



Cultivate

Wongan Hills District High School

Student Council Policy

Developed 2002

Revised Nov 2004

Revised Dec 2016

Revised Jan 2019

Rationale

The Student Council acts as a body to represent students at school. They act on the students' behalf for official functions and as a forum for expressing ideas regarding the needs and wishes of the students.

Student Councillors are expected to be positive role models and ambassadors of the school who uphold the spirit of the school's ethos and standards.

A Student Council policy is integral for the efficient running of the Student Council, as it will serve to outline its role in the school and how it can be managed.

1. PROCEDURES

1.1 The Student Council will consist of 14 councillors from Years 5 - 12. Student Councillors will be elected through the process of a preferential voting system for a whole year.

1.2 Councillors will be elected on merit and in accordance with the principles of equal opportunities. Thus it will not be gender based i.e. a female and male.

1.3 The high school councillors will have the opportunity to nominate for roles as "heads of council". Their titles will be School Captain and Vice Captain.

1.4 Election Process:

The following is an approximate timeline to outline the process for nominating, election and announcement of the Student Council:

- Term 1, Week 2- Expression of interest forms available after talk by Student Council Coordinators to Years 5-12 students
- Term 1 week 3:
 - Expression of interest forms to be submitted, signed by a parent
 - List of potential councillors presented to Administration team for their approval
 - Unsuccessful student and parent/s notified by letter from principal
- Term 1, Week 3- all potential candidates will be presented to the Year 5-12 student body prior to voting. At this assembly the rights and responsibilities of Student Councillors will be outlined.
- Term 1, Week 3 – current Student Council coordinator will formally run the election process under supervised conditions

- Voting is compulsory for all Year 5-12 students. All staff and current Student Councilors are eligible to vote. Absentee votes (via emails or telephone) are acceptable if student is absent from school on that date.
- All students from Year 5-12 and staff will vote for both Primary and High School
- After submitting a nomination for student council; eligibility for the year is dependent on a high standard on behaviour being maintained.

1.5 Upon counting the votes, the preferential voting system will be used. Any student with 6 or less number one votes will be discounted from the running.

1.6 Student Councilors wishing to run for School Captain must attend a panel interview to determine the positions of School Captain and Vice Captain. The panel will comprise of the Student Council Coordinator/s and if required, Deputy Principal (Secondary School/Prim School) and an external community representative.

1.7 If a student relinquishes his/her position, then the next placed student in terms of voting numbers will fill the position for the remainder of the year.

1.8 Students can surrender their Student Councillor badge, but will need to justify their actions in a meeting with the Student Council Coordinator/s, Deputy Principal, Principal and their parent/guardian. Appropriate action will be taken as a result of this meeting.

1.9 Students can be removed from their position as a Student Councillor if their behaviour does not fit the role of an appropriate student role model. The Student Council Coordinator/s, Deputy Principal or Principal may convene a meeting of the Leadership Review Panel and the Student Councillor's parents/guardians regarding the student's removal from Council.

1.10 Regular occurrences of detention and or behavioral issues will be reported through the Behaviour Management form system to the Student Council Coordinator/s. The Coordinator/s will then counsel the student to redress their behaviours.

1.11 The Leadership Review Panel will be comprised of the Principal, Deputy Principal / s and the Student Council Coordinator/ s.

1.12 The newly elected Student Councillors, School Captain and Vice Captain will be announced and presented with their badges at the first possible Assembly after their appointment by the Student Council Coordinator/s. At this time, they will publicly declare their acceptance of the position and the responsibilities that this role entails.

ROLE OF THE STUDENT COUNCIL

2.1 Student Representatives

2.1.1 The council will act on behalf of the student body and therefore be the forum in which the student wishes/issues/suggestions will be heard. The council will discuss these and any recommendations will be passed onto administration either through the student council coordinator or a nominated representative from the council. Recommendations will be discussed with the appropriate bodies and subsequent action decided.

2.2 Fundraising

2.2.1. The council can participate in a variety of fundraising activities for global, national, statewide or local charities. These should be nominated early in the year at a planning meeting.

2.2.2. The council may fundraise within the school for monies to allow them to perform Student Council activities.

2.2.3 The Student Council is the premier fundraising body within the school. Any person/s wishing to hold a school based fundraising activity, involving the student body, will need to inform the Student Council Coordinator so clashes in dates can be avoided.

2.3 Assembly Coordinators

2.3.1. The council will be responsible for coordinating assemblies. They will set up the venue with the appropriate equipment and will conduct the proceedings

2.4 Special Duties

2.4.1. Student Councillors in collaboration with the Returned Soldiers League (R.S.L.) when available, and the Emergency Service Cadet unit, and will develop a format for and jointly conduct the ANZAC day ceremony and Remembrance Day ceremony when required.

2.4.2 The School Captain will present the final address on behalf of the Year 12 Grandaunts at the Annual Presentation Assembly

2.4.3 Other duties as requested

Appendix A

DATE

Dear Parent/Guardian

Recently (STUDENT NAME) has demonstrated behaviour inappropriate for a Student Councilor and as a result of this behaviour your child is to appear before our Leadership Review Panel to discuss and review your child's involvement and participation in the Student Council.

The Leadership Review Panel has been convened for _____, at which time, your child will be counselled concerning the identified behaviour. A decision will then be made as to whether or not your child will retain their position as part of the Student Council for this year.

We would appreciate your attendance at this meeting to provide support for your child and assist us to reach a satisfactory resolution in this matter.

At the Leadership Review Panel the your child will be given the opportunity to present to the Panel members a statement that highlights the following:

- Acknowledgement of the inappropriate actions that lead to the Panel being convened.
- Acknowledgement of more appropriate future actions/choices.
- Demonstration of the Student Councilor understanding of their role as a school leader.

This policy has been developed in the best interests of all students at Wongan Hills District High School and we seek your cooperation and support in this matter. Should you wish to discuss this further please contact the undersigned on 96 711 155.

Yours sincerely

Miss _____ -
Student Council Co-coordinator

Mr _____
Principal

**Wongan Hills DHS
Leadership Review Panel Record**

Student Councilor Facing the Panel:

Date:

Leadership Panel Members:

Others Present:

Commenced:

Finished:

Notes:

- Student Councilors acknowledgement of his/her inappropriate actions that lead to the Leadership Review Panel being convened.
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 -
 -
- School Leader's acknowledgement of more appropriate future choices.
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 -
 -
- School Leader's demonstration of his/her understanding of the role of a Student Councilor.
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 -
 -
- Other Information
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Concluding comments for the Student Councilor

- Should a future incident occur with this school leader the "Leadership Review Panel" will meet and decide whether another panel is to be convened or the Student Councilor's badge is to be removed.
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Panel Decision:

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Panel Chairperson:

cc: T Geiles; S Hempel; Student File

Student Councilor:

Date: