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| C:\WINDOWS\Desktop\Ruse P.S. CREST.jpg | School Leadership PolicyOctober 2013 |

**The Election Process**

* The student election process occurs annually, early in term 4.
* Prior to nominations, students in Year 5 will refine and ratify the Student Leaders’ Code of Conduct, which will then apply to the elected leaders. Stage 3 classroom teachers will facilitate the ratification process and clearly communicate to students the expectations of student leaders at Ruse Public School.
* Students will be permitted to make either a self-nomination OR one nomination of a peer. They will be advised to consider demonstrated behaviours, attitudes, effort and commitment to the school/public education at a minimum.
* Students must complete the nomination application, which asks them to outline any relevant leadership experiences, reasons to be considered for a leadership position within the school and evidence that supports the application.
* Nominations will then be discussed with and endorsed by the classroom teacher.
* Nominations will then be endorsed by the Principal.
* Nominations will be sent home to be endorsed by a parent. Nominations will only be accepted after the Student Leaders’ Code of Conduct has been returned with a parent’s signature.
* The teaching staff and year 5 students will be invited to nominate 8 boys and 8 girls from the pool of interested candidates. The 8 boys and 8 girls who receive the most nominations from the year 5 students and staff will progress to the next stage of the student elections.
* Parents of all candidates will be informed of the outcome for their child.
* Successful nominees will then create 1 election poster to be displayed in the school.
* Successful nominees will present a short, 1-2 minute speech at a student election assembly. The assembly is attended by all staff and students K-6. The names of the candidates will be listed in alphabetical order.
* Students in years 2-5 will vote for candidates using a Google form. The voting form will be split into male and female candidates. Students will be required to vote for 5 males and 5 females, in order of preference.
* Students will be required to type their SRN number into the Google form to ensure they only vote once and remain anonymous during the voting process.
* If a student submits more than one vote, only their first vote will be counted.
* All staff, including SASS staff, will be required to vote in the same way as the students.
* Students with the highest number of points will be allocated positions on the leadership team, subject to final endorsement by the Principal.
* Student leader is the highest accolade possible at Ruse Public School. It is expected that a student leader displays exemplary behaviour as outlined in the *Student Leader Expectations* and the Code of Conduct*.* In the event that an elected student has not adhered to the expectations or has behaved in a manner not fitting of a student leader, the student’s title and badge may be withdrawn or withheld, as stipulated by the Code of Conduct. In this case, the student with the next highest ranking may be awarded a leadership position.

**Counting the Votes**

* The student and staff votes will be tallied, with each nominee earning points according to their ranking:
* The votes will be counted electronically using a spreadsheet formula.
* The candidates will then be ranked from 1st (highest number of points) to the candidate with the least number of points.
* The male and female students with the highest number of points will be the School Captains.

**Notification Procedures**

* All successful nominees will be announced in the Principal’s Assembly (OR invited to the staffroom with the Stage 3 AP and Principal).
* The Principal will advise students that they have been elected into a position (either a Captain, Vice Captain or Prefect), but their official title will not be announced until the presentation assembly the following week.
* Elected Captains, Vice Captains and Prefects will phone their parents to inform them they have been elected into a leadership position for 2014.
* Elected Captains, Vice Captains and Prefects will be formally announced at Presentation Day, where their parents will present them with their official badge.

**Official Roles**

* Student Leader responsibilities will be allocated at the end of 2013. Student leaders will be required to sign a code of conduct, agreeing that they will fulfil their associated duties. These forms will remain with the Principal.
* 2014 leaders will work with the graduating leaders of 2013 for the last few weeks of the school year, to learn about the nature of their role and how to fulfil their duties.
* Students not adhering to the expectations and responsibilities placed upon them may lose their title and badge for a period of time as agreed in the Code of Conduct.

**Expectations of Student Leaders**

*Students wanting to be a school leader need to be willing to:*

* + Follow the school rules at all times
	+ Be a role model and set an example for all students
	+ Show kindness and respect to all staff and students
	+ Give up personal time to fulfil duties
	+ Take on extra responsibilities
	+ Speak in front of different audiences
	+ Be a spokesperson for the student body
	+ Help teachers and students
	+ Support others in need

*Students wanting to be a school leader need to have:*

* + Displayed exemplary behaviour at Ruse PS
	+ Shown respect to all staff and students
	+ Been a positive role model during their time at Ruse PS
	+ Always tried their best in every area
	+ A wonderful attitude towards their work, school and others
	+ Effective communication skills
	+ Demonstrated commitment to Ruse Public School and Public Education