



ALPHA STATE SCHOOL

School Leaders Voting Policy - 2017

RATIONALE

School life provides many opportunities for young people to develop leadership and representation skills. Formal student leadership and student representation programs provide important benefits for individual students and schools. Student leaders have the potential to influence the school environment and the behaviour of their fellow students by becoming advocates for positive change in the school community.

Our school recognises the importance of students having a say in the decision making process at school. To allow students an input in the decision making process we vote for a school leadership team. This team consists School and House leaders and elected students from the student body to represent their class at student Council meetings.

GUIDELINES

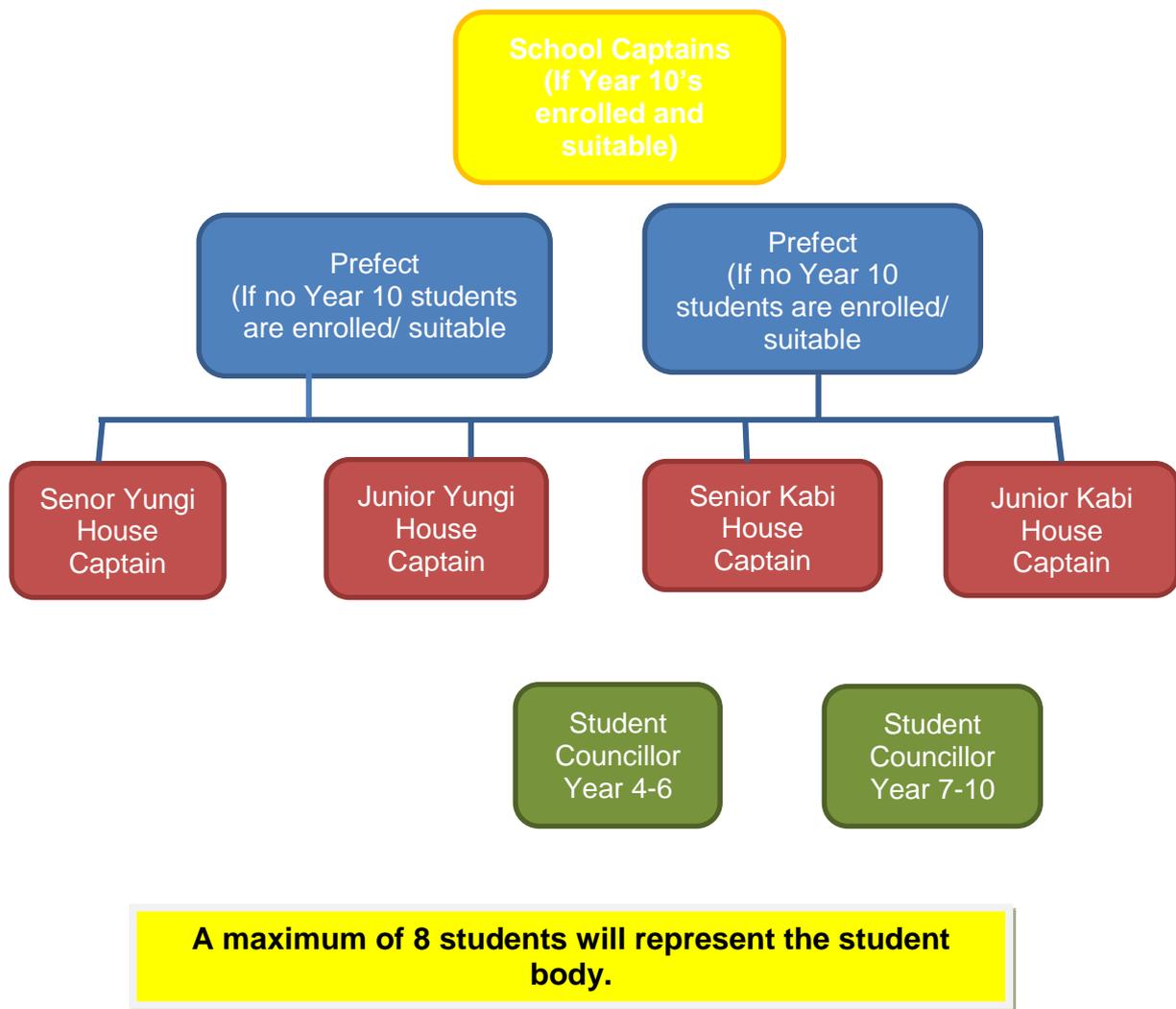
At Alpha State School, students have a variety of ways to become leaders within the school setting. The school encourages these leadership roles to be spread amongst the student body. In 2016, students may nominate for more than one position, however can only take up one of the leadership roles within the year. There will be no School Captains in 2016 due to their being no Year 10 students enrolled.

