

## HALIFAX REGIONAL SCHOOL BOARD STUDENT ADVISORS POLICY

**PURPOSE:** The Student Advisors Policy is submitted for the Governing Board's consideration and approval.

**BACKGROUND:** This policy was originally approved in April, 2003 and revised in December, 2011.

Following consultation with HRM Council (student council presidents and co-presidents) and feedback from the Policy Development and Review Committee, this policy was revised to alter the selection of student advisors. It is proposed that the two student advisors be selected each from a different high school in the Halifax Regional School Board.

**CONTENT:** Please see attached Student Advisors Policy.

**COST:** N/A

**FUNDING:** N/A

**TIMELINE:** Once approved, this policy will be implemented immediately.

**APPENDICES:** Policy A.007 - Student Advisors Policy

**RECOMMENDATIONS:** That the Governing Board approve the Student Advisors Policy and the procedures be accepted for information.

**COMMUNICATIONS:**

AUDIENCE	RESPONSIBLE	TIMELINE
Principals	Danielle McNeil-Hessian, Director, School Administration,	Upon approval of the Governing Board.
HRM Council	Student Advisors	
HRSB Community	Selena Henderson, Corporate Secretary	

**From:** Selena Henderson, Corporate Secretary at [shenderson@hrsb.ca](mailto:shenderson@hrsb.ca) or 464-2000 ext. 2321.

**To:** Senior Staff  
Governing Board  
December 2, 2014  
January 28, 2015



**CODE: A.007**  
**Board Services**

## **Student Advisors Policy**

### **Policy Overview**

Governing Board decision-making is enhanced when students are provided with meaningful ways to voice their opinions about the strengths and challenges of our system. The Student Advisor policy reflects the belief of the Halifax Regional School Board (“HRSB”) that students should participate in discussions about their education.

### **Table of Contents**

- 1.0 Legislative Context**
- 2.0 Representation of Student Advisors**
- 3.0 Role of Student Advisors**
- 4.0 Authorization**
- 5.0 Policy Review**

### **Policy and Procedures History**

- Policy approved – April, 2003
- Policy approved – December, 2011
- Procedures approved – December, 2011

#### **1.0 Legislative Context**

- 1.1 *Nova Scotia Education Act.*

#### **2.0 Representation of Student Advisors**

- 2.1 Each school year, two student advisors will be selected each from a different high school in the Halifax Regional School Board.
- 2.2 If selection is unable to occur by June 30th of the school year, the Superintendent will appoint two student advisors from grade ten or eleven.



### **3.0 Role of Student Advisors**

- 3.1 The Student Advisors' role will be to represent the student perspective at board meetings and to strengthen communications between the Governing Board and HRSB's students.
- 3.2 Student Advisors are invited to participate by asking questions and discussing issues in sessions that address topics of student interest.
- 3.3 Student Advisors will receive all materials presented to Governing Board Members, except those related to in-camera sessions.
- 3.4 Student Advisors will be entitled to reimbursement for expenses incurred while carrying out board related duties.
- 3.5 In accordance with the *Nova Scotia Education Act*, Student Advisors will be non-voting members of the Governing Board and will not take part in-camera meetings.
- 3.6 Student Advisors to the Governing Board will not count for quorum at the board meeting, but will be expected to inform the Corporate Secretary if he/she is unable to attend.
- 3.7 The Corporate Secretary will be the staff contact for student advisors.

### **4.0 Authorization**

- 4.1 The Superintendent is authorized to develop and implement procedures in support of this policy.

### **5.0 Policy Review**

- 5.1 This policy will be reviewed every 5 years or on an as needed basis.

## **Student Advisors Procedures**

### **Table of Contents**

- 1.0 Eligibility**
- 2.0 Term**
- 3.0 Identification of Candidates**
- 4.0 Communication**
- 5.0 Timelines**
- 6.0 Support**

### **1.0 Eligibility**

- 1.1 The positions of Student Advisors will be open to any student in the Halifax Regional School Board (HRSB) who is enrolled full-time in grade 11 or 12 for the year in which they will hold the positions.
- 1.2 Prior to being considered for a Student Advisor position, students must complete an expression of interest form.

