



مدرسة نور الديار الخاصة
NOOR AL DIYAR
PRIVATE SCHOOL

STUDENTS COUNCIL POLICY

1.0 POLICY PURPOSE

The purpose of this policy is to develop a voice for students in consultation with management, staff and parents for the purpose of enhancing schools' operation and improving provided educational services. This policy is intended to support the establishment and operation of an effective student council in the school.

2.0 GENERAL STATEMENT OF THE POLICY

This policy indicates the procedures that should be followed in regards with formation of the annual Student Council.

Students Council is a representative committee through which students in the school can participate in the affairs of the school, and work with school staff members for the purpose of students' benefit.

3.0 POLICY PROCEDURES

3.1 Objective & activities:

The main objective of the student council is to encourage and support students into developing their personalities, taking responsibilities and using their skills for the benefit of the school community. Below are some of the activities that the school council can undertake to pursue its objective:

- 3.1.1 Represent the views of the students on matters of general concern to them;
- 3.1.2 Participate in developing the education process and the progress of students;
- 3.1.3 Promote effective communication between students, management, staff and parents;
- 3.1.4 Assist in conducting various school activities;
- 3.1.5 Participate in induction/sale week;
- 3.1.6 Contribute to the development of school policies;
- 3.1.7 Liaise with student councils in other schools.

3.2 Student Council Membership:

- 3.2.1 The council should consist of students from high grade levels in the school (starting from grade eight), school's social counsellor, a non-voting teacher's liaison member and a non-voting Parents' Council member representative.
- 3.2.2 The teacher liaison member should be appointed by the principal.
- 3.2.3 The Parents Council member should be nominated by the Parents Council.

3.3 Nomination & Election

- 3.3.1 The principal should set the date of the election of the members for the forthcoming academic year, normally one month before the end of the academic year.
- 3.3.2 The nomination form should be circulated and received by all the target group students at the high grade levels (starting from grade 8).
- 3.3.3 All the students have the right of choice to self-nominate. The nomination form should be filled by the candidate and submitted to the social counsellor as per the deadline.
- 3.3.4 The duration of membership shall be one academic year only.

- 3.3.5 Only students from high grade levels (starting from grade 8), will normally be entitled to stand for election to the council.
- 3.3.6 The principal reserves the right to veto the nomination of a candidate in the below cases:
 - 3.3.6.1 A serious concerns raised regarding the capacity of that student to contribute effectively to the student council;
 - 3.3.6.2 Negative campaign has taken place;
 - 3.3.6.3 The candidate has breached school's code of behaviour;
 - 3.3.6.4 The candidate is not performing well academically.
- 3.3.7 The election campaign should take place for two-weeks period, starting from the date of announcing of the candidates list and ends at the date of polling. Each candidate can promote for his campaign using various marketing tools, within the allocated two-weeks period.
- 3.3.8 The election campaign should take place during school hours and within the academic block only.
- 3.3.9 Social media platforms should not be used for promoting the election campaign for any nominee by any means.
- 3.3.10 Negative comments about other candidates will not be permitted.

3.4 Voting

- 3.4.1 Voting should take place by secret ballot at a time decided by the principal, during the class timing.
- 3.4.2 Voting system which determine the manner in which candidates are to be elected will be a matter for principal to decide.
- 3.4.3 The voting procedures should be clarified for all students by their class teacher before implementation.
- 3.4.4 The counting of votes shall take place on the day following the election date. The process should be implemented under the supervision of the teacher's liaison member or the parents' council member.
- 3.4.5 The election results should be reported to the principal after two days of the election date.
- 3.4.6 If by any means a vacancy arises on the council, the grade level concerned should hold a further election to elect a candidate who will serve for the remainder of the academic year.

3.5 Principles of the Student Council

- 3.5.1 Student Council shall operate, having regards to the following principles:
 - 3.5.1.1 The Student Council will promote the interests of the school and involvement of students in the affairs of the school, in cooperation with the management, parents and teachers.
 - 3.5.1.2 Each member should be responsible to the grade level which elected him/her, and should ensure that their opinion, complain, suggestions are brought to the attention of the Council. At the same time students should be fully informed of the Council's activities.
 - 3.5.1.3 The principal shall at all times retain the right to dissolve a Student Council or remove a Student Council member.
 - 3.5.1.4 The Student Council should not, through its activities interfere with, or detract from the authority of school's management or the teaching staff of the school.
 - 3.5.1.5 Student Council is not permitted to discuss or comment on matters relating to school's staff professional competence.

- 3.5.1.6 It is not a function of a Student Council to become involved in individual complaints or disciplinary matters.
- 3.5.1.7 The student Council cannot permit discussions of a personal or offensive nature about school staff, pupils or others at its meetings.
- 3.5.1.8 If the above principles amended, council members should be informed and provided with amendment details.

3.6 Managing the work of the Student Council

3.6.1 Meetings

- 3.6.1.1 The first meeting of a newly formed student council should take place as soon as possible after the conclusion of election and the announcement of the council members at school.
- 3.6.1.2 Regular meeting should be scheduled on a monthly basis, at lunch time.
- 3.6.1.3 A chairperson, Deputy Chairperson and a Secretary should be appointed at the first meeting, by members' voting.
- 3.6.1.4 The Chairperson and the Secretary are responsible for preparing the agenda for each meeting. All agendas should include a provision for "Any other business", in order to allow other members to raise matters for discussions.
- 3.6.1.5 The secretary records the minutes and circulates it with the agenda of the next meeting.
- 3.6.1.6 All the meeting documents should be filed and stored in the school at the social counsellor office.
- 3.6.1.7 Where a vote is held at the council meeting, and the vote is divided equally, the Chairperson generally has the casting vote.
- 3.6.1.8 The Chairperson should represent the council at meetings with school management.
- 3.6.1.9 Deputy Chairperson is responsible for assisting, and assuming the role of the chairperson when he/she is absent.

3.6.2 Communication

The council should develop effective communication channels to keep the school community informed and involved in its various activities. Below are some examples on communication channels:

- 3.6.2.1 Book a section in the weekly newsletter to post information about the council.
- 3.6.2.2 Post information about the council activities on the student notice boards.
- 3.6.2.3 Announce activities at assembly time.
- 3.6.2.4 Provide updates on the council meetings and activities to the management, staff and parents on regular basis.
- 3.6.2.5 Prepare an end of year report and submit it to the Principal.
- 3.6.2.6 Conduct regular meetings between council members and the students at all grade levels.
- 3.6.2.7 Carry out surveys aims at collecting students' views on particular issues.
- 3.6.2.8 Use suggestion box to collect information from students at all grade levels.