



ALBANY SENIOR HIGH SCHOOL

STUDENT LEADERSHIP POLICY AND PROCEDURES

ENDORSED 6 JUNE 2017

VERSION 1

Albany Senior High School Values Charter

- *We will seek knowledge with a willingness to learn from experiences and opportunities in order to understand ourselves, the wider community and the world around us.*
- *We will acknowledge our own uniqueness and develop self-respect and dignity.*
- *We will have care and compassion for others, respectfully recognizing that each person has equal worth and basic rights.*
- *We will work together for the common good as a reflection of our Australian Democracy: we will speak up to protect the rights of other people and take individual responsibility for making our school a safe and vibrant place.*
- *We will have respect and concern for our natural and human environment and recognise the need to care for our surroundings maintaining a balance that ensures sustainability.*

At Albany Senior High School, we have a commitment to developing young people. Student Leadership is one aspect of this development. Students have a range of opportunities to develop and exhibit leadership at ASHS. From class room roles, programs and initiatives, through sporting endeavour and academic pursuits, many students display leadership.

In order to provide formal opportunity, training, group development and a context for real learning, we have formal Student Leadership roles from Years 7 to 12.

Our values, and previous work with virtues, have been distilled in to 4 key behaviours that guide rules and conduct at ASHS for all students. These are our expectations for all students.

PRIDE

RESPECT

ACHIEVE

RESPONSIBLE

Student Leadership

Becoming a student leader will allow you to:

- Represent your student body and contribute to decision making at Albany Senior High School.
- Develop a greater understanding of Albany Senior High School processes and systems and share this information across the community.
- Undertake leadership development and enhance your skills, especially in terms of communication, liaison, working with others, events management, being a committee member and influencing the decision-making processes.
- Improve your employability skills.
- Initiate, plan, promote, deliver and evaluate key events and activities.
- Have your voice heard.
- Influence important decisions that impact upon students at school.
- Represent key messages from the ASHS student body to the school administration and vice versa.
- Encourage students to contact you about issues they want to raise or need assistance with.

What is expected of student leaders?

1. Be a positive role model to the school community through maintaining Good Standing and demonstrating behaviours that reflect the School Values Charter.
2. Buddy new students to the school and formally assist in their transition to ASHS.
3. Be willing to take on extra responsibility.
4. Be positive and enthusiastic.
5. Be willing to reflect.
6. Attend student leadership events and participate actively as an ASHS Student Leader through attending leadership meetings and working as a team with other leaders.
7. Consult and collaborate with your year group to identify areas for development by the leadership group.
8. Review the actions of the leadership group annually, and plan for improvement for subsequent leadership teams.
9. Support your Year Coordinator.

Voting Systems

Prefects

1. Year 11 students nominate themselves, by collecting and completing a nomination form from Student Services.
2. Students to fill out form and create a 1 page profile of themselves and why they would be a good Prefect (this includes a photo) and hand into their Year Coordinator by the published deadline.
3. Year Coordinator goes through list of profiles making sure all nominees have Good Standing.
4. Nominations are advertised in the library for student viewing for one week prior to voting.
5. Voting is held, with a ballot slip issued to each Year 11 student and each teaching staff member.
6. Students and staff each vote for their top 16 nominees, by placing a tick on the ballot form next to the student name.
7. Student results are tallied for each applicant and then ranked, 1 having the greatest number of votes.
8. Staff results are then tallied for each student and then ranked.
9. The staff and student ranking are then combined for each applicant and then all nominees are ranked by combined score.
10. The prefects are the top 16 ranked students, or rather, those with the lowest combined scores.
11. They are announced as prefects elect, at a whole school assembly during Term 3 and formally transition to Prefect, at the Prefect Handover Assembly in Term 4.

Student leaders 7-11

1. During Term 2, students to nominate themselves, collecting and completing a nomination form from Student Services
2. Year Coordinators check list, ensuring candidates have Good Standing.
3. Voting is held, with a ballot slip issued to each student, within a given year group.
4. Only students vote.
5. Students tick their top 6 names on the ballot list
6. Student results are then tallied, and ranked
7. The number of students elected per year group should reflect a ratio of one per class group as a minimum.
8. Year leaders are announced and positions commence in Term 3.

APPENDIX

Student Leadership Map of Events *actual dates will vary annually*

Term		1	2	3	4
1		Awards Assembly		Presentation of Student Leaders Achievement Assembly	
2					Prefect Handover Assembly Prefect Camp
	Meeting				
3					
4		GRIP Leadership Conference			
	Meeting				
5				Student Leadership Camp 7-11	
6			Call for leadership nominations		Yr 12 Awards night
	Meeting				
7			Prefect profiles on display		
8			Prefect profiles on display		
	Meeting				
9			Voting Parent Night Order student badges		
10					

APPENDIX



Student Leadership Nomination Form

FIRST Name:					
LAST Name:					
Year <i>Please circle or shade</i>	7	8	9	10	11

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I am aware of the opportunities and expectations associated with being a student leader at Albany Senior High School. Should I lose Good Standing, my role will be immediately suspended and I will be required to attend a school, parent/guardian and student meeting, to discuss its reinstatement. This meeting will include my year coordinator/deputy.

My nomination will be accepted subject to approval by my Year Coordinator and Program Coordinator Student Services.

Student signature: _____ Date: _____

I have discussed the opportunities and expectations of being a student leader with my son/daughter and I endorse their nomination.

Parent signature: _____ Date: _____

APPENDIX

Frequently asked questions

APPENDIX

Resources

GRIP Leadership Resources

- 1.Meeting agenda template
- 2.Decision Making Template
- 3.Steps for running an event
- 4.The ABCDs of preparing for a student led event

BOM Calendar Application

BOM Agenda Item Application

Special thanks to Bailey Gilbert, Arianna Andreotti and Shelby Hills, the 2016 Administration and Management Team and Year 12 students, for their creation of this policy.