 3.3 It shall also elect two (2) of its members as Student Representatives on the Council of Commissioners, as follows:
- One (1) student shall be a representative of the youth sector;
  - One (1) student shall be a representative of the AEVT sector.

Should there be no representative from the AEVT sector:

- One (1) student representative shall be a Secondary 4 student;
- One (1) student representative shall be a Secondary 5 student.

The election is for a two-year term for the youth sector and a one-year term for the AEVT sector, unless the elected student representing the youth sector is a Secondary 5 student, in which case the mandate would be for one (1) year, its term of office ending on September 30<sup>th</sup> of the following school year.

- 3.4 The two (2) Student Representatives should be from different regions (Laval, Laurentides and Lanaudière). When possible, each region should be represented in rotation with no more than two (2) consecutive years.
- 3.5 In addition, during this first meeting, the Central Students' Committee shall elect two (2) substitute members to replace the Student Representatives who are unable to take part in a meeting of the Council of Commissioners or any other meeting/activity to which the Student Commissioners are invited to by the Council. One (1) substitute member will be from the youth sector and the other from the AEVT sector. Should there be no representative from the AEVT sector on the Central Students' Committee, the first substitute member will be a Secondary 4 student, whereas the second substitute member will be a Secondary 5 student. The term of substitute members is of one (1) year.
- 3.6 The objective of the present policy being the introduction of students to democracy and the encouragement of student involvement, should the parameters established in sections 3.3, 3.4 and 3.5 not be achievable for any reason, it is understood that any student wishing to participate as Student Representative will become eligible.
- 3.7 The Student Representative cannot be employed in any manner by the SWLSB.

#### **4.0 APPOINTMENT OF THE STUDENT REPRESENTATIVES BY THE SWLSB**

- 4.1 The representatives elected by the Central Students' Committee shall be invited to a meeting with the Council of Commissioners whereby they will have the opportunity to present themselves and be considered as the Student Representatives to the Council of Commissioners.
- 4.2 The meeting mentioned in section 4.1 of this policy shall be held at the first meeting of the Council of Commissioners following the election of the Student Representatives by the Central Students' Committee.
- 4.3 The Student Representatives who are under 18 years old must have the written approval of their parent(s) or guardian(s). They must complete and sign the form under Addendum A and return it to the SWLSB before the meeting mentioned in section 4.2.
- 4.4 The Council of Commissioners appoints the Student Representatives by resolution.
- 4.5 The Student Representatives will be sworn in at the same meeting during which they were appointed. Their term of office will begin on that same day and will end on September 30<sup>th</sup> of the second year of their term for the Secondary 4 students and on September 30<sup>th</sup> of the following year for the students in Secondary 5 or in the AEVT sector.
- 4.6 The Council of Commissioners reserves the right to revoke nominations at any time for any reason it deems reasonable. Such revocation shall be made by resolution.
- 4.7 The Central Student Committee shall elect replacement representatives or alternates to the Council of Commissioners in case of revocation or resignation. Said replacement shall be confirmed by the Council of Commissioners by resolution.

## **5.0 ROLES AND RESPONSIBILITIES OF THE STUDENT REPRESENTATIVES**

- 5.1 The Student Representatives shall:
- a) Represent the students of the SWLSB;
  - b) Represent the Central Students' Committee;
  - c) Promote student involvement;
  - d) Report student activities to the Council of Commissioners (within the reports);
  - e) Speak on behalf of the students of the SWLSB and the Central Students' Committee on issues and interests that concern them.
- 5.2 The Student Representatives shall only attend the public meetings of the Council of Commissioners and other standing committees or activities to which they are invited to by the Council.
- 5.3 The Student Representatives may participate in discussions, but they are not entitled to vote and may not move resolutions.
- 5.4 Students attending the Council of Commissioners must respect the decorum of the meeting. They must also respect the confidentiality of any information brought to their attention within their roles as Student Representatives.
- 5.5 The Student Representatives will present a report to the Council of Commissioners at every Council meeting, on behalf of the Central Students' Committee, during the item dedicated to the student report on the agenda.
- 5.6 The Student Representatives must comply with the SWLSB by-laws, procedures and other policies.

## Addendum A

### Parent/Guardian Acknowledgment

#### Student Representation at the Sir Wilfrid Laurier School Board (SWLSB)

Please read and sign the acknowledgment statement below:

I understand that my child \_\_\_\_\_ has been elected as a non-voting Student Representative or substitute member on the Council of Commissioners of the Sir Wilfrid Laurier School Board for one (1) term of one (1) or two (2) years. This mandate is non-remunerated. All travel expenses incurred, however, will be reimbursed to my child according to the SWLSB policies.

I further understand that my child will be attending monthly public meetings of the Council of Commissioners of the Sir Wilfrid Laurier School Board and will be entitled to participate in discussions. I also acknowledge that these meetings are broadcast live to the general public.

As part of my child's role as student representative, I hereby authorize the Sir Wilfrid Laurier School Board as well as its employees and partners to take, distribute and publish images of my child (photographs or videos) as well as their name, without any compensation to me whatsoever. I understand that said photos or videos may be posted on the website of the school board, on its social media or in the media in general.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date