

## So you want to be a student trustee

### Make your voice count – 2017-18 student trustees elections

Student trustees serve an important role for the Peel District School Board. They represent the voice of students in decisions about education in Peel, and they help keep students informed about important decisions that affect them. The Peel board has two student trustees—one representing schools north of Highway 401 and one representing schools south of Highway 401.

#### What are the responsibilities?

Being a student trustee is a big commitment. The main duties include:

- attending all public board meetings and standing committee meetings, equaling to approximately one meeting a week to attend. Regular board meetings are typically held the second and fourth Tuesday of the month.
- meeting with student leadership groups, including Peel Student Presidents' Council (PSPC)
- representing students' views in discussions about education issues

Student trustees are responsible for providing their own transportation to the board meetings and other meetings they would need to attend.

As well, student trustees are expected to set up ways to communicate regularly with students about the activities of the school board and to gather student input about upcoming issues facing the board. It's up to the student trustees to decide how best to keep in touch with students. Because of the time commitment, we don't recommend that a student trustee hold any other elected positions.

#### Am I eligible to run?

To run for election as a candidate for student trustee, you must:

- be a full-time Peel board secondary school student, or a part-time student with an IEP
- be 16 years or older by Dec. 31
- have parent consent, if you're younger than 18
- have strong academic standing and strong leadership and communication skills

#### What happens if I can't complete the term of office?

The first runner-up in each district council election will be the alternate student trustee for that district. If the student trustee leaves office before the end of the term, the alternate would complete the term.

The board can disqualify a student trustee from service for any of the following reasons:

- no longer a student of the Peel board
- absence from three consecutive board meetings without the permission of the board
- conviction of an indictable offense
- suspension from school for a serious violation of the behaviour code

### **Are student trustees paid?**

Student trustees receive an honorarium of \$2,500 and are provided with \$1,500 to be used for conferences and training. They are also reimbursed for expenses they incur in their role as student trustee. These expenses would include transportation costs. All expenses must be approved by the chair of the board.

### **What assistance is available to student trustees?**

Each student trustee will have a trustee mentor. This mentor will be an experienced trustee appointed by the board to serve as an advisor to the student trustee. The mentor can explain board policies and procedures and answer your questions.

Some administrative support will be available to the student trustees through the Director's Office and the Trustees Office of the Peel board. For example, voicemail boxes and email addresses will be set up for the student trustees to assist them in their roles.

### **I'm interested—what do I do next?**

You will be running for student trustee in the electoral district your school is located in (either north or south of Highway 401). To learn more about the student trustee responsibilities, visit [www.peelschools.org/students/studenttrustees](http://www.peelschools.org/students/studenttrustees).

### **Application**

In order to run for student trustee, you must submit the following to your staff representative **before the end of the school day on March 3, 2017**:

- the completed application and consent form, signed by a parent/guardian (if you are under the age of 18), and by a school official
- completed informed consent with signature(s) from parent/guardian(s) of any individual who will appear in your campaign video
- a USB key labeled with your name, or a Dropbox/Google Drive link, containing:
  - a digital photo of yourself (JPG)
  - a digital presentation or video\* (WMV or MOV format) no longer than three minutes—this is your campaign message that will be uploaded to YouTube and [www.peelschools.org](http://www.peelschools.org) for students to view
  - cover letter and resume

**IMPORTANT NOTE:** *Each individual who appears in your video must have a parent/guardian read and sign the informed consent included in the student trustee package. Please photocopy the sheet if you have more individuals in your video than the space provided.*

## Campaigning guidelines

The student campaigns should reflect the board's underlying values to be:

- Caring – showing compassion and kindness towards others
  - Cooperative – working collaboratively with others for a common purpose
  - Honest – being truthful, trustworthy and sincere in our speech and actions
  - Inclusive – treating everyone fairly and equitably
  - Respectful – treating others, ourselves and the environment with high regard and value
  - Responsible – being accountable and reliable in our actions and commitments
- **Social media:** Between March 17 to March 24, students can begin to actively campaign using their personal social media accounts **only if** the completed candidate packages have been submitted to their principal/vice-principal.

All students must adhere to *Policy 78 Digital Citizenship* when using social media as an election tool and demonstrate digital citizenship through the appropriate use of technology, as outlined in schools' codes of conduct. Students must demonstrate appropriate, lawful, responsible and ethical online conduct and manners and refrain from improper/unethical use of technology, including cyber-bullying.

- Peel board staff will periodically monitor social media activity to ensure students are following proper online conduct.
- **Campaign materials:** A poster featuring all candidates in a district will be distributed to all secondary schools. However, students may also choose to distribute their own posters. Please note, before candidates can distribute campaign materials inside or outside of any school property, they must receive the expressed permission of the principal of that school.
  - **Campaign videos:** Submitted campaign videos will be uploaded and made available for viewing on YouTube and at [www.peelschools.org](http://www.peelschools.org) by March 17.

## Student Trustee campaign video guidelines

- Your video should be a maximum of three minutes\*
- Include your campaign platform commitments in your message. This is the way you will communicate with all students about the issues that are important to you and the actions you intend to take, if elected.
- Remember that the way you present your ideas is important as well. So consider the location background you will be filmed against, the clothing you will wear, whether you want to be seen holding a script or not, and the tone you wish to establish. All of these factors will influence the way students who don't know you will hear the messages you are giving.
- Guidelines from your school's Code of Conduct regarding the appropriate use of language and other behavioural expectations will also apply to the production of your video. It should not include language that is offensive, nor should your clothing or the background (e.g. posters) be inappropriate in any way. All the videos will be screened for appropriateness, and your video will not be posted if it does not meet the expectations of appropriateness.
- Your video can also be in the form of a digital presentation, if you prefer.
- You must have a parent/guardian signature for every individual who appears in your video.

*\* Candidates have the option to have their campaign message filmed by a Peel board media support specialist. In this case, the video will be simple and will be edited only to ensure it flows and to add a title. If you are interested in this option, contact [navneet.sahota@peelsb.com](mailto:navneet.sahota@peelsb.com).*

### **If elected**

**Elections will be held at each school from March 29 to March 31.** The winning trustee for each district will have secured the highest number of first-place finishes at schools in their district.

If you are elected, you will be notified through your school and you will be invited to attend the regular meeting of the board at **7:30 p.m. on Wednesday, April 12, 2017** to meet your fellow student trustee and be introduced as the incoming student trustees. The meeting will be held at the board office, located at 5650 Hurontario St. in Mississauga.

### **For more information**

This fact sheet is a summary of the Peel board's student trustee policy. Copies of the complete policy are available at [www.peelschools.org](http://www.peelschools.org) under 'Trustees'.