### **2.0 Term**

- 2.1 Student Advisors will serve for a term beginning on September 1 and ending June 30.
- 2.2 A student may hold the position of Student Advisor for a maximum of two terms.

### **3.0 Identification of Candidates**

- 3.1 First Student Advisor Position
  - 3.1.1 The first student advisor will be either appointed or elected from the high school identified on an alphabet list of all HRSB high schools on a rotating basis.
  - 3.1.2 The principal of the high school in the rotation will decide to either appoint or have a student election for the position of Student Advisor.

### 3.2 Second Student Advisor Position

- 3.2.1 Each of the remaining high schools in the HRSB will identify a candidate for Student Advisor as part of its annual Student Council election process.
- 3.2.2 Students may run for a position on Student Council and for the position of Student Advisor candidate.
- 3.2.3 Election ballots will clearly reflect whether a student is running for one or both positions.
- 3.2.4 Prior to running for, or being appointed to, the position of Student Advisor candidate, students must meet all eligibility criteria (see Eligibility above).
- 3.2.5 At the first HRM Council (Student Council Presidents and Co-Presidents) meeting following school elections, HRM Council members will be advised of the successful candidates for the second Student Advisor position.
- 3.2.6 HRM Council will set a date for successful candidates to make a short presentation to outline their interest in serving as a Student Advisor.
- 3.2.7 After hearing all presentations, members of HRM Council will hold a vote to elect one student to the second Student Advisor position.
- 3.2.8 Once the voting is complete, HRM Council will advise all candidates of their decision.
- 3.2.9 After all candidates have been advised, HRM Council will communicate their decision to the Corporate Secretary.

## 4.0 Communication

- 4.1 The Corporate Secretary will communicate the decision to:
  - 4.1.1 Senior high school principals, who will assist in communicating the results to all students, and;
  - 4.1.2 The Superintendent, who will communicate the results to Governing Board members, staff, students at all schools and the public.

## **5.0 Timelines**

- 5.1 To ensure that the newly elected Student Advisors have sufficient time to learn about their roles and duties, HRM Council and the HRSB will make all efforts to complete the election process for Student Advisors no later than May 15 of each year. Schools will notify the Corporate Secretary of the successful candidates for the Student Advisor positions.
- 5.2 If for any reason an election is unable to be held by June of the school year or if a seat becomes vacant during a term of office the Superintendent will appoint one or two Student Advisors to the Board.

## **6.0 Support**

- 6.1 The Corporate Secretary will provide high school principals with information packages on the Student Advisor positions no later than March 1 each year.
- 6.2 Information will also be available on the Board's website ([www.hrsb.ca](http://www.hrsb.ca)).
- 6.3 The Corporate Secretary will make all efforts to provide newly elected Student Advisors with appropriate orientation to their role prior to September of each school year.
- 6.4 The Student Advisors will be provided with any support required for effective communication with the student body, including a web-page on the HRSB's website.
- 6.5 Students will be responsible for securing transportation to and from all meetings. However, all appropriate pre-approved eligible expenses incurred during the course of their term will be reimbursed once receipts have been provided.

## Student Advisor Expression of Interest Form

Thank you for your interest in becoming a Student Advisor.

To be considered for this position you must,

1. Complete this form.
2. Have your parent or guardian sign it.
3. Ask a principal or teacher (current or past) to write a short letter to support your decision to run for the position.

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Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Are you also running for a position on School Council?                      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, which position? \_\_\_\_\_

The Student Advisor to the Governing Board attends Regular Board Meetings of the Halifax Regional School Board on a monthly basis. In addition, student advisors are invited to attend all additional public board and committee meetings.

Please describe why you want to become Student Advisor:

Please have your parent or guardian complete the following section:

1. I have received information about the position of Student Advisor to the Halifax Regional School Board.

Yes \_\_\_\_\_ No \_\_\_\_\_

2. By completing the following form, I am expressing support for my son/daughter's decision to run for the position of Student Advisor to the Halifax Regional School Board.

Name: \_\_\_\_\_

Date: \_\_\_\_\_