



## YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Students</b>	<i>Policy Number</i> <b>205</b>
<i>Former Policy #</i> <b>205</b>	<i>Page</i> <b>1 of 7</b>
<i>Original Approved Date</i> <b>June 21, 2005</b>	<i>Subsequent Approval Dates</i> <b>November 26, 2013</b>

**POLICY TITLE:     STUDENT GOVERNMENT**

### SECTION A

#### 1. PURPOSE

The York Catholic District School Board values the gifts that our students bring to our Catholic Learning Communities. We value collaboration, dialogue and respect; and we are committed to providing meaningful student leadership opportunities, guided by Jesus' inspiration, throughout the Board.

#### 2. POLICY STATEMENT

It is the policy of the York Catholic District School Board that our youth be empowered to become "change agents" through student voice and student leadership at both the elementary and secondary levels.

#### 3. PARAMETERS

- 3.1 All funds generated by the Student Government shall be counted by two or more persons, the proper fund-counter form completed and signed and immediately brought to the school office for deposit into the school bank account.
- 3.2 Accurate accounting shall be maintained by School Administration to comply with the requirement of accountability for the Principal, school community and Student Government. Accurate records of daily transactions and regular reporting are to be kept in the prescribed uniform format and subject to internal and external audit.

## **SECONDARY**

- 3.3 Every Secondary School in the York Catholic District School Board shall have an active Student Government accountable to the student body and the school Administration.
- 3.3 All Secondary Schools shall be members and active participants in the York Secondary Catholic Presidents Council (YSCPC).
- 3.4 The mandate of Student Government within its defined jurisdiction and in accordance with the York Secondary Catholic Presidents' Council YSCPC Constitution shall be to:
- 3.4.1 represent the student body
  - 3.4.2 promote opportunities for social justice activities
  - 3.4.3 enhance communication, sense of unity and Catholic leadership among the Secondary Schools
  - 3.4.4 be accountable for its activities
  - 3.4.5 coordinate activities for the student community
  - 3.4.6 organize and administer councils
  - 3.4.7 promote interdependence of councils
  - 3.4.8 represent members of all councils
  - 3.4.9 liaise with Catholic School Council, staff, school Administration and the YSCPC
  - 3.4.10 promote opportunities for leadership development.
- 3.5 Each Secondary School shall define the process for determining the membership and format of the student government.
- 3.6 Councils and their membership shall be defined at the school level.
- 3.7 Each Secondary School shall have a member of school Administration whose responsibilities will include an active role in student government.
- 3.8 Each student government shall have representation from a teacher staff member(s) to act as a staff advisor.
- 3.10 Each Secondary School shall determine the various councils that comprise the student government organization. Some examples of councils that have typically comprised student government are:
- Arts
  - Athletics
  - Chaplaincy (Luke 4:18)
  - Drug and Alcohol Awareness
  - Desire for Change
  - Environmental
  - Equity and Inclusivity
  - Grade 9 Council
  - Intramural
  - Leadership Development for Grade 8 students
  - Social Justice
  - Spirit
  - Student Council

- 3.11 Reporting procedures within the school community shall include the provision for Student Government reporting during Staff meetings and Catholic School Council meetings.
- 3.12 Inservices shall be provided and funded through the Board and endorsed by the YSCPC for:
  - Student government council members
  - Teacher staff advisor(s)
  - Administrative liaison(s)
- 3.13 Inservicing shall be provided for such areas as goal setting, roles/responsibilities, conflict resolution, group dynamics and organizational structures.
- 3.14 Student Government shall be funded through an allocation from the Student Activity Fee. This may be through a per-pupil allocation or a set designation of funds.
- 3.15 It is expected that funds generated during a school year shall be expended by June 30<sup>th</sup>. Any monies remaining from student government activities shall be provided to the incoming council and are not to be used as an offset of the Student Activity Fee.