POSITION DESCRIPTION

Student leaders at Alpha P - 10 State School are the student representatives of our learning community. This representation is a public position with student leaders being called upon on official/ special occasions (at the discretion of the Principal) to embrace and model all values and expectations of students within our community. In addition to this students leaders will

- ✓ Be responsible to the school administration and should carry out all duties asked of them by any member of the school administration
- ✓ Promote all goals and values that are important at Alpha P–10 State School
- ✓ Display exemplary conduct and attitudes relating to all areas of school life
- ✓ Work enthusiastically with fellow students in assisting the educational opportunities for all



Positions include:**POSITION DESCRIPTORS****School Captains/ Prefects**

- ✓ Commit to and model all of the 4 Alpha State School Values – Learning, Honesty, Respect and Responsibility
- ✓ Demonstrate consistent high attendance
- ✓ To work closely with school administration in positively promoting the school and its activities to the broader community
- ✓ Assist in the co-ordination of special events held by the learning community
- ✓ To act as a point of liaison between School Administration and the Student Body ensuring concerns, ideas and visions are communicated

House Captains

- ✓ Commit to and model all of the 4 Alpha State School Values – Learning, Honesty, Respect and Responsibility
- ✓ Demonstrate consistent high attendance

- ✓ Assist the Health and Physical Education Teacher in the organization of the annual Athletics carnival and swimming carnivals and any other sporting activities that the HPE teacher deems necessary
- ✓ Assist teachers in conducting training sessions during lunchtime in order to prepare students from your house for the School's Athletics carnival.
- ✓ Motivate all students to engage in all competitive/special activities with pride and determination
- ✓ To lead your School House in full voice when reciting your war cry

Student Council Members

- ✓ Commit to and model all of the 4 Alpha State School Values – Learning, Honesty, Respect and Responsibility
- ✓ Demonstrate consistent high attendance
- ✓ Act as mentor to younger students
- ✓ To make visitors to our school feel welcome and show them around
- ✓ To be a buddy to younger students who are in need of a friend

CANCELLATION OF APPOINTMENT

The Principal may request a meeting with a student who holds a position of student leadership and ask for them to show cause as to why their appointment should not be cancelled. The Principal may call a meeting of this nature when the Student leader is not following the values and expectations of Alpha State School. When it is determined by the Principal that the Student Leader is not sufficiently modifying their actions to maintain their position of leadership, the Principal will cancel the appointment and call for new candidates to fulfil that role or the position will remain vacant, as at the Principal's discretion.

STUDENT LEADERSHIP QUALITIES

Student Leaders must be automated in displaying the following qualities:

Positive Attitude towards others

- ✓ Look like you enjoy life
- ✓ Greet others
- ✓ See the good in others
- ✓ Be helpful and thoughtful
- ✓ Treat others as well as you would like to be treated

Demonstrate School Pride and Spirit

- ✓ Wear uniform appropriately
- ✓ Keep yourself neat and tidy
- ✓ Demonstrating a high standard of behaviour while wearing the uniform or involved in school activities

Appreciation, understanding and commitment regarding school rules

- ✓ Safety rules e.g. running, boundaries
- ✓ Hat wearing
- ✓ Pick up rubbish, putting things away, returning things

Self-Motivation and Reliability – 'go the extra mile', self-organise and follow through

- ✓ Do what you say you will
- ✓ See situations and act
- ✓ Get going yourself without needing others to chase you up or tell you
- ✓ Do set tasks without reminders

Use courtesy, consideration, trustworthiness and acceptance of others

- ✓ Use good manners
- ✓ Think about the other persons viewpoint
- ✓ Be honest
- ✓ Accept others for their difference – cultural, religious, disabilities or skills

Attendance

- ✓ Attend school regularly
- ✓ Help out with school fund-raising activities
- ✓ Participating in Leadership Camp

High Standard in work, effort and behaviour and encourage others

- ✓ Use maximum effort in own work
- ✓ Model good behaviour in the playground
- ✓ Model good behaviour in class
- ✓ Notice when others do well and compliment them
- ✓ Notice when others try hard and encourage them

