

## School Captains Policy and Procedures

### Rationale

The school is represented on a daily basis by the elected school leaders therefore it is important to ensure that the students selected for this role are of a high standard and that they are an appropriate role model for all students.

- To provide opportunities for senior students to develop leadership skills.
- To outline the selection criteria for nominations.
- To state the criteria for retention of position once elected.
- To outline the procedures for nominations and voting.

### Policy Outline

Two school captains (1 boy and 1 girl) and two vice captains (1 boy and 1 girl) will be elected, unless student numbers or eligibility of candidates dictate otherwise. Students in Year 5 will be eligible for nomination provided they meet the following selection criteria. The school will provide captains with equal opportunities to act as school ambassadors.

School captains will receive a badge of office to be worn each day.

The principal will revoke a school captain's position if the Retention Criteria is not followed.

### Nominations

Students are to self-nominate during the agreed time frame each year. This will be from Week 5-6, Term 4. The Principal will check candidate's eligibility against the criteria and ineligible students will be eliminated.

Students will be ineligible if:

- they have been on a Behaviour Action Plan (BAP) in the year of nomination.
- they have been on more than two Monitoring Cards in the previous 2 terms to nomination.
- they have been given a Warning of Suspension or a Suspension in the year of nomination.

### Selection Criteria for Nominations

Students will be eligible for nomination if:

- They respect themselves and others including school property as well as completing all school work to the best of their ability.
- They act and speak honestly as well as politely towards their peers, school staff and community members.
- They engage in safe, friendly play and co-operate by working with other students.
- They show consideration to others feelings and differences.
- They use commonsense and think about their actions.
- They wear their school uniform with pride and participate in all relevant school activities to their best ability.
- They are willing to speak in public, address an audience, etc.
- They participate actively in school activities.
- They are positive role models at all times.

## Speeches

Once a student is successful with their nomination, they are required to make a 2-3 minute speech to their peers at a whole school assembly in Week 8, Term 4. Speeches are to be written at home

The speech must include:

- Why they want to be a captain.
- The personal qualities expected of a captain and how they have demonstrated these qualities.
- The responsibilities expected of a captain.
- Leadership and representative roles (zone sports, debating, etc) undertaken.

Students may include additional material.

Speeches should be no longer than three minutes in length.

## Voting

**The voting process will proceed as follows:**

- Eligible voters include; all Kindergarten to Year 5 students, successful nominees and all teaching staff.
- Eligible voters will each vote for one boy and one girl candidate.
- Voting will be conducted immediately after final speeches are made at an assembly.
- The Principal will be responsible for organising the secret ballot paper, Term 4 Week 7, as well as conducting the voting and counting the votes, Term 4 Week 8.
- The School Captain will be the candidate who receives the highest number of votes and the School Vice-Captain will be the candidate who receives the next highest number of votes.
- Results of the voting will be announced at the Annual Presentation Day Assembly.

## Retention Criteria for School Captains

Darlington Point Public School expects its captains to behave in a courteous manner, engage in safe play, complete work to the best of their ability, wear full school uniform and participate in school events. The school will revoke a captain's position if they:

- Receive more than 2 monitoring cards or be placed on a Behaviour Action Plan.
- Receive a warning for suspension or are suspended for inappropriate classroom or playground behaviour.
- Do not attend school on a regular basis.

If a school captain's position is revoked, the boy or girl next in line (based on number of votes) will step into the position.

## Roles of School Captains

- Greet visitors and guests to the school.
- Run, or assist with assemblies as well as, special days/events including ANZAC day and Presentation Day.
- Help at Kindergarten Transition, if needed.
- Represent Darlington Point Public School at out of school and inter school activities and events.
- Other duties as negotiated.

## Evaluation

- This policy will be reviewed as part of a three-year review cycle

## Communication

- This policy was review by Principal and staff on \_\_\_\_\_
- This policy was ratified by the P&C on \_\_\_\_\_