



Niagara Catholic District School Board
STUDENT SENATE – SECONDARY POLICY
ADMINISTRATIVE OPERATIONAL PROCEDURES

100 - Board

Policy No 100.6.1

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: April 28, 2020

1. The Student Senate will consist of:
 - a. two (2) senior secondary student members from each of the Board's Catholic secondary schools, and,
 - b. up to four (4) student representatives who attends one (1) of the Board's Catholic secondary schools. The community representative will be selected at large by the Student Senate through an application process prior to the annual Niagara Catholic Student Leadership Symposium.

Unless otherwise indicated, the term of office for all positions on the Secondary Student Senate are for one (1) school year.

2. At the annual Niagara Catholic Student Leadership Symposium, two members of the Student Senate will be elected by the newly elected Student Senate to serve as Student Trustees on the Board and Co-Chairs of the Student Senate.
3. Through an election process, the Student Senate will annually determine the selection of Student Senate representatives to the Special Education Advisory Committee (SEAC) and the Niagara Catholic Parent Involvement Committee (NCPIC).
4. In the event that a Student Trustee is unable to fulfill their duty as a Student Trustee and Co-Chair of Student Senate or as a student representative on the Special Education Advisory Committee (SEAC) or the Niagara Catholic Parent Involvement Committee (NCPIC), a newly appointed Student Senate representative will be determined through a by-election process.
5. The Student Senate will assist the Student Trustees, the student representative on the Special Education Advisory Committee (SEAC) and on the Niagara Catholic Parent Involvement Committee (NCPIC) in determining student issues, gathering student opinion and communication with students.

The Student Trustees on the Board and the student representatives on the Special Education Advisory Committee (SEAC) and the Niagara Catholic Parent Involvement Committee (NCPIC) will be responsible for reporting back to the Student Senate on a regular basis.

6. In addition to providing the student voice throughout the vetting of Board Governance Policies and Administrative Operational Procedures, the Student Senate will annually be responsible for leadership in the organization of Board student conference(s) as requested, the annual system Graduation Celebration and the Niagara Catholic Student Leadership Symposium.
7. In accordance with the Niagara Catholic Student Trustee Policy, prior to the Friday of Catholic Education Week of each school year, the election of the new school year's Student Council members will occur in all secondary schools within the Niagara Catholic District School Board.
8. Prior to the annual Niagara Catholic Student Leadership Symposium;
 - each Secondary Principal will select (1) Administrative Appointee in accordance to applications for the new school year's Student Senate; and

- each secondary Student Council will elect (1) member of the new school year’s elected Student Council to serve on the new school year’s Student Senate.
9. In compliance with the Student Trustee Policy, to be eligible to serve as a Niagara Catholic Student Trustee and Co-Chair of the Student Senate, the following qualifications are required:
 - The pupil must be a Roman Catholic who is a witness to our faith.
 - The pupil must be enrolled as a resident, full-time, senior division student at the time of their term in one of the Board’s Catholic Secondary Schools and have signed parental permission to be a Student Trustee if under 18 years of age.
 - The pupil must provide a written letter of endorsement from their Catholic secondary school Principal.
 - As a Student Trustee, Co-Chair of the Student Senate and a representative of Niagara Catholic, the pupil is expected to conduct themselves with proper demeanor at all times in accordance with the Mission, Vision, Values and Policies of the Niagara Catholic District School Board.
 10. To be eligible to serve as a Community Representative on the Student Senate, the following qualifications are required:
 - The pupil must be enrolled as a resident, full-time, Grade 9, 10, 11 or 12 student at the time of their term in one of the Board’s Catholic Secondary Schools, and have signed parental permission to be a Community Representative if under 18 years of age.
 - The pupil is expected to conduct themselves with proper demeanor at all times in accordance with the Mission, Vision, Values and Policies of the Niagara Catholic District School Board.
 - The pupil must complete a Student Senate Community Representative Application Form and provide evidence of community involvement.
 - The pupil must provide a written letter of endorsement from their Catholic secondary school Principal.
 - The pupil must provide a written letter of endorsement attesting to their community involvement from an individual or an organization.
 11. Prior to April 30 of each year, the Niagara Catholic Student Senate will host a Student Leadership Symposium where the newly elected Student Senate will elect two (2) Co-Chairs of the Student Senate who will also serve as the Board’s two (2) Student Trustees from August 1 to July 31 inclusive. A Student Trustee has the opportunity to seek re-election, but may not participate in any meetings or preparation plans relating to the election process.
 12. Given the importance placed on the role of Student Trustees in serving on the Board of Trustees and as Co-Chairs of the Niagara Catholic Student Senate, one of the two (2) elected Student Trustees by the Student Senate should have at least one year of experience as a Student Trustee before the start of the new term.
 13. In the fall of each year, a retreat may be organized for all students elected to the Student Senate facilitated by the Board’s Chaplaincy Leader.
 14. A minimum of two secondary administrators will be appointed by the Director of Education to facilitate the operation of the Student Senate and to act as a resource. The administrators and Student Senate will dialogue with and report to the Director of Education.

Adopted Date:	June 27, 2000
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