Positive community relationships

- ✓ When in school uniform be on best behaviour
- ✓ Don't degrade the school with comments or thoughtlessness
- ✓ Spread the word about the good aspects of our school

Public presentation

- ✓ Being able to make announcements on parade
- ✓ Participating in school ceremonies by giving talks, votes of thanks, readings and speeches

SELECTION PROCESS

Pre Selection

Students will be informed of the criteria for pre selection prior to nominating for a position of office. This will generally relate to behaviour during the previous school year/ years. A separate criteria sheet for preselection will be used. Only students who meet the pre selection criteria, can then nominate for a leadership position.

Stage One

Students write a letter or email to The Principal indicating which position they are applying for and a brief reason why they would be suitable for this position. Students must have considered their suitability for the position they are nominating for. E.g. Positive behaviour record, leadership qualities, sportsmanship. Students must have discussed their desire to apply for a leadership position with a parent/caregiver as the student leader may be required to attend events outside of school hours. E.g. ANZAC day parades.

Stage Two

Students who wish to be considered for Prefect and/or House Captain will prepare and deliver a speech to the student body in years 4–10 on why they wish to be considered for a position of student leadership, and how they would contribute to the well-being of our learning community.

Stage Three

Students in Years 4-10 will vote for positions of Prefect and House Captain. Staff members will also cast a vote for Prefect and House Captain Positions.

Stage Four

Candidates will then be considered according to the following process. See attached matrix.

1. Number of Student Votes (Raw score)
2. Number of Staff Votes (Raw Score)
3. Speech

Stage Five

The School Principal will then contact and appoint the highest ranked candidates for each of the positions. In the event a student refuses the position then the Principal will then go to the next highest ranked candidate and offer the same until acceptance is gained. Notification of appointment of School Leader positions will be published in the newsletter/website (in accordance with Student Media Release restrictions) In Term 4 of 2016, the Leadership Procedures and Voting for 2017 will be conducted and announced at Speech Night.

Nomination Process/ Timeframe:

Term	Week	Procedure
4	4	<p>Nominations: Students expressing interest in nominating for a leadership position, including a reason why they should be considered, are required to notify the Principal by email or letter. (Appendix D) Students do not have to detail their entire leadership speech.</p> <p>School Captains nominated from current Year 9</p> <p><u>House Captains:</u> Senior – Kabi and Yungi can be elected from Years 7-10 Junior – Kabi and Yungi are elected from Year 6 student body.</p>
4	7	<p>Speeches: 17 November</p> <ul style="list-style-type: none"> • After assembly, the Year 4–10 students will remain in the hall for Leadership speeches. Each nominated candidate will then deliver a brief speech outlining why they should be voted a school leader.
4	7	<p>Polling Day: 17 November</p> <ul style="list-style-type: none"> • After candidates have delivered their speeches students vote. • Voting will take place by secret ballot. • Each student voting will be marked off a class list.

		<ul style="list-style-type: none"> • Prefects are voted by the whole student body. • House captains – students from the house teams only vote for their captain. <p>Counting of Votes:</p> <ul style="list-style-type: none"> • The Principal and Administration Staff will count all votes. • All ballot papers will be retained by the Principal.
4	7	<p>Student Council Representatives:</p> <p>1 representative from Upper Primary</p> <ul style="list-style-type: none"> • Years 4 - 6 <p>1 representative from the Senior School</p> <ul style="list-style-type: none"> • Years 7-10 <p>Nominations:</p> <ul style="list-style-type: none"> • The class teacher will ask for nominations from the students. • Names are written on the board. • Students will vote by secret ballot. • Votes are counted by class teacher and announced to the class. • The class teacher will notify the Principal of Student Council representative/s.
4	8	<p>Announcement of Student Leaders for 2017</p> <ul style="list-style-type: none"> • Student leaders for 2017 will be announced at Speech Night

2017

1	TBA	<p>Investiture of Prefects and Captains:</p> <ul style="list-style-type: none"> • Once elections are held the Principal will notify the school community in the newsletter. • At the same time a date will be set for the induction ceremony. (Special guest is asked to present badges) • Presentation Day Assembly will be held during week 4. • School Leaders will read the “Pledge of Office” at this Assembly and receive their badges .(See attachment A and C) • The “School Leaders Contract” will be signed by the elected students (See attachment B) • A shared morning tea will be held for all student leaders. The remaining student body will return to class.
---	-----	---

Appendix A

Student Council Pledge



We, the members of the Alpha State School Student Council agree to:

- abide by the rules of Alpha State School
- set a high standard for our fellow students to follow
- adopt our School Values and Mantras
- work in partnership with staff for the benefits of the school and its students
- wear our badges and uniform with pride

Representatives for 2017

Year 4 – 6 Student Name _____

Year 7-10 Student Name _____

School Captain _____

School Captain _____

House Captain _____

House Captain _____

House Captain _____

House Captain _____

Endorsed by the students and staff of Alpha State School on _____.