## **ELEMENTARY**

- 3.15 Elementary schools in the York Catholic District School Board may have an active Student Government accountable to the student body and the school Administration.
- 3.16 If Elementary Schools choose to create a Student Government its mandate shall be to:
  - 3.16.1 grow and learn as a Catholic School community
  - 3.16.2 represent the student body
  - 3.16.3 promote opportunities for social justice activities
  - 3.16.4 bridge communication between the students, school administration and Catholic School Council
  - 3.16.5 be accountable for its activities
  - 3.16.6 coordinate activities for the student community
  - 3.16.7 promote a positive, safe and welcoming environment
  - 3.16.8 ensure that student opinions and concerns are heard
  - 3.16.9 promote opportunities for leadership development
- 3.17 If Elementary Schools choose to create a Student Government the school shall define the process for determining the membership and format of the Student Government.
- 3.18 Each Student Government shall have representation from a teacher staff member(s) to act as staff advisor(s).
- 3.19 If Elementary Schools choose to create a Student Government the administration in consultation with staff, shall determine the various committees that comprise the Student Government, some of which may include, but are not limited to:

Social Justice – Responsible for planning and organizing committees, events and/or activities that support and are congruent with the tenets of our Faith, such as Luke 4:18, St. Vincent de Paul, Rose of Sharon, etc.

Spirit - Responsible for planning, organizing, marketing and advertising school social and spirit events such as dances, spirit days, play dates, school plays, etc.

Technology- Responsible for helping with the technology in the school, as well as technology used during liturgies, masses, presentations, etc.

Environmental - Responsible for the organization and development of all Environmental activities in the school, such as recycling programs, planting of trees and shrubs, promotion of litter less lunch days, beautifying school grounds.

Athletic - Responsible for the organization and development of Athletic events in the school, such as tournaments, intramural sports.

Peer Mentoring - Responsible for working with younger students, assisting during recess, lunch time, etc., both in the school and on the playground.

#### **4. RESPONSIBILITIES**

##### **4.1 Director of Education**

4.1.1 To oversee compliance with the Student Government Policy.

4.1.2 To recognize the importance of student voice throughout the Board.

##### **4.2 Senior Administration: Superintendent of Elementary Schools**

4.2.1 To support the implementation and compliance with policies and related guidelines and procedures.

##### **4.3 Senior Administration: Superintendent of Secondary Schools**

4.3.1 To support the implementation and compliance with policies and related guidelines and procedures.

4.3.2 To act as a de facto member of the YSCPC.

4.3.3 To encourage and support student government activities within all York Catholic District Secondary schools.

4.3.4 To identify policy matters which require, or would benefit from, consultation with student representatives.

##### **4.4 Principals**

4.4.1 To be responsible for ensuring the existence and proper functioning of Student Government.

4.4.2 To serve an active role in Student Government.

4.4.3 To be responsible for all Student Government activities and specifically for the appropriate processing of funds.

4.4.4 To ensure that Student Government events aim to be inclusive of all students.

4.4.5 To consult regularly with Student Government representatives on matters relating to specific issues and policies that affects the general student body within their school.