Principal Vanessa Koina _____

Appendix B

PLEDGE OF OFFICE

[To be read by Captains/ Prefects]

On behalf of my fellow Leaders of the Alpha State School we pledge to undertake the following during our term of office in 2017.

We pledge to:

- * adopt high standards for our own personal conduct, behaviour and attitude.
- * to earn respect with our conduct and hard work by setting high standards and expectations for ourselves and others.
- * to show responsible leadership at all times and to be extremely fair.
- * to have the School's reputation as a prime objective in our duties and to take positive steps to ensure school rules and codes of behaviour are respected.
- * to be enthusiastic in our work and to show initiative in liaising with teachers and school administration.
- * to form an effective link between our fellow students and the school's teachers and administration.
- * to take positive steps to involve students in school activities, and to always strive for maximum participation.
- * to be a caring and approachable person, compassionate to fellow students and their problems.
- * to wear our badges with PRIDE.

All of the above we pledge.

Appendix C

We the undersigned agree to abide by the pledges we have taken throughout our term of office in the year 2017.

	Name	Signature
School Captain	_____	_____
School Captain	_____	_____
Yungi Secondary House Captain	_____	_____
Kabi Secondary House Captain	_____	_____
Yungi Primary House Captain	_____	_____
Kabi Primary House Captain	_____	_____

Appendix D

Student Leader Application Form 2017



STUDENT'S NAME:	
----------------------------	--

HOUSE	
--------------	--

Attach copy of
application letter/ email
here

Student Candidate's Declaration

In signing this document I agree that all information enclosed is accurate, and will abide by all selection processes at Alpha SS. I have discussed my desire to apply for a leadership position with my parents/ carers.

Student Candidate's Signature	
--	--

Appendix E



Student Leader Application Form 2017 Pre-Nomination Criteria

At Alpha State School all students have the opportunity to take on the role of a leader and the responsibilities that come with it. Leadership does not come naturally but is developed through many activities and lessons we are involved in, at school, home and all activities that form a part of our lives.

The Alpha State School Leadership program recognises the development and accomplishments on the road to becoming a leader.

Students must be able to honestly and realistically meet the following criteria.

NAME:

I hereby apply a school leader's position for 2017

I am proud that I: (please tick)

School Values	Sometimes	Often	Always
Show Respect			
• I am polite to other children			
• I am polite to adults (teacher, teacher aides, tuckshop workers, specialist teachers, visitors, etc)			
• I use appropriate language and gestures			
• I look after the property of the school and of others			
• I treat my own belongings with respect			
• I take pride in my work			
• I listen when others are speaking			
• I work co-operatively with my teachers and classmates			
• I work effectively & co-operatively in groups			
• I work effectively & co-operatively in HPE			
• I work effectively & co-operatively in Music			
MAKE RESPONSIBLE CHOICES			
• I return from play breaks on time			
• I follow directions with minimum reminders			
• I complete my work within the time allowed			

• I stay on task and use my time wisely			
• I complete all homework, projects, assignments and hand in my work			
ALLOW MYSELF AND OTHERS TO LEARN			
• I allow other students to learn without distraction			
• I am well prepared and organised			
• I can work independently when necessary			
• I willingly join in activities			
• I attempt new concepts and ideas			
• I contribute to class discussions			
ACT IN A SAFE AND HEALTHY MANNER			
• I play safely in the playground and follow school rules			
• I play in the correct areas			
• I leave unsafe items at home			
• I wear my hat at school			

COMMITMENT TO AND PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES/ OTHER			
• Inter school sporting teams			
• School carnivals			
• School events			
• Before school procedures			

Please note: Student Behaviour records will be reviewed when considering the application.

Student's Signature: _____

I agree with the student's self-reflection	Yes	No
Parent Signature		
Teacher Signature		