4.4.6 At the Secondary level to act as a liaison and resource for the YSCPC.

##### **4.5 Staff Advisors (Secondary)**

4.5.1 To support and encourage open and honest dialogue during all YSCPC related functions / activities.

- 4.5.2 To facilitate the Open Forum led by the Student Trustees, including reducing the number of Staff Advisors present during discussions upon request.
- 4.6 Staff Advisors (Elementary)**
  - 4.6.1 To support and encourage open and honest dialogue during all Student Government related functions / activities.
- 4.7 Teachers**
  - 4.7.1 To assess the progress of members of the student government to ensure that they continue to succeed academically.
  - 4.7.2 To work collaboratively with Administration, the staff advisors and student leaders to find new ways to actively engage students toward increased student success.
  - 4.7.3 To support student government events and endeavours.
- 4.8 The York Secondary Catholic Presidents Council**
  - 4.8.1 To enhance communication and foster cooperation between students, student governments, and secondary Student Trustees in the Board.
  - 4.8.2 To be inclusive of all secondary schools in the Board.
  - 4.8.3 To provide a forum for secondary student government members to meet and voice their concerns and opinions to the Student Trustees.
  - 4.8.4 To give reasonable notice to student governments of meeting dates, student trustee elections and YSCPC executive elections.
- 4.9 Secondary Student Trustees**
  - 4.9.1 To give the student population a meaningful voice in Board deliberations and acting as a conduit for the flow of information and ideas between Trustees, Staff and the student body.
  - 4.9.2 To make themselves accessible to student councils within the Board to listen to their concerns.
  - 4.8.3 To attend all meetings of the York Secondary Catholic Presidents' Council.
  - 4.8.4 To consult with student councils on matters being considered by the Board.
  - 4.8.5 To maintain open lines of communication at all times between themselves and secondary students to discuss issues and ideas.
- 4.9 Secondary Student Council Members/Representatives**
  - 4.9.1 To serve as the main contact for consultation on matters related to the student body.
  - 4.9.2 To work proactively with the school administration, when appropriate, to resolve issues related to the interests of the student body.
  - 4.9.3 To work to improve school spirit in the learning environment.
  - 4.9.4 To create a forum for student-led clubs and councils to meet and share information regarding student-related matters.
  - 4.9.5 To represent the student body on the school council and actively voice student concerns on issues.
  - 4.9.6 To keep the students in their schools informed about their role as a representative body and about the activities of the York Secondary Catholic Presidents' Council.
  - 4.9.7 To inform and engage the student body in leadership opportunities available to them within the Board.
  - 4.9.8 To ensure student council members/representatives continue to succeed academically.

#### **4.10 Students**

- 4.10.1 To strive to support the health and well-being and faith formation of the student community.
- 4.10.2 To be aware of the student council group activities within their school.
- 4.10.3 To bring to the attention of their student leaders any issues or suggestions that affect the student community.
- 4.10.4 To participate respectfully and ethically in the student leadership process.

### **5. DEFINITIONS**

#### **5.1 Constitution**

The constitution is a document that defines the mission statement, objectives, membership, roles, responsibilities, duties and procedures to guide the operation and collaborative decision-making of the York Secondary Catholic Presidents Council.

#### **5.2 Membership in York Secondary Catholic Presidents Council (YSCPC)**

Membership in the YSCPC consists of one President, 1st Vice President, 2nd Vice President, Director of Community Relations, Director of Communication, Secretary and Treasurer whose responsibilities and duties as Executive Members are outlined within the YSCPC Constitution. All members of the YSCPC shall be secondary students enrolled in the York Catholic District School Board.

#### **5.3 Student Government**

At both the Elementary and Secondary levels, Student Governments are the voice representing the student body in our Catholic Schools.

All Catholic Secondary School Student Governments are connected through a central organization known as The York Secondary Catholic Presidents Council (YSCPC) that meets on a monthly basis.

#### **5.4 Staff Advisors on the YSCPC**

Staff Advisors on the YSCPC shall consist of two or more Secondary School Administrators, one Superintendent of Secondary Schools in a de facto role and a Board consultant as deemed appropriate.

#### **5.5 Student Councils**

A democratically-elected student run body that actively represents student voice and works to improve school spirit and the school community.

### **6. CROSS REFERENCES**

Policy 107     Student Trustees  
Policy 603A    School Fundraising Policy  
Policy 603B    Fundraising for External Charitable Purposes  
Policy 803     School Generated Funds  
York Secondary Catholic Presidents' Council Constitution

<b>Approval by Board</b>	<b>June 21, 2005</b> _____
	<b>Date</b>
<b>Effective Date</b>	<b>June 22, 2005</b> _____
	<b>Date</b>
<b>Revision Date(s)</b>	<b>November 26, 2013</b> _____
	<b>Date</b>
<b>Review Date</b>	<b>November 2018</b> _____
	<b>Date</b>